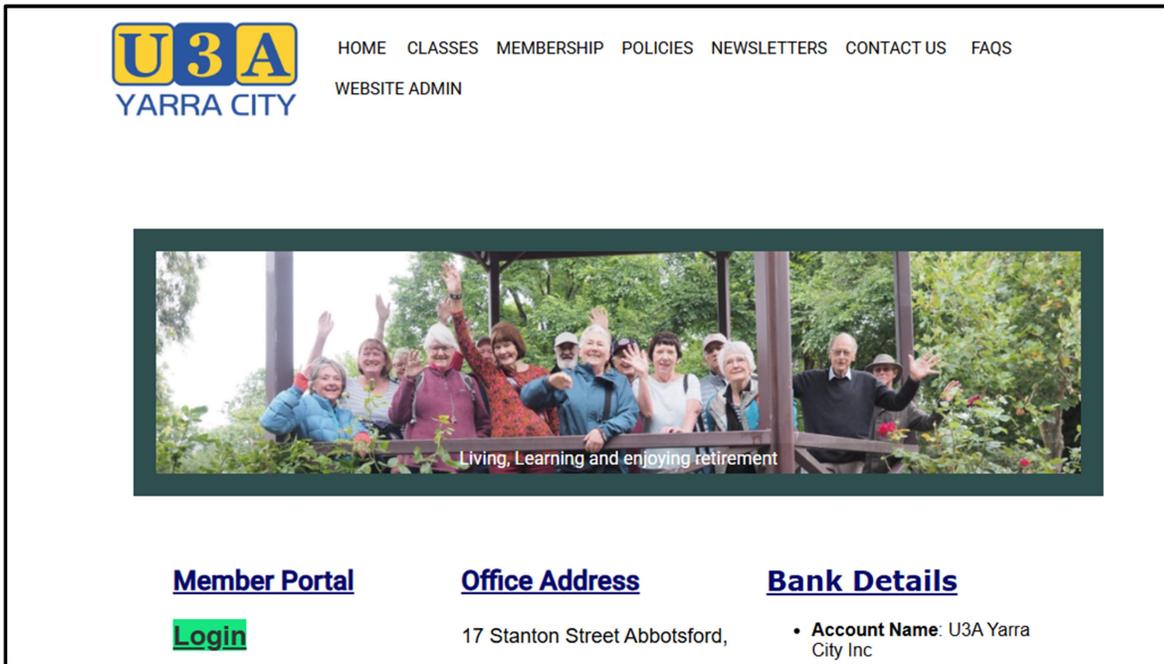


Note – many screen shots are from Test or early production versions of MWiz and final operating version may look a little different. Basic functionality is however the same.

