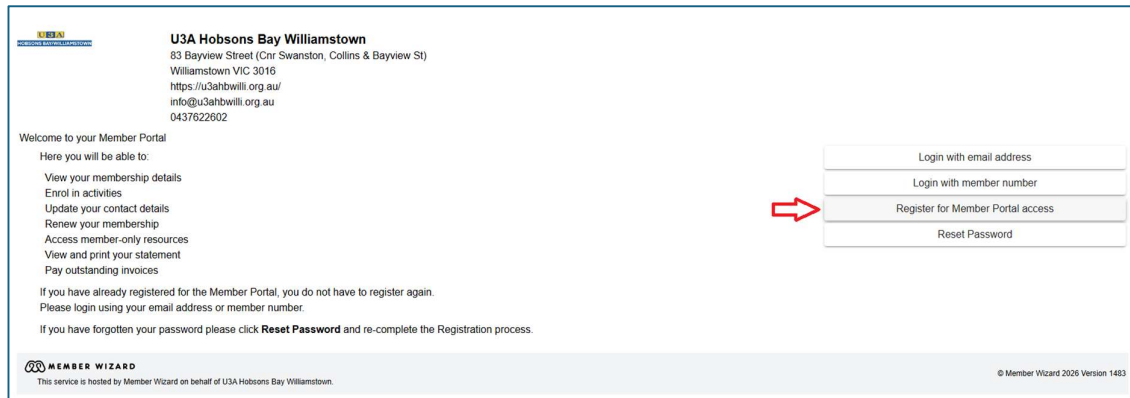


# Register and Set up Password on Member Portal

All U3A members must register and set up a password before you can access Member Portal.

1. When the Member Portal login screen is displayed, click on the **Register** button on the right of the screen.



**U3A**  
U3A Hobsons Bay Williamstown  
83 Bayview Street (Cnr Swanston, Collins & Bayview St)  
Williamstown VIC 3016  
<https://u3ahbwilli.org.au/>  
[info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)  
0437622602

Welcome to your Member Portal

Here you will be able to:

- View your membership details
- Enrol in activities
- 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.

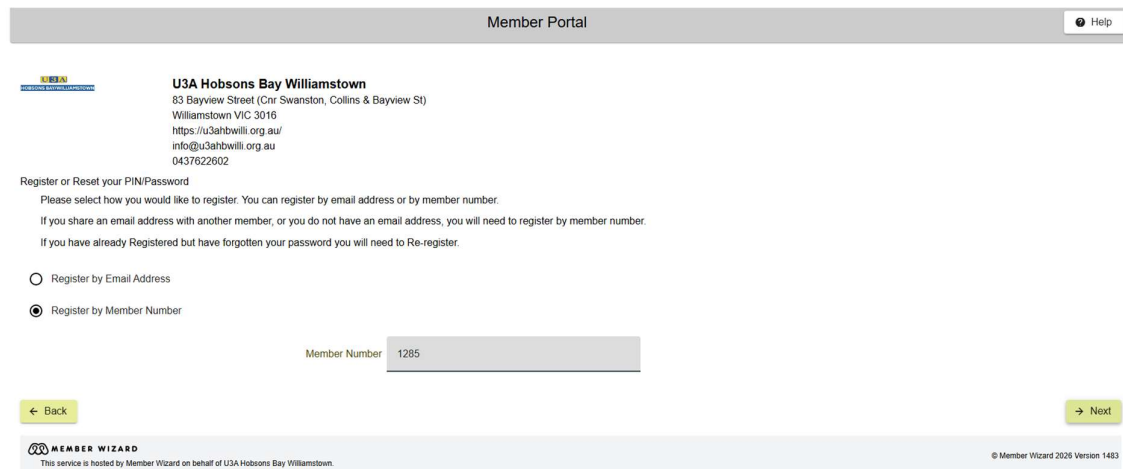
If you have forgotten your password please click **Reset Password** and re-complete the Registration process.

