U3A organisations are transitioning from the UMAS system to Member Wizard for several reasons, primarily due to Member Wizard's simpler functionality; especially in areas like membership management, class (course/activity) management, event organisation, and financial tracking. Member Wizard is also being promoted by U3A Network Victoria as their preferred organisation management software and is supported by the Victorian State government, making it a more sustainable option.

How to register and create a password in Member Wizard

To be able to first register and create a password in the new system (MWiz), existing U3A Wonthaggi members need to go through a simple process called "Registration". Once this is done you will be able to Login via the Member Portal using your email or member number and the password you create.The steps to complete initial registration are as follows:

> Go to U3A Wonthaggi website u3awonthaggi.org.au
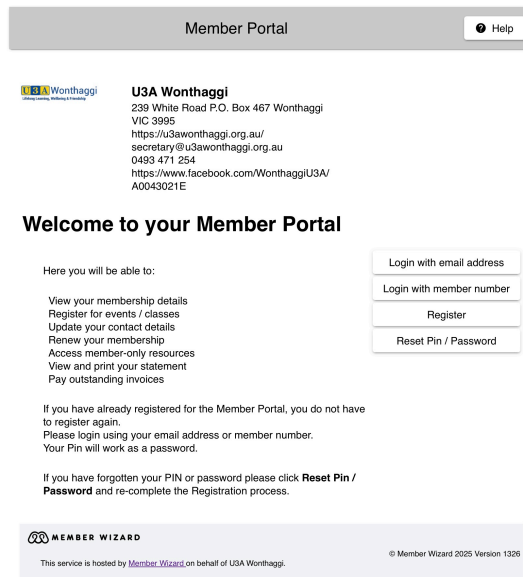> Select the **red Member Portal button** to Register and Reset your Password.

> Select **Register** and enter either your member number or email address. If you share an email address it is best to use your member number.

> Select **Next** and on the following page **Send.**

> you will then need to check your email for a Member Wizard confirmation email and then enter the code (no space) to **Confirm Registration Number**.

> Enter a **password** of your choice - make it complex for security but something you can remember.

> To create a strong password for MWiz (or any application), aim for a minimum of 12 characters, using a mix of uppercase and lowercase letters, numbers, and symbols.

> In the *Member Portal,* check **My Classes*** and **Change my Contact Details** to ensure that your information is correct.

> If you are a **Tutor or Convenor** of a class or classes you will see you have an additional button in the main menu of your **Member Portal.** Tutors can select **Tutor Portal** to check class enrolments, email participants plus other functions.

Notes

> You only enter your password once, so it won't check that it is correct, as per systems where you enter the password twice. If you make a mistake, go back to step 2 and Register again.

> You can use your current U-MAS password again assuming it is long enough, if you want to save thinking of and remembering a new password.

> MWiz login and change password forms show a password strength metre.

> "Class". Member Wizard describes U3A courses and activities as a Class.

Need Help?
If you experience any issues contact our member support team, available weekdays from 9 am to 5 pm.
Phone: 0493 471 254 or 0419 220 084
Email: secretary@u3awonthaggi.org.au

Member Portal		❓ Help

U3A Wonthaggi
239 White Road P.O. Box 467 Wonthaggi
VIC 3995
https://u3awonthaggi.org.au/
secretary@u3awonthaggi.org.au
0493 471 254
https://www.facebook.com/WonthaggiU3A/
A0043021E
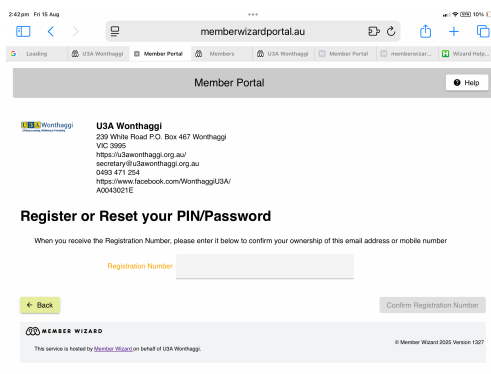
Home

Change my Password
Change my Contact Details
Classes
My Classes
My Events
Renew Membership
Statement
Documents
Print Name Tag
Log out

Name Frank Schooneveldt

Member Number

Paid To 31 Dec 2025

Membership Type Full Member

Group Not in any groups

Last Refreshed Aug 2025 14:45

MEMBER WIZARD
This service is hosted by Member Wizard on behalf of U3A Wonthaggi.

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