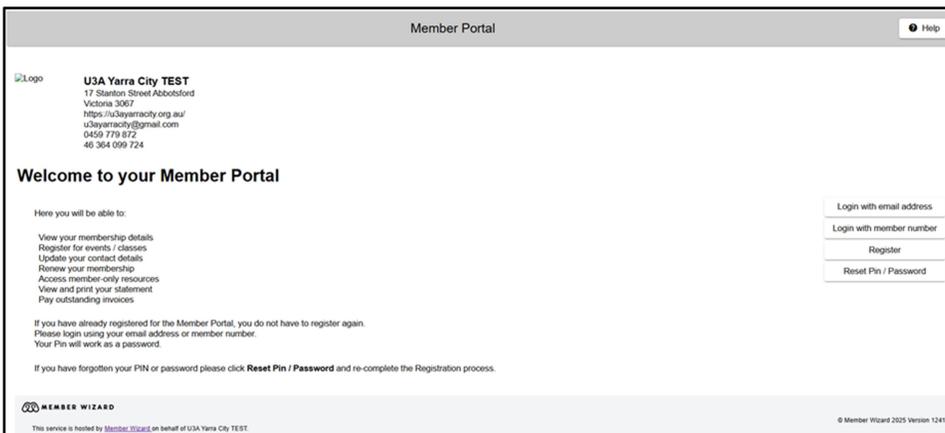
First time Access

1. Go to the U3A Yarra City website: <https://u3ayarracity.org.au/>

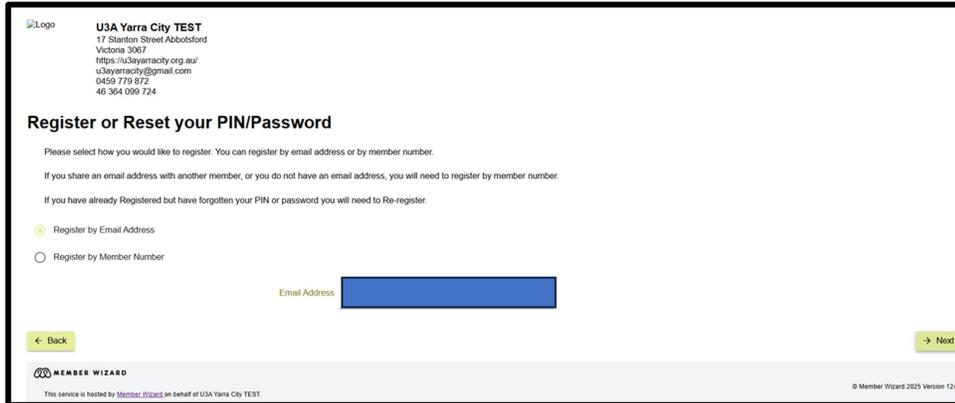
This is the same website addressed that you previously used to access the U-MAS login but it now points to the Member Wizard login. Below is an approximation to what the website will look like. (The bottom of the screen with other text has been omitted.)



2. Click the green button “Login”. This will take you to the following screen.

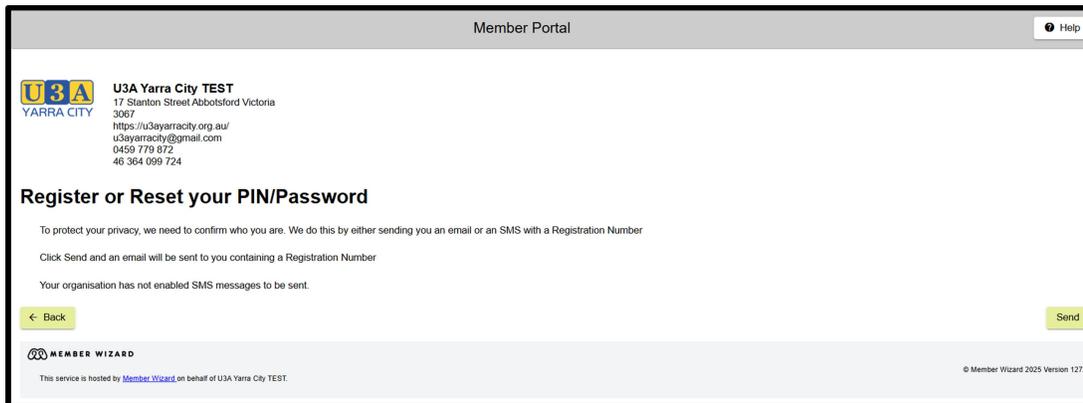


To access the Portal for the first time you will need to create a new password as your U-MAS password will not be carried across to Member Wizard. To do this click the button on the right-hand side of the screen “Register”. This will bring up the screen below.

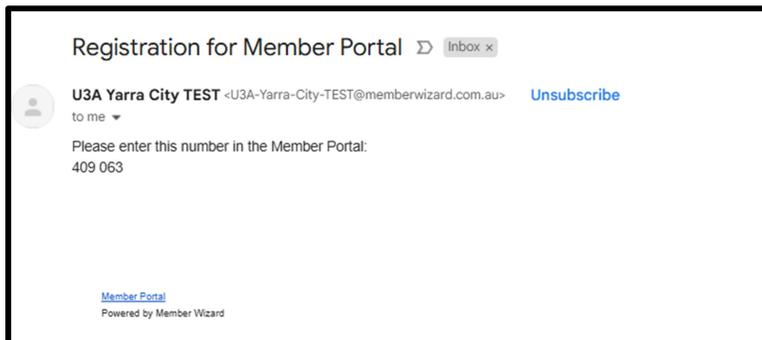


Click the button next to “Register by Email Address” (so it shows green like in the above screen shot)

Into the “Enter Address” box (shaded blue here for clarity) put the email address you have in your membership record then click the green “Next” button on the right of the screen. Click “Send” on the right-hand side of the screen below.

