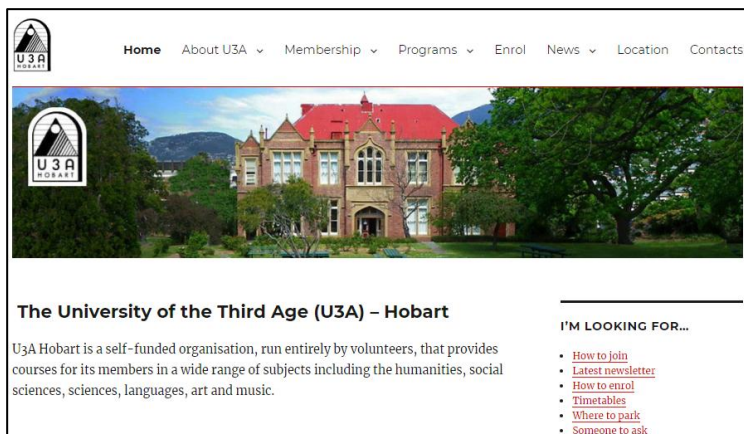
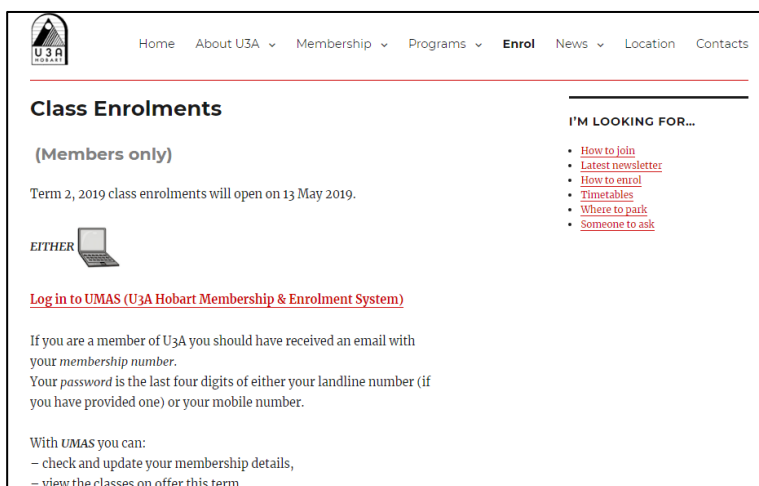


# How to Enrol Online for U3A Hobart Classes

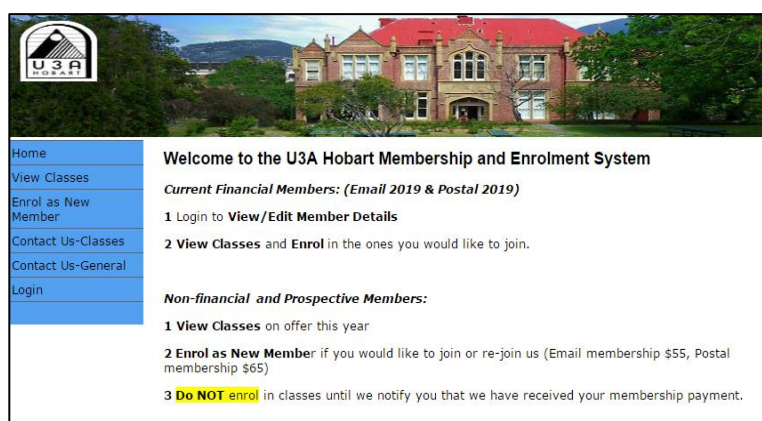
## 1. U3A Hobart website [www.u3ahobart.org.au](http://www.u3ahobart.org.au)



## 2. Click **Enrol** tab at the top to go to **Class Enrolments**



## 3. Click on the link [Log in to UMAS \(U3A Hobart Membership & Enrolment System\)](#)



## 4. Log in to **UMAS** using:

- *either your email address*
- **or your 4 digit membership number** (emailed to you)

Your initial **password** is the last four digits of your phone number (home or mobile)

# How to Enrol Online for U3A Hobart Classes

## 5. Choose **View Classes** from the menu.

**View Member Details**

Edit Member Details

**View Classes**

Contact Us-Classes

Contact Us-General

Return to Website

Logout

1. Click on Courses to view additional details
2. Use tick box to select Courses (restrictions may apply)
3. To view a Category of Courses e.g. Art, Exercise etc. Use the **Category selection** drop down box  
To return to the full list select **All** from the drop down box
4. Courses can be sorted by clicking on any of the column headings e.g. Course, Day etc.
5. Click on **Confirm Selection** button to enrol. You will be advised whether you are successful or wait-listed
6. Any Course can be removed (click on the **Remove** and then the **Go Back** button and you can return to the Course list to make another selection)
7. Maximum standard enrolments are 20

**Confirm Selections**

Click on the checkboxes to start the enrolment process. Maximum enrolments are 20.

