

# How to Join U3A North Canterbury

## Welcome to U3A North Canterbury

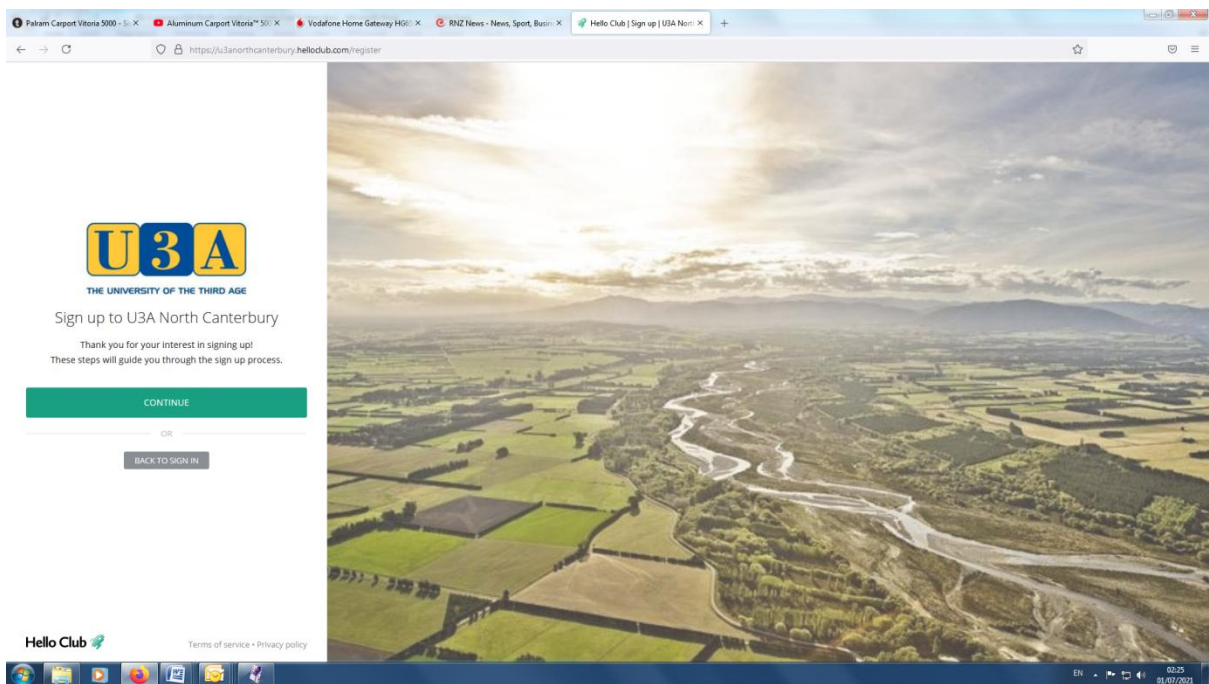
### 1. Go to our Registration Link

You need to go to the following Web Page:-

<https://u3anorthcanterbury.helloclub.com/register>

### PAGE 1

You will see a Welcome Message under the Heading **'Sign up to U3A North Canterbury'** as below



Click on the Green box marked **'CONTINUE'**

### PAGE 2

On the next page, Click on the Grey Box marked **'SIGN UP WITH EMAIL'**

(You can also sign up with your existing Google or Facebook Account.)

### PAGE 3

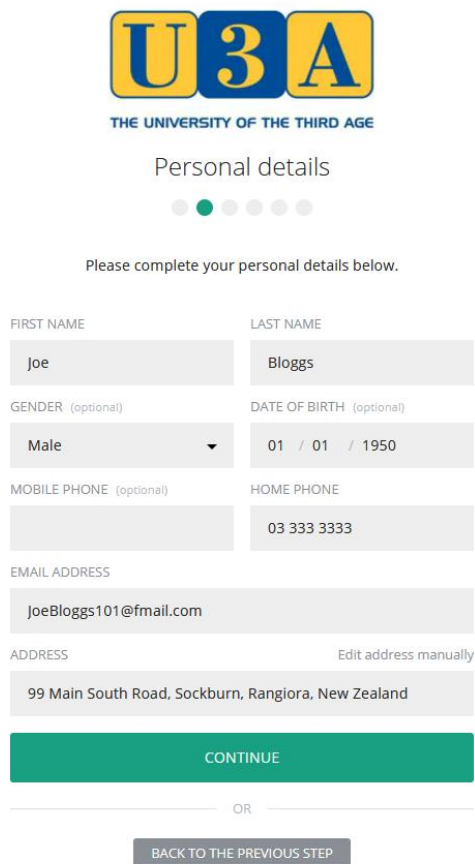
### 2. Enter Personal Details (refer to screen shot on next page)

Enter your details. Your First Name, Last Name, One Phone Number Email address and Address are mandatory.

