How to edit your membership details

Use this instruction to edit your membership details. **If you have already accessed the website, go to step 2.**

Step 1:   Open the U3A Waverley website – www.u3awaverley.org.au

Step 2:   Click "*Click here for Member enrolments"*. (Top right)

Step 3:   Click "*Login Member".* (Mid left)

Step 4:   Enter your membership number (from the back of your name tag)

Step 5:   Enter your password (your default password is the last 4 digits of your home phone number. **Please change it to something else**, alpha or numeric or both.)

Step 6:   Click the "*Login"* button. The **Welcome** screen appears.

Step 7:   Click *"Edit Member details"*. The **Member Details** screen appears (you may need to scroll down to see all the information.)

Step 8:   **Ensure that all your details are correct.**

- Enter your correct date of birth
- Check your E Mail address
- Check your emergency contact details

Agree to the terms and conditions.

Step 9:   After you have amended your details, click the "*Save"* button.

Step 10:   You have now finished editing your member detail. Click "*Home"* to return to the Welcome screen, then click "*Logout".*

Problem? E Mail webmaster@u3awaverley.org.au and Geoff will help.