



HOW TO ENROL IN A COURSE THROUGH THE U3A REDCLIFFE WEBSITE

Online course enrolments are made through our website www.u3aredcliffe.org.au

The process for enrolling is quite straight forward if you follow the prompts that come up on the screen. However, the process is laid out below, for your reference, if needed.

In the courses section you can see all the information for those offered each term.

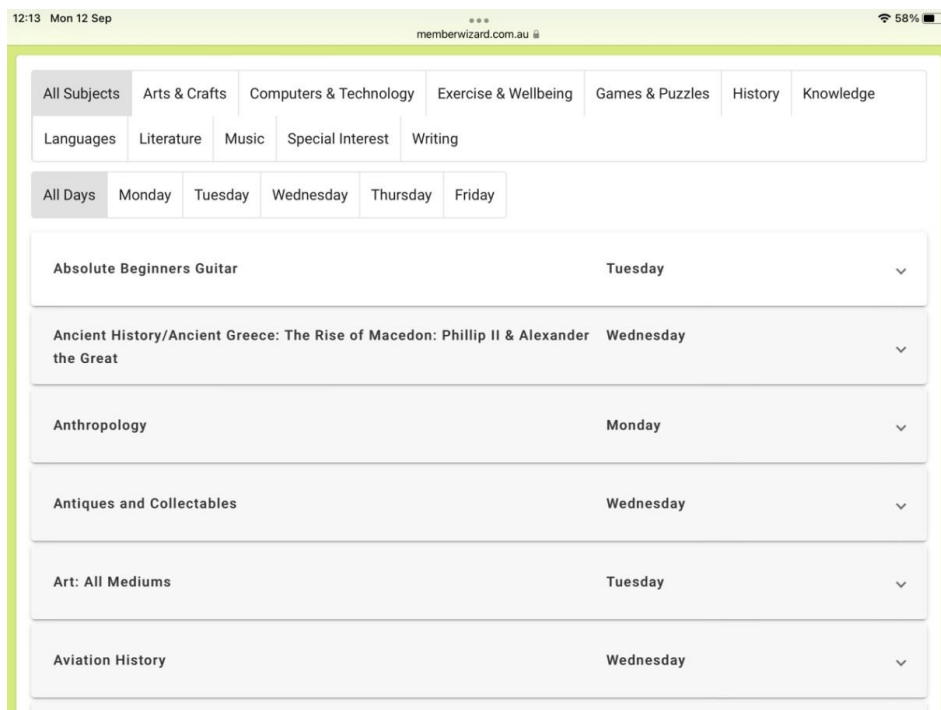
Enrolling is a **two-step** procedure:

1. Firstly, click on the “Enrol now” button on the course you wish to enrol in.
2. Then check your email inbox for an email containing a link that you must click on to confirm your enrolment in the course.

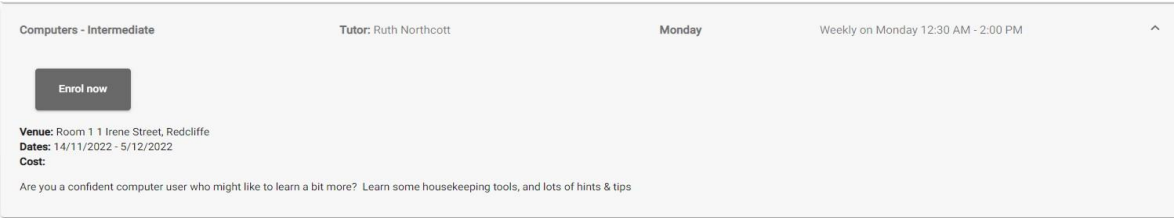
Step-by-step Process for Enrolment

1. a) Click on “Courses” in the ribbon on the homepage of the website. On some devices this is through the Menu in the top right hand corner.

b) You can click on a course grouping (eg. Music) to view just those courses, or on any of the day tabs to view courses offered on a particular day.



2. Click on the course you are interested in. Information displayed is the venue, cost of course, term dates, tutor name, day and time of the course along with a short description of the course topic.
3. Click on the “Enrol now” button to enrol in the selected course.