Start typing your address and the system will find choices in the New Zealand Address Database.

Select the right one from the list.

Click on the Green box marked **'CONTINUE'**



The screenshot shows the registration form for U3A. At the top is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE'. Below the logo is the title 'Personal details' and a progress indicator with five dots, the second of which is green. The instruction 'Please complete your personal details below.' is followed by several input fields: 'FIRST NAME' (Joe), 'LAST NAME' (Bloggs), 'GENDER (optional)' (Male), 'DATE OF BIRTH (optional)' (01 / 01 / 1950), 'MOBILE PHONE (optional)', 'HOME PHONE' (03 333 3333), 'EMAIL ADDRESS' (JoeBloggs101@gmail.com), and 'ADDRESS' (99 Main South Road, Sockburn, Rangiora, New Zealand). A green 'CONTINUE' button is at the bottom, with an 'OR' separator and a 'BACK TO THE PREVIOUS STEP' button below it.



## PAGE 4

Ignore the next question about Linked Members which does not apply to U3ANC.

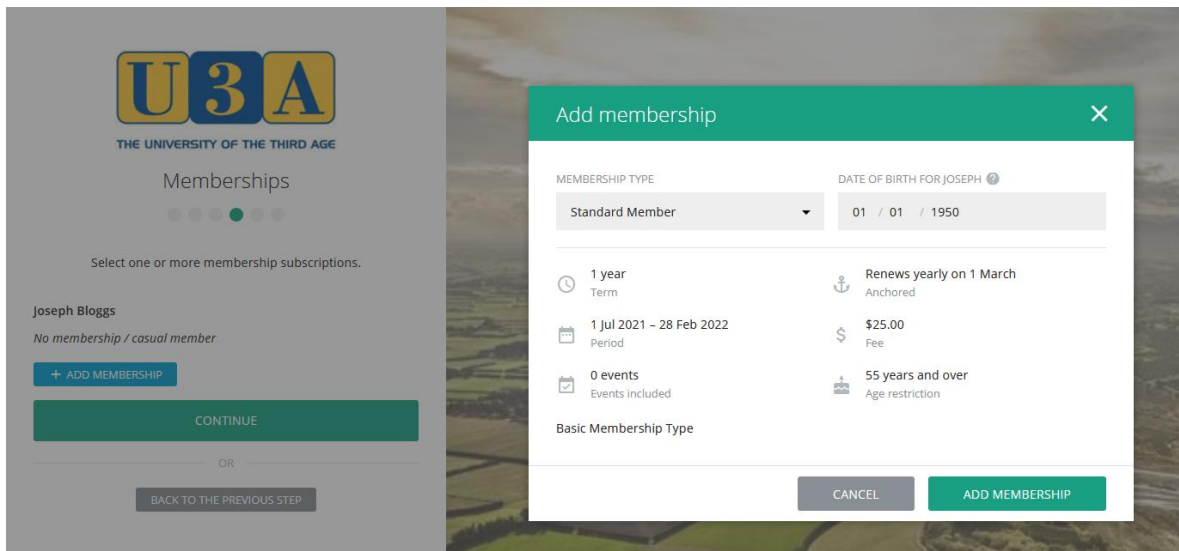
Click on the Green box marked **'CONTINUE'**

## PAGE 5

### 3. Memberships

Click on the Blue Box marked **'+ADD MEMBERSHIP'**

A new Menu drops down and only one type of Member is available – Standard Member – This should be already selected as in the screen shot below.



Complete your Date of Birth if you have not already, which is mandatory

Click on the Green Box marked **'+ADD MEMBERSHIP'**

You are returned to the previous screen where your name will now have 'Standard Member membership' shown underneath.

