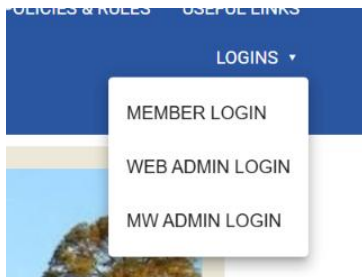


MEMBER WIZARD – A QUICK GUIDE FOR MEMBERS

Logging on to Wizard for first time

- The first time you login to Member Wizard you will need to create a new Password.
- On our website – <https://morningtonu3a.org.au> – select the **Logins** button on the top right of the screen.



- Select **MEMBER LOGIN**
- On the next screen, select **REGISTER**, then choose to register either by email or your member number (***member number is best if you share an email address***)
- This will trigger an email to your email address, with a **Registration Number**.
- Enter the registration number where prompted, then you will be asked to provide a new password (don't forget to save this).
- You are now in the **Member Portal** – **your member number or email address and the new password are all you will need to login next time.**

The Member Portal

- The Member Portal is your gateway into to the Wizard database.
- The menu on the left of the screen will take you to various update and information options. It's a good idea to check your personal details when you first go into the Portal.
- To return to this first screen from any other that you select, click **Home** at the top left of the screen.

MEMBER WIZARD – A QUICK GUIDE FOR MEMBERS

How to Withdraw from a Class

If you're no longer able to attend a class, please withdraw as soon as possible. Doing so via Member Wizard is best.

- Login to your **member portal** from our website
- Select **My Classes** from the menu.
- Click on the class you wish to withdraw from.
- Choose **Withdraw from Class** from the menu on the left.
- Confirmation of your withdrawal may take a few days to process.

How to Advise an Absence from a Class

If you're not able to attend a class, please advise your absence on Member Wizard, which will let your tutor know.

- Login to your **member portal** from our website.
- Select **My Classes** from the menu.
- Select the class you will be absent from.
- Choose **Advise Absence** from the menu on the left.
- A pop-up form will appear for you to fill out the date of absence.
- Click on **Save** at the bottom of the screen.