

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

First time Access

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

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.

Member Portal	• Нор
U3A Yarra City TEST 17 Starton Stret Abolstord Votora 3007 Msp. LiAdayarrachy(genaticom 0454 770 872 40 364 009 724	
Here you will be able to:	Login with email address
View your mombership dotails Register for events / classes	Login with member number Register
Romer your membership Access member only resources Vew and prior your schement Per underlanding involves.	Reset Pin / Password
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 Phy will work as a possionor.	
It you have torgotten your HN or password please click Reset Pin / Password and re-complete the Registration process.	
OD MEMBER WIZARD	
This service is hoted by <u>Member Wizard</u> on behalf of UJA Yarra City TEST.	© Member Wizard 2025 Version 1241

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.



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Display U3A Yarra City TEST 17 Startion Storet Abbolstord Yokaria Storet Abbolstord Victoria 3067 https://daywarcohy.org.au uspyration(tygmata) https://daywarcohy.org.au 40 384 099 774 Register or Reset your PIN/Password	
Please select how you would like to register. You can register by email address or by member number.	
If you share an email address with another member, or you do not have an email address, you will need to register by member number.	
If you have already Registered but have forgotten your PIN or password you will need to Re-register.	
Register by Email Address	
O Register by Member Number	
Email Address	
← Back	→ Next
000 MEMBER WIZARD	
This service is hosted by <u>Member Wicard</u> on behalf of UJA Yarra City TEST.	© Member Wizard 2025 Version 1241

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.

	Member Portal	Ø Help
VARRA CITY	U3A Yarra City TEST 17 Stanton Stireet AbbotStord Victoria 3067 https://Lagvaracity.org.au/ udsyarcaiv.ggmail.com 0459 779 672 46 354 069 724	
Register	or Reset your PIN/Password	
To protect you	privacy, we need to confirm who you are. We do this by either sending you an email or an SMS with a Registration Number	
Click Send and	an email will be sent to you containing a Registration Number	
Your organisat	on has not enabled SMS messages to be sent.	
← Back		Send
This service is host	IZARD O Member Wizerd on behaf of UJA Yarra City TEST. O Member Wizerd 2	025 Version 1272

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: <u>do not</u> include the space.

The next screen that pops up will be:



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	Member Portal	Help
VARRA CITY	U3A Yarra City TEST 17 Stanton Street Abbolsford Victoria 1967 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1969 Mu3Aperatory 1960 Mu3Ap	
Register	or Reset your PIN/Password	
When you rece	ive the Registration Number, please enter it below to confirm your ownership of this email address or mobile number	
	Registration Number	
← Back		Confirm Registration Number
O MEMBER W	ZARD	0 March - Marcal 2005 March - 4272
This service is host	d by Member Weard on behalf of U3A Yarra City TEST.	w wember wizard 2025 Version 1272

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.

		Member Portal		Help
VARRA CITY	U3A Yarra City TEST 17 Stanton Street Abbolsford Victoria 3067 https://i.dsayarracity.org.au/ USyarracity.ggmai.com 0459.779.072 46 394.090.724			
Register	or Reset your PIN/Password			
Thank you, yo	r registration number is correct.			
Please enter t	e password you would like to use to access your account.			
Learn about se	sure passphrases			
	Password		0	
← Back				Save Password
O MEMBER W	ZARD			
This service is host	d by Member Wizard on behalf of U3A Yarra City TEST.			© Member Wizard 2025 Version 1272

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



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		Ме	mber Portal
VARRA CITY VARRA CITY Home	J3A YARRA CI 7 Stanton Street A 067 3ayarracity.com.au 3ayarracity@gmai 459 779 872. 6 364 099 724	TY bbotsford Vic Loom	
Change my Pas Change my Contac Classes and Ex My Classes Renew Membe Statement Documents Tutor Porta	sword ct Details vents s s rrship t s s	Name Member Number Paid To Membership Type Group Last Refreshed	Details Obscured
Log out			

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 " ${}^{\checkmark}$ " 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.



Updated 2/07/2025

Test Class	Tutor / Leader:	Wednesday	Weekly on Wednesday 10:00 AM - 12 noon
Enrol now Venue: U3A YarraCity Office - U3A Yarra City Office, 17 Stan Dates: 16 Apr 2025 - 31 Dec 2025	ton Street Abbotsford 3067		
Cost: Places available: 19			

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.

	Your Event Registration Details	
First Name		
Last Name	Details Obscured	
Email	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	
Phone		
Special requirements	ĥ	
Places available	59	
Number of people you are registering	1	
		⊘ Register

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



Updated 2/07/2025

Event 2 added by LMcC with RHL as Contact	Meeting Room Collingwood Library	10 Jun 2025
U3A	U3A Yarra City TEST 17 Stanton Street Abbotsford Victoria 3067 u3ayarracity@gmail.com https://u3ayarracity.org.au/	
	Event Name Event 2 added by LMcC with RHL as Contact	
	Location Meeting Room Collingwood Library	
	Start Date 10 Jun 2025 10:30 AM	
	End Date 10 Jun 2025 12 noon	
	Contact Name	
	Contact Phone Details Obscured	
	Contact Email	
	RSVP Date 9 Jun 2025	
No content		
	Maximum number 60	
Number	of People Booked 1	
Num	nber on Waiting list	
The sector sector de terre	line and a second	
Thank you. Your deta	lis are saved.	

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

U3A Yarra City TEST «U3A-Yarra-City-TEST@memberwizard.com.au- to me •	U3A Yarra City TEST 17 Stanton Street Abotsford Victoria <u>U3ayarracity@gmail.com</u> ABN. 46 364 099 724 https://USayarracity.org.au/
	Event 2 added by LMcC with RHL as Contact
	Registration Notification
Name: Phone: Email Number of People Registering Names of People Registering	
Notes Venue Contact	Meeting Room Collingwood Library
	Event 2 added by LMcC with RHL as Contact
	Tue 10 June 2025 10:30 AM - 12 noon
No content	

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.

Login with email address
Login with member number
Register
Reset Pin / Password

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



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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 me moved around your computer screen.