Click on the Green box marked **'CONTINUE'**

## PAGE 6

### 4. Login Details

Enter your username and password for login to HelloClub (Username can be your email address which is set as the default)

Click on the Green box marked **'CONTINUE'**

## PAGE 7

### 5. Payment

You can go straight into paying your subscription now or select PAY LATER.

**The following applies if you are paying now. Otherwise go straight to the last page - FINISHING**

### Making a payment of your Subscription

**You can pay your subscription in any of the following 3 ways:-**

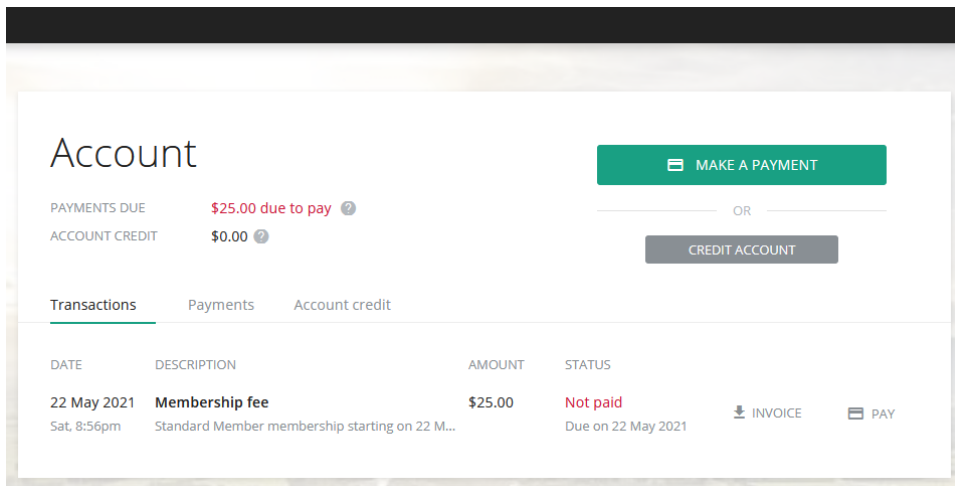
1. Pay online by using the Poli process built into U3A North Canterbury's HelloClub system.
2. Pay by Direct Transfer from your Bank Account to U3A North Canterbury's Bank Account using your bank's system of online payment.
3. Pay by Cash to the treasurer in person at a Monthly Meeting or by mail to U3A North Canterbury's mail address.

Each of these methods are described in detail below.

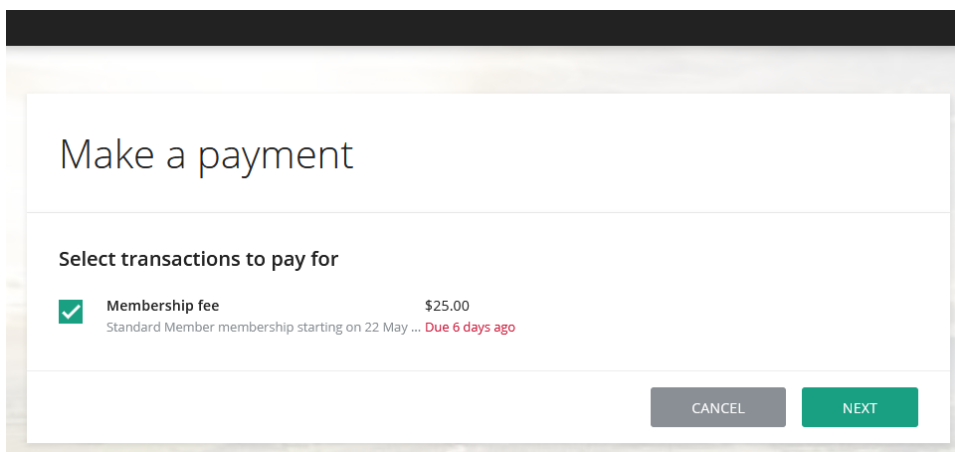
### 1. Pay online by using the Poli process built into U3A North Canterbury's HelloClub system.

This IS our preferred method as it ensures that we are aware of who has paid their account.