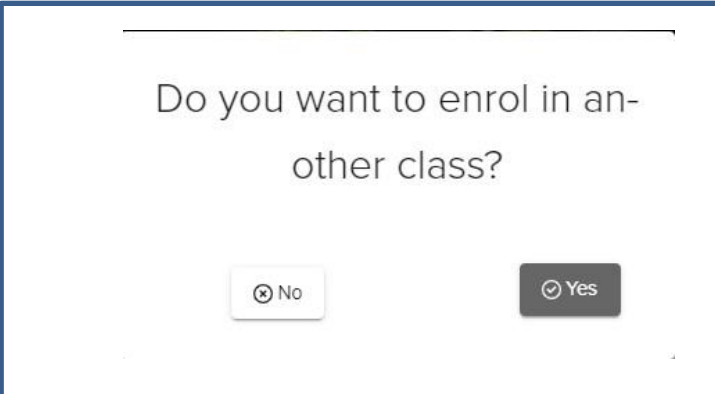
Computers - Intermediate Tutor: Ruth Northcott Monday Weekly on Monday 12:30 AM - 2:00 PM

Enrol now

Venue: Room 1 1 Irene Street, Redcliffe
Dates: 14/11/2022 - 5/12/2022
Cost:

Are you a confident computer user who might like to learn a bit more? Learn some housekeeping tools, and lots of hints & tips

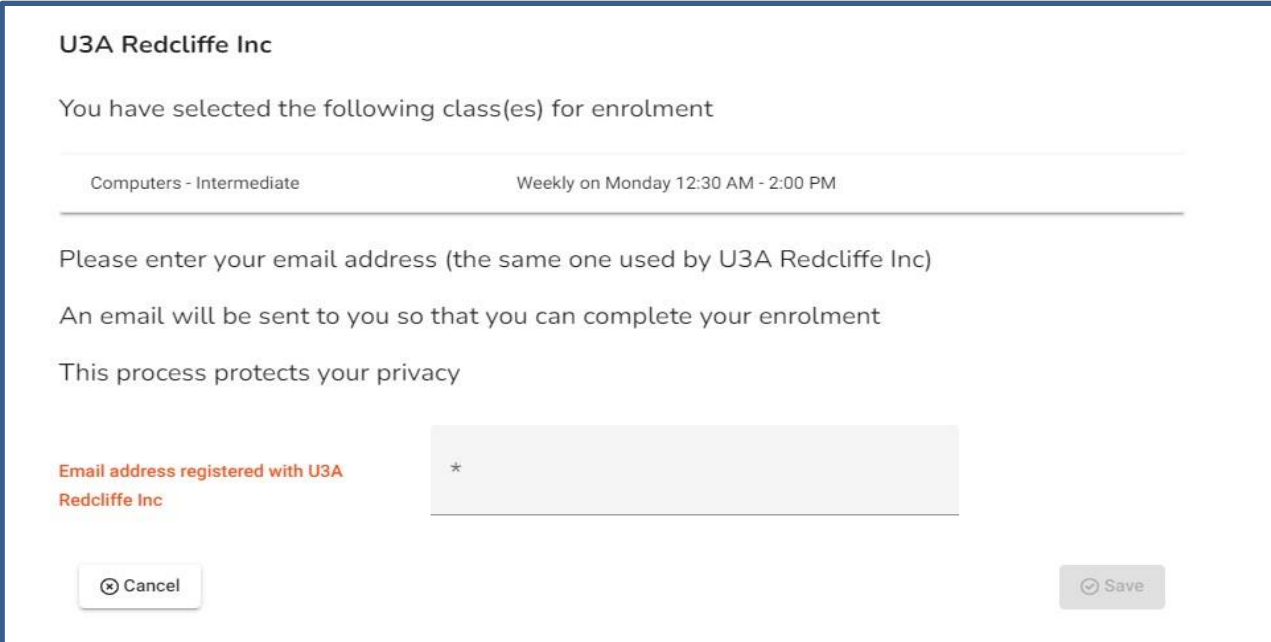
4. You are asked if you want to enrol in more than one course. Select “Yes” or “No”



Do you want to enrol in another class?

☐ No ☒ Yes

5. Next you are asked if you are a member of U3A Redcliffe Inc. When you select “Yes” you are asked for your email address, so type in your email address. Click on “Save”, then “OK”.



U3A Redcliffe Inc

You have selected the following class(es) for enrolment

Computers - Intermediate	Weekly on Monday 12:30 AM - 2:00 PM
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Please enter your email address (the same one used by U3A Redcliffe Inc)

