



N E W S L E T T E R

November 2021 – Open Day ALERT



A reminder that our Open Day is on Tuesday, December 7 2021.

However, members can renew membership, pay their fees and register for courses online through the U3A website from Monday November 29. Members can pay online or at the office. We have set this date so that **existing** members can enrol in continuing classes. **New** members will be able to register from December 7, the date of our Open Day.

Jill Gibson, committee member and volunteer coordinator, will be calling for volunteers to help on the day. If you can help please email her at volunteers@u3aipswich.org.au.

Open Day will again be held in the Glebe Road Uniting Church Fellowship Centre from 9am to 11 am with volunteers asked to arrive from 8.30am. Past reviews have confirmed that for some time the most effective form of marketing for U3A Ipswich has been word-of-mouth. So all members are encouraged to alert family and friends of the Open Day on December 7 by emailing them the Open Day flyer which is an **attachment** to this email. And don't forget to let them know that the annual membership fee of \$70 entitles them to attend as many classes throughout the year as they wish.

Printed copies of the Open Day flyers will be distributed at various locations across the Ipswich region and if you would like a bundle to drop off at a nearby suitable location please email our Membership Officer, Karen Doolan at membership@u3aipswich.org.au.

Laptops, PCs and tablets will be available on the day for new members to register and for existing members to renew and to register for their classes if they have not already done so. Volunteers will be there to assist you to access the website & the Online Membership Services.

We are asking all tutors to be at Open Day and to stay for the publicised time from 9am to 11am. Light morning tea refreshments will be provided for tutors and all attending the Open Day will be welcome to free coffee, tea and iced water. Amanda Schloss the Tutor Coordinator will be contacting the tutors via a separate email.

See you there
Ian Muil
0414 969 648
President

For renewing members:

How to access the Online Membership Services to check your membership details, to pay fees and to enrol in next year's classes from Monday November 29, 2021:

Access the U3A Ipswich & West Moreton website at: www.u3aipswich.org.au

Click on the 'Members' button on the website home page

Click on the 'Access Online Member Services' button on the next screen – if you know your Member ID & Password input this information & click on 'Login'

If you have forgotten your Member ID &/or Password continue as below:

Click on 'Forgot Password/Id' on the Member Login screen

The screenshot shows the 'Member Login' page. At the top, it says 'myu3a01.myu3a.net/home/www/u3aip1' and 'Member Login'. Below that, it says 'Do not use the browser back button while in this portal'. There are two input fields: 'Member ID' and 'Password'. The 'Member ID' field has a green arrow pointing to it with the text 'Enter your membership number here'. The 'Password' field has a green arrow pointing to it with the text 'If you have forgotten your ID or Password click on the Forgot Password/Id button below'. There are two buttons: 'Log in' and 'Forgot Password/Id'. A green arrow points to the 'Forgot Password/Id' button with the text 'Click here to activate member id and password retrieval'. At the bottom left, there is an 'Exit' button and the text 'u006(1b)'. A large red text 'Leave blank' is positioned to the right of the input fields.

Then enter your email address and click 'Send Password' on the 'Forgotten Password' screen. You do not need your Member ID as the system relies on the email address you set up previously.

The screenshot shows the 'Forgotten Password' page. At the top, it says 'myu3a01.myu3a.net/home/www/u3aip1' and 'Forgotten Password'. There are two input fields: 'Member ID' and 'Email Address'. The 'Member ID' field has a green arrow pointing to it with the text '(if you know it)'. The 'Email Address' field has a green arrow pointing to it with the text 'Enter your email address'. There is a 'Send Password' button. A green arrow points to the 'Send Password' button with the text 'Click to receive email with your member id and password'. Below the input fields, there is a 'Please Note: If you share an email address and have not entered your Id, all Id's using that email address will receive their ID and Password.' At the bottom left, there is an 'Exit' button and the text 'u006(13)'. A large red text 'Ignore this' is positioned above the 'Member ID' field.

Click 'Exit' to return to the website homepage.

An email with your access details will be sent to the email address we have in the system. Once you have them, you're ready to go back to the website to access the system. If you need any further help email the membership officer at membership@u3aipswich.org.au

There is an online video you can access that will assist in navigating the member processes, so please have a look at it before diving in. You can access the video at the 'Online Member Services Tutorial' screen which will appear after clicking the 'Members' button. Click '**here**' in the line that advises how to view it. You do not need to login to access it.

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