**MEMBER WIZARD**  
This service is hosted by Member Wizard on behalf of U3A Hobsons Bay Williamstown.

© Member Wizard 2026 Version 1483

2. Select Register by Member Number, enter your U3A Hobson Bay/Williamstown Membership Number and click on Next.

If you do not remember your Membership Number, select Register by Email Address, enter the email address which is in your member record and click on Next. *Note if you share same email as another member you need to register Member Number*



**Member Portal** [Help](#)

**U3A**  
U3A Hobsons Bay Williamstown  
83 Bayview Street (Cnr Swanston, Collins & Bayview St)  
Williamstown VIC 3016  
<https://u3ahbwilli.org.au/>  
[info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)  
0437622602

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 password you will need to Re-register.

☐ Register by Email Address

☒ Register by Member Number

Member Number

[← Back](#) [→ Next](#)

**MEMBER WIZARD**  
This service is hosted by Member Wizard on behalf of U3A Hobsons Bay Williamstown.

© Member Wizard 2026 Version 1483

On the next screen, click on the Send button. The system will send a Registration Number to your email address to confirm your identity. The next screen will then be displayed for you to enter the Registration Number.

Member Portal

**U3A Hobsons Bay Williamstown**  
 83 Bayview Street (Cnr Swanston, Collins & Bayview St)  
 Williamstown VIC 3016  
<https://u3ahbwilli.org.au/>  
[info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)  
 0437622602

Register or Reset your PIN/Password  
 To protect your 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 organisation has not enabled SMS messages to be sent.

← Back Send

**MEMBER WIZARD**  
 This service is hosted by Member Wizard on behalf of U3A Hobsons Bay Williamstown. © Member Wizard 2026 Version 1483

3. Go to your mailbox and look for an email sent from U3A Hobson Bay/Williamstown which contains a 6-digit Registration Number which is specific to you. If you do not see this email after 5 minutes, check your Junk Email folder to see if it is there.

The screenshot below shows an example of what the email and Registration Number looks like.

Registration for Member Portal

U3A-Hobsons-Bay-Williamstown@memberwizard.com.au  
 To: You

Please enter this number in the Member Portal:  
 816 772

Powered by Member Wizard  
 If you no longer wish to receive emails from U3A Hobsons Bay Williamstown, [unsubscribe here](#)

4. Go back to Member Portal and enter the Registration Number, then click on the Confirm Registration Number button.

Member Portal

**U3A Hobsons Bay Williamstown**  
 83 Bayview Street (Cnr Swanston, Collins & Bayview St)  
 Williamstown VIC 3016  
<https://u3ahbwilli.org.au/>  
[info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)  
 0437622602

Register or Reset your PIN/Password  
 When you receive the Registration Number, please enter it below

Registration Number 816772

← Back Confirm Registration Number

**MEMBER WIZARD**  
 This service is hosted by Member Wizard on behalf of U3A Hobsons Bay Williamstown. © Member Wizard 2026 Version 1483

5. Enter your password to be used for logging in to Member Portal and record it for future use. Click on Save Password.

Note: The system will indicate the password strength as you type your password. Once your password reaches 75% strength, the system will accept it.

To achieve 75% strength, the password must have at least 9 characters which must include one capital letter, one number and one special character (#,\*,@). The letters or numbers must not be sequential.

Member Portal

Help

**U3A Hobsons Bay Williamstown**  
83 Bayview Street (Cnr Swanston, Collins & Bayview St)  
Williamstown VIC 3016  
<https://u3ahbwilli.org.au/>  
[info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)  
0437622602

Register or Reset your PIN/Password  
Thank you, your registration number is correct.  
Please enter the password you would like to use to access your account.  
[Learn about secure passphrases](#)  
[Learn about password managers](#)

Password

Strength: 100%

← Back

Save Password

 **MEMBER WIZARD**  
This service is hosted by Member Wizard on behalf of U3A Hobsons Bay Williamstown.

© Member Wizard 2026 Version 1483

6. The home page of Member Portal is now displayed. If you are a Convenor, you will see a link to the Convenor Portal.

**U3A Hobsons Bay Williamstown Trial2**  
83 Bayview Street (Cnr Swanston, Collins & Bayview St)  
Williamstown VIC 3016  
<https://u3ahbwilli.org.au/>  
[info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)  
0437622602

Home

Change my Password

Change my Contact Details

Classes

Events

My Classes

My Events

My Received Communications

Renew Membership

Statement

Documents

Print Name Tag

Convenor Portal

Manage Events

Log out

Phone Wallet Membership Card