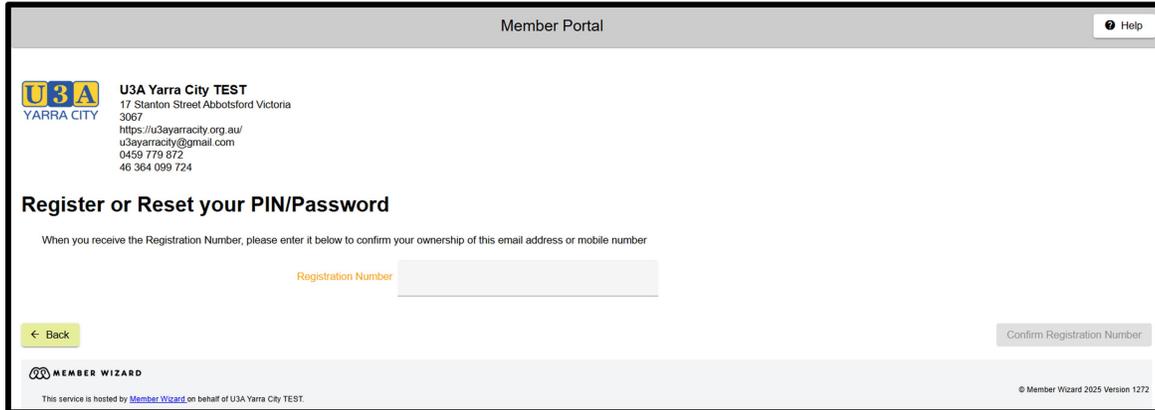


Check your email for a message that looks like the one below. If you cannot find it in your inbox, check out your spam or junk email folders.



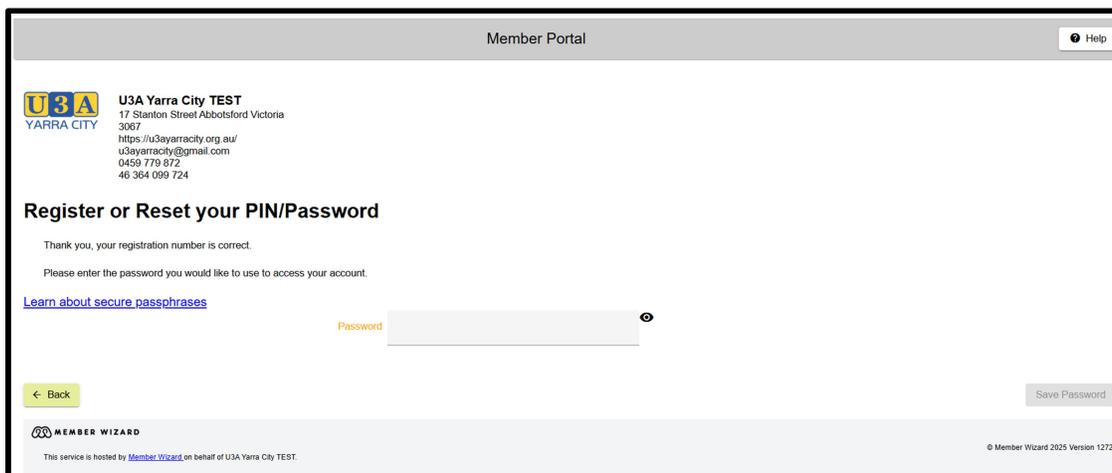
The 6 digits in the email are your temporary password. i.e. In the example above, they are “409063”. NOTE: do not include the space.

The next screen that pops up will be:

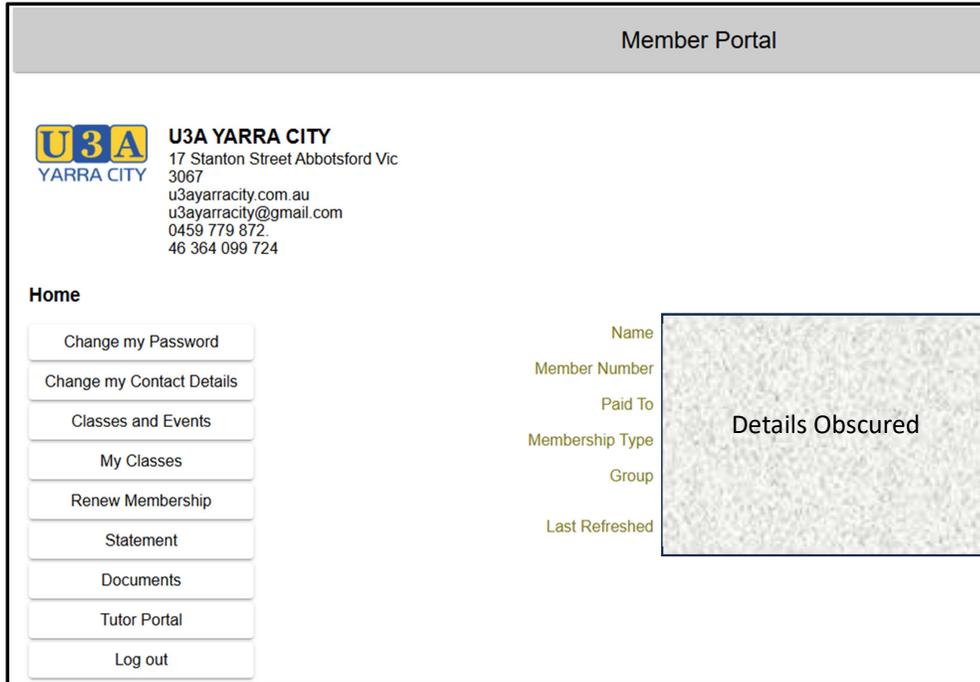


Into this screen input the 6-digit number received in your email into the “Registration Number” box, without the space in the middle.

