

- Open the U3A website– coffs.u3anet.org.au/
- Go to the **membership** page
- **Log in** using your member number and password.
- At the bottom of the page, you will see this (*year of study will shown*)

Please note: This page covers only membership. Click a Classes button below for class information.

[Next](#) [Update Profile](#) [Change Membership](#)

If you want to enrol in 2022 classes click the [Classes 2022](#) button. [Classes 2022](#)

If you will be absent from class, put in an apology.

Absence from: Date(d/m) to: Date(d/m) [Apologise](#)

u006(4)

In the "If you will be absent from class, put in an apology" section.....

- If you will **only** be absent for one lesson/day
- Enter the date of the day you will be absent in the first white box
- Place the **same** date in **the second** box.
- Press the Apologise button.

You will **not** get a second screen as below. Log out you have Apologised.

- If you will be absent for more than one lesson/day.....
- put the **first date** in the first box and the **last date** you will be absent, into the second box. (this signifies the length of your absence.)
- Then press the Apologise button.
- This screen will appear.. with the name of all **your classes** for that time period.eg

myu3a01.myu3a.net/home/www/u3ach1

Apologise

Class	Course	From: 09/05/2022	To: 30/05/2022
76-01 Arty Class - Mixed Media		<input checked="" type="checkbox"/> 11/05	<input type="checkbox"/> 18/05 <input type="checkbox"/> 25/05
146-02 Mindful Yoga and Meditation		<input checked="" type="checkbox"/> 10/05	<input type="checkbox"/> 17/05 <input type="checkbox"/> 24/05
166-01 Letting Go of Stuff		<input checked="" type="checkbox"/> 9/05	<input checked="" type="checkbox"/> 30/05

You are apologising for these dates.
If you DO NOT wish to apologise for one or more of these dates, untick those date(s).

[Commit](#) [Cancel](#) [Exit](#) u006(22)

- **Keep ticked** any class you will be **absent** for. (blue with tick)
- **UNTICK** any classes you **will be** attending, (by clicking on the box next to the date, the tick will disappear turning the box white.)
- Press **Commit**
- a second screen may appear to confirm your choices **if correct confirm**
- **if error was made**- use the back button and correct as necessary.
- Log out once completed

This will mark the class role with your absence.

Hence informing you leader/ tutor

It is not necessary to inform anyone, in any other way.

Thank you