

Getting started with Member Wizard

Our new membership system, **Member Wizard**, is now live.

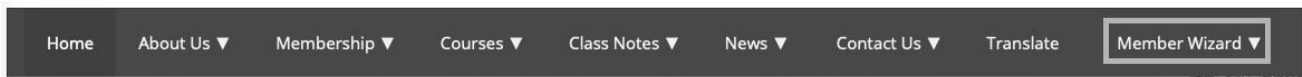
All your personal details and class enrolments have been transferred from UMAS.

Your **Member Number** remains the same.

Everything you could do in UMAS can now be done in Member Wizard.

To **access** Member Wizard:

1. Go to our website: u3anunawading.org.au
2. From the main menu, click **Member Wizard** (top right hand corner of the menu)



First time? You need to register.

You only need to do this once.

1. Click **Member Wizard** → **Member Login** → **Register**.
2. Choose to register using either:
 - your **Member Number**, or
 - your **email address** (the one you previously used with U3A Nunawading).
3. You will receive an email with a **security code**:
 - Enter this code on the Registration screen.
 - (If you don't see the email, check your Junk/Spam folder.)
4. Create your **password** (make it a STRONG one).
5. You will then be taken into the **Member Portal**.

Make a STRONG password

Ideally the password should have at least 9 characters which should include a capital letter, a number and a special character (eg: #, *, @).

Or, for ease of typing use a PASSPHRASE (3 - 4 words with a space, hyphen or other character between them, (eg wasps-2MITTENS-task).

Logging in after registration

Next time:

1. Go to **Member Wizard** → **Member Login**.
2. Log in using:
 - either your Member Number or your email address, and
 - your password.



If you share an email address with another member, you must use your **Member Number**.

Forgot your password?

1. Go to **Member Wizard** → **Member Login** → **Reset Password**.
 2. Follow the prompts (the process is similar to registration).
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What you can do in Member Wizard once logged in

<i>If you want to....</i>	<i>Click on Menu item...</i>	<i>Then...</i>
Change your Password	Change my Password	Enter your old password and then your new password (twice).
View and Update your Contact or Personal Details	Change my Contact Details	Click Edit Contact Details button at the bottom of your details.
Enrol in a Class	Classes	Browse or search the class list ... then Click either the Enrol Now or Join Waiting List button. Don't forget to click on Checkout to finish.
Indicate your interest in becoming a Volunteer	Classes	Enrol in one or more of the Volunteer classes at the top of the list of classes.
View your current Enrolments or Waitlists	My Classes	The Status column on the right indicates if you are enrolled or on a waiting list.
Put in an Absence (apology) for a Class	My Classes	Click on the class, Click Action menu item Advise Absence then tick each date you will be absent. <i>You need to do this separately for <u>each</u> class.</i>
Email the Class Leader	My Classes	Click on the class the Leader takes, Click Action menu item Contact Leader/Convenor , then compose and send email.
Print my Classes	My Classes	Click Action menu item Print My Classes . Then follow your own printer instructions.
Withdraw from a Class	My Classes	Click on the class, Click Action menu item Withdraw from Class . The system will send an email to Course Admin who will process the withdrawal within 2 days.

<i>If you want to....</i>	<i>Click on Menu item...</i>	<i>Then...</i>
View emails Leaders or Course Admin have sent you via Member Wizard	My Received Communications	Double Click on the message you want to view OR Click on the message to select it, then Right Click and click View.
Renew your Membership for the next year	Renew Membership	(details to be advised in October Newsletter)
Display your Statement with amounts paid and owing	Statement	
Access Class Resources loaded by your Class Leader/s or by Course Admin (eg Word docs, PDFs, images etc)	Documents	Double Click on the document. A preview will display, and you can also download a copy.
Log Out of your session	Logout.	Return Home then Log out.

Can't see the Action menu?

First **select an item in the main pane**, then ...

- The left-hand menu will change to the Action menu
- OR Select the **red dot** at the top left
- OR Right Click on the item you selected.

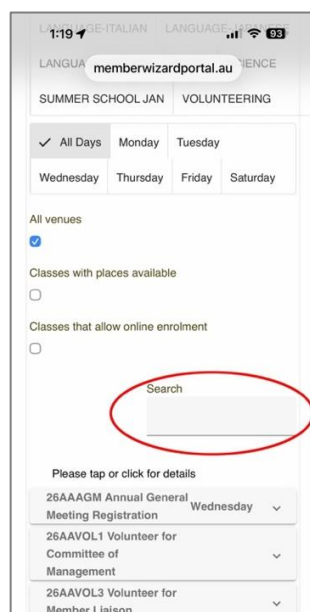
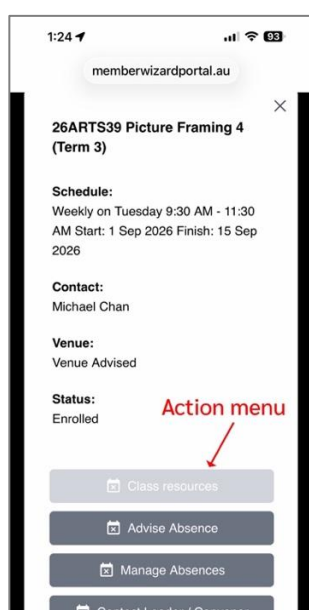


Action menu

Member Wizard on your phone

Member Wizard works well on the phone. Some of the differences on the phone:

- The menus will appear below the class details
- Use Search when looking for a class - the list of classes is very long.



What is different from our old system?

The main differences between UMAS and Member Wizard are:

1. **Invoices and payments** – Member Wizard will issue Invoices when Membership Fee payments are due.
2. You can **enter an absence** for multiple weeks for one class, but you need to do this separately for each class.
3. **Documents and other resources** can be shared online. Information can be shared either:
 - with all U3A Nunawading members, or
 - specifically for any of your classes.
4. **Online payments** for Membership and other purposes will be via credit or debit card through **Stripe** (not PayPal). *Cheques will no longer be accepted at Reception.*

Not comfortable using a computer?

Apology/absence and Enrolment forms are available at the Reception Desk or on the website.

In the main website, go to **About Us** → **Constitution, Policies and Forms**

Completed forms can be:

- returned to the Reception Desk, or
- emailed to: Course Admin (CourseAdmin@u3anunawading.org.au).

Need help?

Go to **Member Wizard** → **Member & Leader Help** page

You will find:

- step-by-step **User Guides**
- recorded **Zoom Sessions**
- **Frequently Asked Questions**

You can also email Course Admin (CourseAdmin@u3anunawading.org.au)