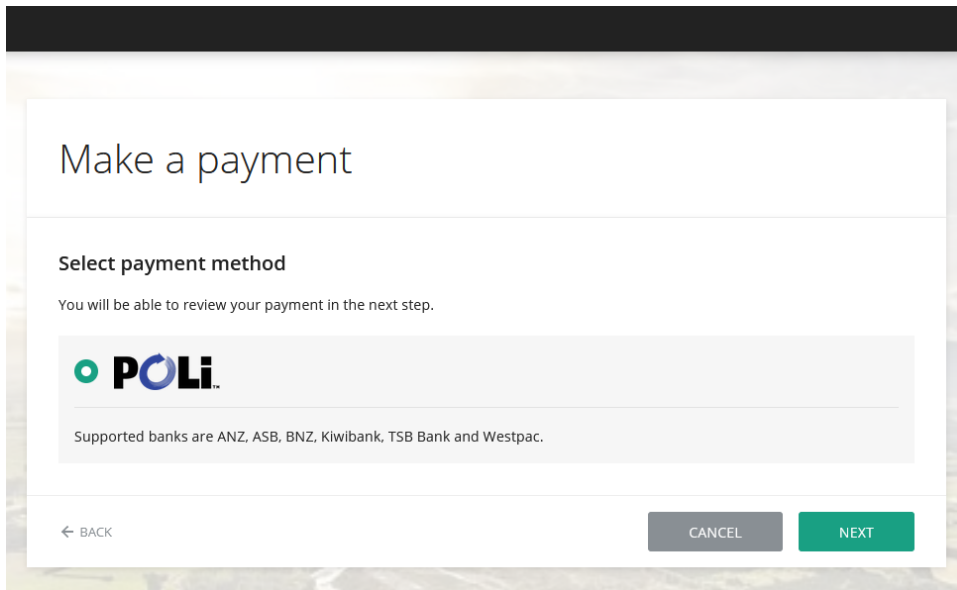
The Menu shown below will appear.



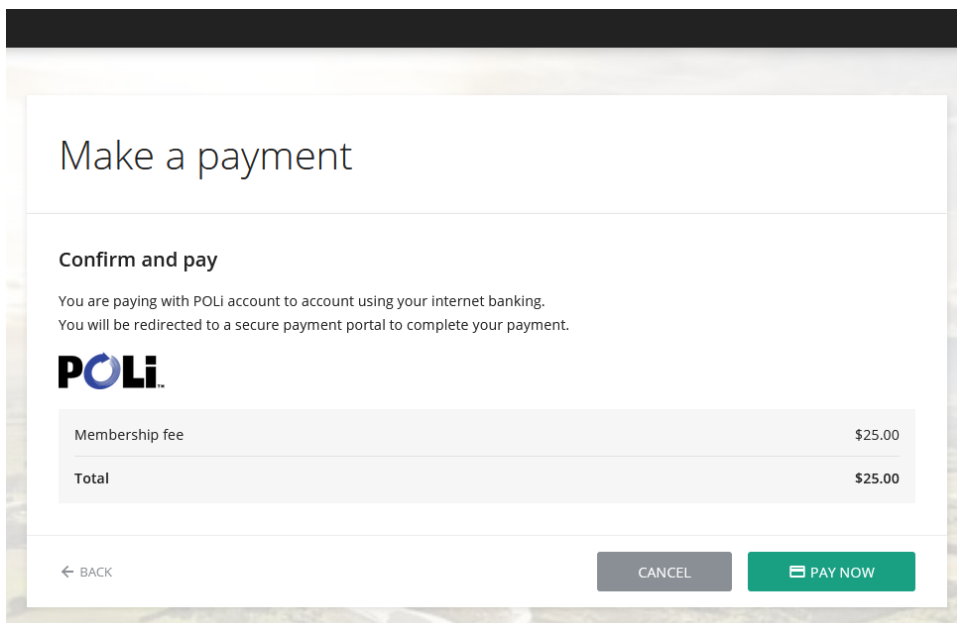
This shows that your Subscription is PAID or NOT PAID. To continue click on the Green Box marked MAKE A PAYMENT. The following screen will appear.



