

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](https://u3awonthaggi.org.au)
- > Select the **red Member Portal button** to Register and Reset your Password.

Member Portal

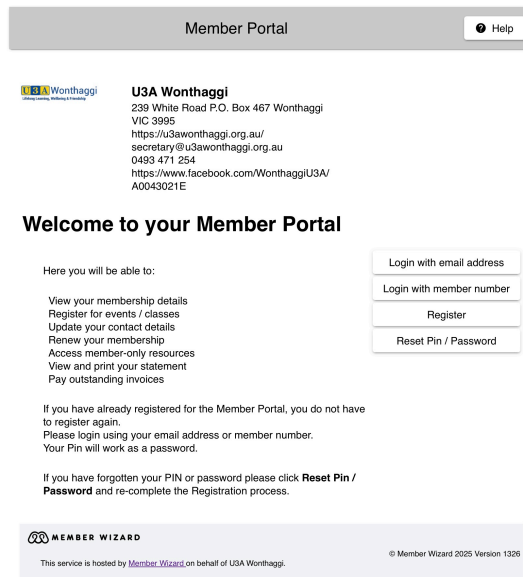
- > Select **Register** and enter either your member number or email address. If you share an email address it is best to use your member number.

- > 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.**



Member Portal Help

**U3A Wonthaggi**  
 239 White Road P.O. Box 467 Wonthaggi  
 VIC 3995  
<https://u3awonthaggi.org.au/>  
[secretary@u3awonthaggi.org.au](mailto:secretary@u3awonthaggi.org.au)  
 0493 471 254  
<https://www.facebook.com/WonthaggiU3A/>  
 A0043021E

**Welcome to your Member Portal**

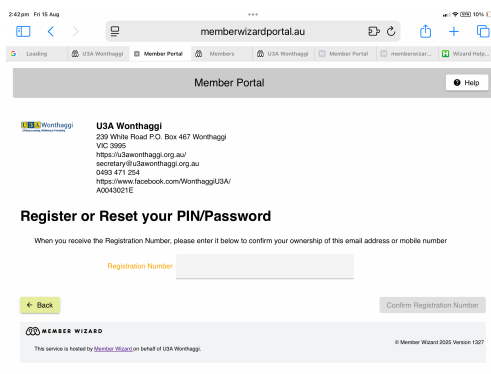
Here you will be able to:

- View your membership details
- Register for events / classes
- Update your contact details
- Renew your membership
- Access member-only resources
- View and print your statement
- Pay outstanding invoices

If you have already registered for the Member Portal, you do not have to register again.  
 Please login using your email address or member number.  
 Your Pin will work as a password.

If you have forgotten your PIN or password please click **Reset Pin / Password** and re-complete the Registration process.

**MEMBER WIZARD**  
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2:42pm Fri 15 Aug

memberwizardportal.au

Member Portal Help

**U3A Wonthaggi**  
 239 White Road P.O. Box 467 Wonthaggi  
 VIC 3995  
<https://u3awonthaggi.org.au/>  
[secretary@u3awonthaggi.org.au](mailto:secretary@u3awonthaggi.org.au)  
 0493 471 254  
<https://www.facebook.com/WonthaggiU3A/>  
 A0043021E

**Register or Reset your PIN/Password**

When you receive the Registration Number, please enter it below to confirm your ownership of this email address or mobile number

Registration Number

Back Confirm Registration Number

**MEMBER WIZARD**  
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> 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](tel:0493471254) or [0419 220 084](tel:0419220084)

Email: [secretary@u3awonthaggi.org.au](mailto:secretary@u3awonthaggi.org.au)

The screenshot shows the 'Member Portal' interface for U3A Wonthaggi. At the top, there's a header bar with the 'Member Portal' title and a 'Help' button. Below this, the U3A Wonthaggi logo is on the left, and contact information is on the right. The contact details include the address (239 White Road P.O. Box 467 Wonthaggi VIC 3995), website (https://u3awonthaggi.org.au/), email (secretary@u3awonthaggi.org.au), phone (0493 471 254), and Facebook link (https://www.facebook.com/WonthaggiU3A/). The main content area is titled 'Home' and features a vertical menu on the left with buttons: 'Change my Password', 'Change my Contact Details', 'Classes', 'My Classes', 'My Events', 'Renew Membership', 'Statement', 'Documents', 'Print Name Tag', and 'Log out'. To the right of the menu, user details are displayed: 'Name' (redacted), 'Member Number' (redacted), 'Paid To' (3 Dec 2025), 'Membership Type' (Full Member), 'Group' (Wonthaggi group), and 'Last Refreshed' (Aug 2025 14:45). At the bottom, there's a footer section with the 'MEMBER WIZARD' logo, a note that the service is hosted by Member Wizard on behalf of U3A Wonthaggi, and a copyright notice for Member Wizard 2025 Version 1327.