









<p><b><u>STEP 1: LOG IN INTO OUR MEMBERSHIP SYSTEM</u></b></p> <p>go to <a href="http://www.u3aringwood.org.au">www.u3aringwood.org.au</a>. Click on Member Login Icon</p>	
<p><b><u>STEP 2: ENTER YOUR MEMBER NUMBER AND PASSWORD</u></b></p> <p>Click on “Log in” on LHS menu . Enter your member number and password.</p>	 Log in
<p>If you have forgotten your password, or never had one, click on <b>Forget password?</b> under <b>Help Links</b>. Complete next form and follow instructions on email we send you. If email not received within 10 mins check your SPAM or JUNK email folder. After re-setting password go back to Step 1.</p>	<p><b>Help links</b></p>  <a href="#">Forgot password? Reset password</a>
<p><b><u>STEP 3: CHECK YOUR DETAILS ARE UP TO DATE</u></b></p> <p>Click on <b>My Membership</b> and make sure all information is up-to-date. Enter changes then click on SAVE.</p>	 My Membership
<p><b><u>STEP 4: SELECT YOUR COURSES.</u></b></p> <p>Click on <b>Courses</b> then scroll through list of classes and select the course you want. Read the information on the course and then click on <b>ADD TO CART</b> if you wish to enrol in that course. Repeat process you have enrolled in all classes you want.</p>	 Courses
<p><b><u>STEP 5: CONFIRM YOUR CART CONTENTS</u></b></p> <p>Click on <b>CART</b> to confirm all of the courses you selected are in your CART</p>	 Cart
<p><b><u>STEP 6: CHECKOUT YOUR CART</u></b></p> <p>Click on <b>CHECKOUT</b> on Left hand menu when you have finished your course sections.</p>	 Checkout
<p><b><u>STEP 7: REVIEW YOUR INVOICE</u></b></p> <p>If you cannot see your membership invoice, click on <b>MY INVOICES</b> on Left hand menu. Select your current invoice to view it.</p> <ul style="list-style-type: none"> <li>• If paying online click on the <b>PAY WITH PAYPAL</b> icon on your invoice to pay with your PayPal account or with your credit/debit card. Follow prompts.</li> <li>• If not paying online your invoice has the alternate payment methods.</li> </ul>	 My Invoices

Further information can be obtained from: <https://www.u3aringwood.org.au/faqs/>