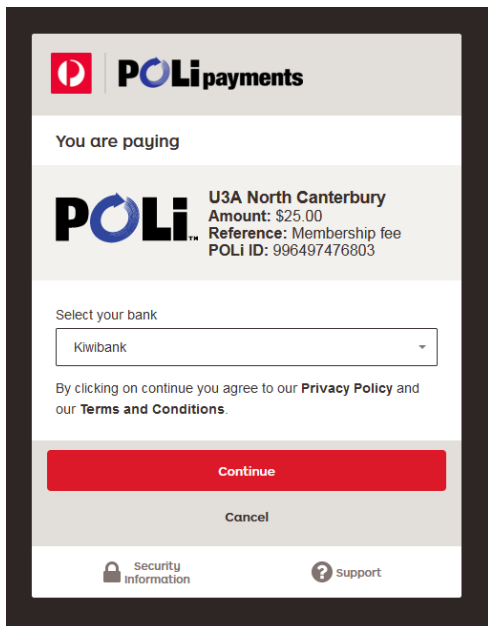
The MEMBERSHIP FEE transaction should be already selected and ticked. Click on the box marked NEXT. The following screen will appear.



At present we accept payments using the POLi secure system. This is supported by the banks shown. POLi will be selected by default as shown by the Green ring at the left hand end of its description. Click on the box marked NEXT to continue.



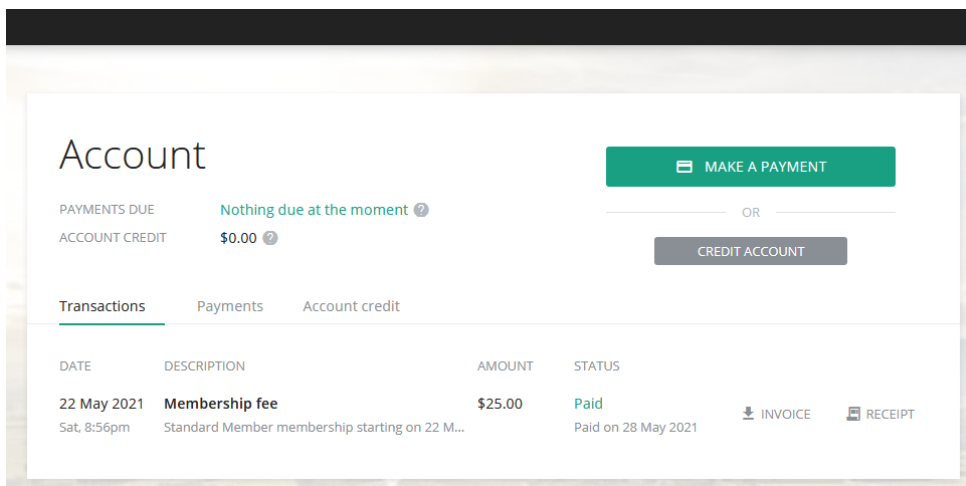
Click on the box marked PAY NOW and the POLi screen will appear.



Select your bank and then click on CONTINUE.

The next few screens depend on your bank but you will be asked for your login details, its usual security questions and account to pay from.

You can also enter your full name in the REFERENCE and CODE slots to make it easy for us to identify your payment. When you have completed the POLi input, you will be returned to your Account screen as shown below which should now show the Membership Fee as PAID



You have completed Payment. THANK YOU.

## 2. Pay by Direct Transfer from your Bank Account to U3A North Canterbury's Bank Account using your bank's system of online payment.

Individual Banks have their own methods for making a direct payment from your account to ours.

The main requirement for us, is that payment should be made as follows.

Our Bank Account Number is 03 1585 0533906 00

Our name is U3A North Canterbury

Include your first and last names in the REFERENCE and CODE areas of the transfer details. If you cannot fit all of your name, enter as much as will help us identify you as the Payer. **This is ESSENTIAL.**

### **3. Pay by Cash to the treasurer in person at a Monthly Meeting or by mail to U3A North Canterbury's mail address.**

Payments can be made in cash directly to the Club Treasurer or the Committee Members manning the Name Tags at any Monthly Meeting. Preferably, place the cash in an envelope marked clearly with your first and last names.

## **FINISHING**

### **6. Sign in Screen**

You are now signed into our system and will see the U3ANC Home Page.

Refer to our '[How To Use The System Instruction Sheet](#)' for details of using our system.

Next time you want to access the system, go to the following web page.

<https://u3anorthcanterbury.helloclub.com/login>