The “Confirm Registration Number” box will go green. Click it. Then into the screen below enter the password you want into the “Password” box. Then click “Save Password”. NOTE you will only be prompted to enter your new password once. If you forget it you will have to go through the registration process again. You should choose a complex password with capital and lower case letters, numbers and characters like &*%\$. Make sure you remember it or better yet use a password manager app.



You will then be presented with your member screen with your name etc displayed. The screen will look something like the one below.



Functions that can be performed in the Member Portal

At this point you can explore your member record. Below is a summary of what is behind each of the Menu items on the left. [After clicking on a menu item, you can return to the above screen above by clicking “Home” which appears at the top left of the screen.]

Menu item	Explanation
Change my Password	You can change your password from this menu.
Change my Contact Details	Here you can view and change your personal contact details. Check this is correct and current
Events and Classes	This lists all current Events and Classes for U3A Yarra City. It is similar to what you can see from the u3ayarracity.org.au website. You can also enrol in Events and Classes from this menu or if the class is full join the Waitlist. See below Note **1 regards class registration and **2 regards event registration.
My Classes	Lists the classes and events you are enrolled in. Also enables you to advise an absence or to withdraw permanently from a Class, and to email the Tutor directly.
Renew Membership	This provides screens to issue an invoice and make payments. Detail on this will be provided later in the year for 2026 enrolments.
Statement	Shows whether you owe money. If your membership is paid up would show \$0.
Documents	In Member Wizard documents can be stored and made available to members via the Member Portal. This menu allows you to download/access documents that have been made available to members. To access documents, click “ √ ” and “ > ” next to the document/folder then click black “Download’ button at the top right of the list to view.
Print Name Tag	U3A Yarra City does not currently use name tags, but this option does function if needed. This item allows your name tag to be printed.
Log out	Click this to log out of the MWiz Member Portal.

To exit from a sub-menu, click “Home” on the top left of the screen.

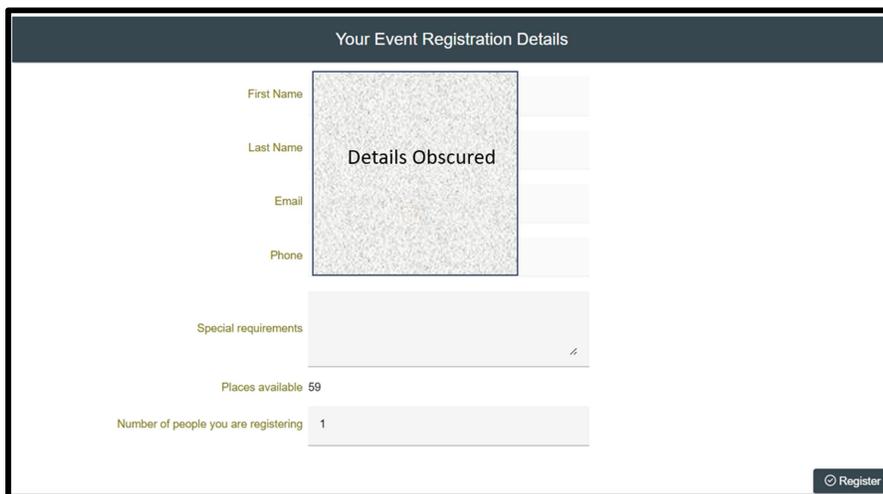
Note **1 How to enrol in a class from “Events and Classes” Menu. If you click on a class in this menu, you will see details of the class like in the screen below which is for a “Test” class. If the class has places available, the grey “Enrol now” button will be displayed. Clicking this will enrol you in the class. If the class is full there will be a grey “Join Waitlist” button which if clicked will put you on the waitlist.