An email will be sent to you so that you can complete your enrolment

This process protects your privacy

Email address registered with U3A Redcliffe Inc *

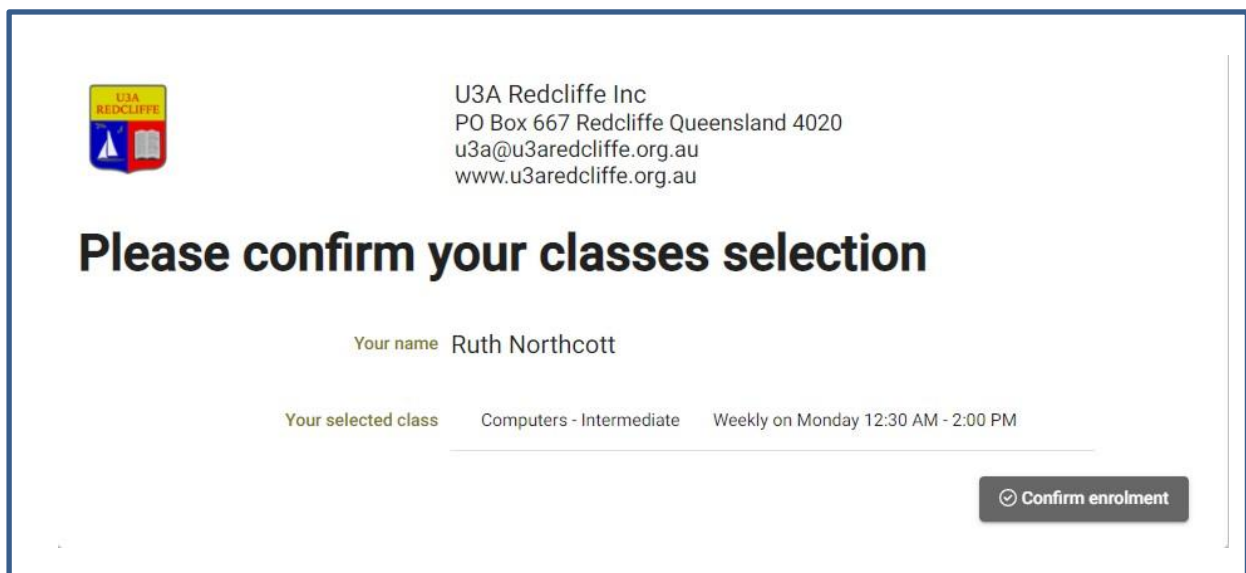
6. The system then checks the email address to ensure you are a member and sends you an email so you can complete the enrolment process. It also displays a message that you need to click on the link in the email to confirm your enrolment.

The email content looks like this:

You have selected this class for enrolment:
Computers - Intermediate Weekly on Monday 12:30 AM - 2:00 PM
You are not enrolled until you confirm your choice
Please click the link below to do so
[Click here to confirm your enrollment](#)

Note: This is important – it is Step 2 of the two-step process.
If you do not click on this link, you will not be enrolled.

7. When you click on this link in your email, you will see another message:



The screenshot shows a web page for U3A Redcliffe Inc. with the following content:

- Logo:** U3A Redcliffe Inc. logo featuring a sailboat and a book.
- Contact Information:**
U3A Redcliffe Inc
PO Box 667 Redcliffe Queensland 4020
u3a@u3aredcliffe.org.au
www.u3aredcliffe.org.au
- Header:** Please confirm your classes selection
- User Information:**
Your name: Ruth Northcott
- Class Selection:**
Your selected class: Computers - Intermediate Weekly on Monday 12:30 AM - 2:00 PM
- Action Button:** A button labeled "Confirm enrolment" with a checkmark icon.

8. The final step is to click on the box "Confirm Enrolment".

Over Enrolment in a Course

If the course is full (ie the number of students enrolled exceeds the number of students permitted in the course), then the "Enrol now" button will change to one which says **"Course full. Join Waiting list."**

If you elect to join the **Waiting List** then the same process regarding membership in U3A Redcliffe Inc. will continue except you will be placed on the **Waiting List** for the course rather than the **Enrolled List**.

Ukulele - Fun and Strum
Tutor: Brian Lewis, Muriel Miller
Thursday
Weekly on Thursday 10:00 AM - 12:00 PM

Class full. Join waiting list

Venue: Rooms 1 & 2 combined U3A Redcliffe

Dates: 6/10/2022 - 8/12/2022

Cost: Members: \$2.00 / lesson

This class is for ukulele players who like to have fun strumming and singing with a group of like-minded friends. Must know some basic chords and be able to tune their ukulele.

Laughing is mandatory – a good singing voice entirely optional!! Please join us for a great time.



What if you enrol in a course then don't wish to attend?

Contact the Membership Officer via membership@u3aredcliffe.org.au or Course Coordinator via coursecoordinator@u3aredcliffe.org.au

They will delete the enrolment. This is important so others can enrol if the course has a waiting list.

If you have any queries, please contact us. We do want to make it as smooth a process as possible for you.