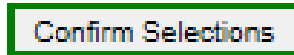
Choose Category: None

Code	Class	Location	Tutor	Finished	Full	New	1 day	Time
<input type="checkbox"/> 19T200	<b>MONDAY</b>	None	None		17/06/2019	Mon		0:00
<input type="checkbox"/> 19T201	German Conversation	CR	Antje Fox		17/06/2019	Mon		9:45
<input type="checkbox"/> 19T202	Margaret Atwood: novelist, poet, social	LR	Rosalind Olsen		17/06/2019	Mon		10:00
<input type="checkbox"/> 19T203	History of Glenorchy Municipality	TH	Colin Dennison		17/06/2019	Mon		10:00
<input type="checkbox"/> 19T204	Biology and Beauty of Birds	TH	Susan Jones		15/07/2019	Mon		10:00
<input type="checkbox"/> 19T205	Writing Workshop	CR	John McRae		17/06/2019	Mon		11:15
<input type="checkbox"/> 19T206	Trade, Industry, Shipping on Derwent	TH	Rex Cox		17/06/2019	Mon		11:30
<input type="checkbox"/> 19T207	The Astor Dynasty in New York	TH	Sue Lea		22/07/2019	Mon		11:30
<input type="checkbox"/> 19T208	Reading Seminar	LR	Charles Prager		17/06/2019	Mon		1:00
<input type="checkbox"/> 19T209	Italian - the first steps	TH	Elizabeth Longo		17/06/2019	Mon		1:00
<input type="checkbox"/> 19T210	Italian: ancora un po'	TH	Elizabeth Longo		17/06/2019	Mon		2:00
<input type="checkbox"/> 19T211	<b>TUESDAY</b>	None	None		17/06/2019	Mon		0:00
<input type="checkbox"/> 19T212	French: Continuation of 2004 Class	CR	Joan Von Bibra		11/06/2019	Tue		10:00
<input type="checkbox"/> 19T213	Let's Talk Books	LR	Penny Cohen		11/06/2019	Tue		10:00
<input type="checkbox"/> 19T214	Music Matters	TH	Pieter Buining		11/06/2019	Tue		10:00
<input type="checkbox"/> 19T215	Art Appreciation at the TMAG	TMAG	Jan Pascook		11/06/2019	Tue		11:20
<input type="checkbox"/> 19T216	Fun with your Android Tablet	CR	Graeme Ingram		11/06/2019	Tue		11:30
<input type="checkbox"/> 19T217	Reading Shakespeare: Antony & Cleopatra	LR	Leone Scrivener		11/06/2019	Tue		11:30
<input type="checkbox"/> 19T218	The 2000-year Prelude to Brexit	TH	Peter Boyce		11/06/2019	Tue		11:30
<input type="checkbox"/> 19T219	Aspects of Antiquity	TH	Robin Alington Maguire		16/07/2019	Tue		11:30
<input type="checkbox"/> 19T220	Plav Reading	CR	Marlene Lette		11/06/2019	Tue		1:00

**Confirm Selections**

## 6. Use tick boxes to select your Courses.

## 7. Click Confirm Selections box.



## 8. Last step

It's important that you check that your selections are correct and then click the **Finalise Classes** button. (Ignore any messages about payment)

**View Member Details**

Edit Member Details

**View Classes**

Contact Us-Classes

Contact Us-General

Return to Website

Logout

Code	Classes	Start date	Status
<a href="#">19T210</a>	<a href="#">Italian: ancora un po'</a>	17/06/2019	

**Finalise Classes, and if necessary, Invoice & Payment** You must click this button to enrol

[Remove all selections](#)

[Go Back](#)

## 9. Now you have finished your class enrolment, you can view your member details, update them if necessary and logout.