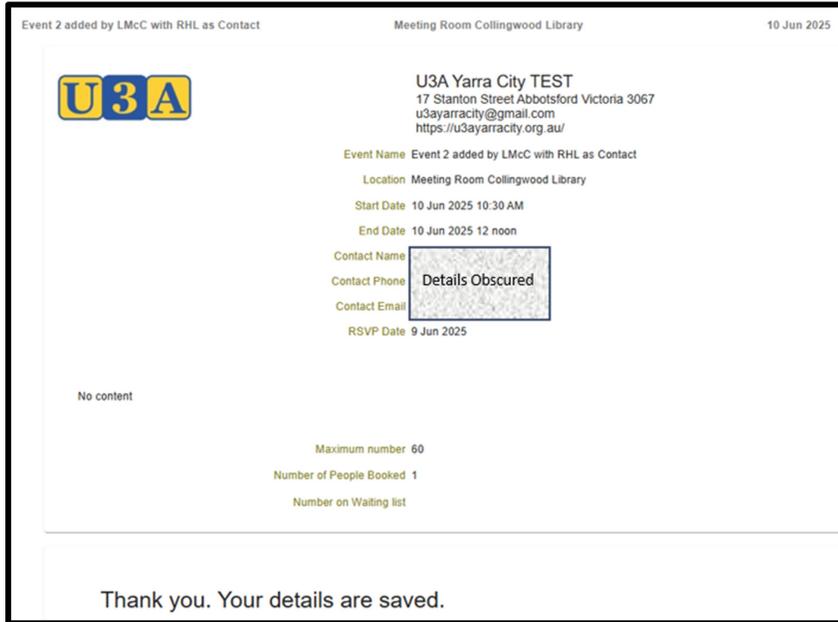
Note **2 How to enrol in an Event from “Events and Classes” Menu. If you click on an Event in this menu, you will see details of the event like in the screen below which is for a “Test” event. If the event has places available, the black “Register” button will be displayed. Clicking this will enrol you in the Event. If the event is full, a “Join Waiting List” button will be displayed. If you click this you will be put on a Waitlist.

Events are one-off happenings as distinct from Classes which recur at regular intervals; weekly, fortnightly or monthly for instance, so on-going over the year.

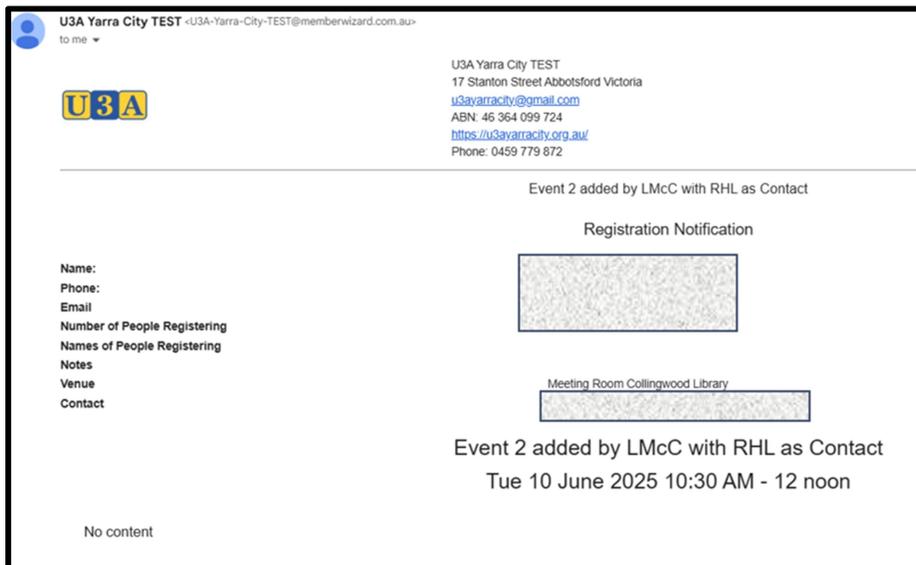
Our regular Forums are Events. Our AGM and some expeditions such as the trip to the Melbourne Metro development are also Events.



To register click “Register” and you will get a confirmation screen like below:



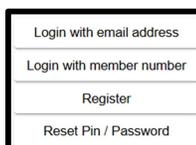
You will also get an email confirmation like the one below:



Logging in Again

After logging out you can get back into the member portal by repeating step 1 & 2 at the start of this document.

In the screen 2 you can select either “Login with email address” or “Login with member number” from the right-hand side menu shown below. Then you will be prompted for your member number/email address and password.



If you lose your password, you can either repeat the “Register” process or use “Reset Pin/Password” which follows a similar process.



Navigation.

To Navigate around the menu, you can use the “Home” button at the top left of the screen to exit from a submenu.

Or in some submenus there is an “X” on the top right of the screen that will take you back to the previous menu

There is also a “Help” button on the top right of many screens which provides further help.

And a small hand symbol at top left of some screens enables the entire screen to be moved around your computer screen.

***** END OF DOCUMENT *****