

Introduction

The objective of making forms available online is to provide members with an environmentally friendly and simpler alternative to the paper-based forms currently used. Included with the online forms are some new ones that allow members to update their personal details and submit photographs for possible inclusion on the website.

The forms currently available include:

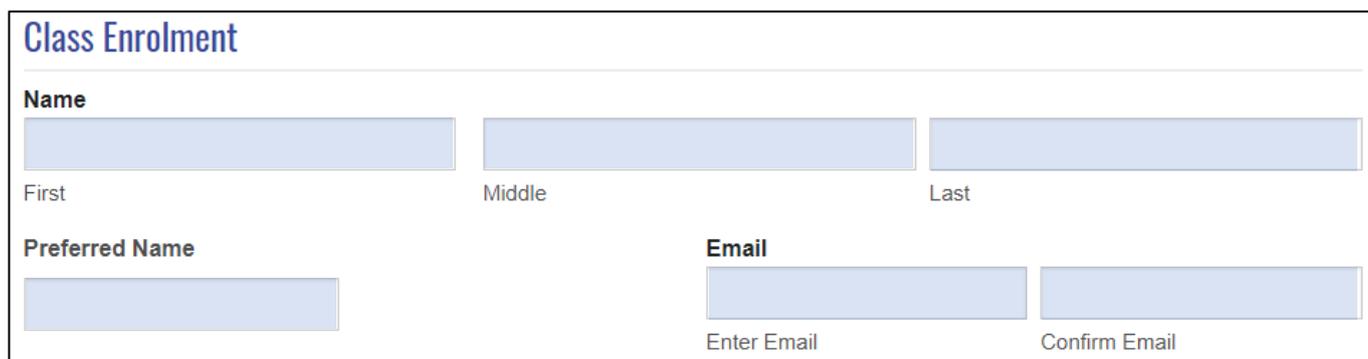
- Change Membership Details
- Class Enrolment
- Contact U3A
- Friday Forays Enrolment
- New Membership Application
- Submit a Photo

The online forms are available on the Gawler U3A Website www.u3agawler.org.au . The forms can be accessed from a number of the pages on the website. For quick access to all the forms, except Contact U3A, select the Helpful Links tab on the Website.

Form Fields

All the forms are similar in nature comprising single line text entry fields, check boxes, dropdown lists and a ReCaptcha.

Text Fields



Class Enrolment

Name

First Middle Last

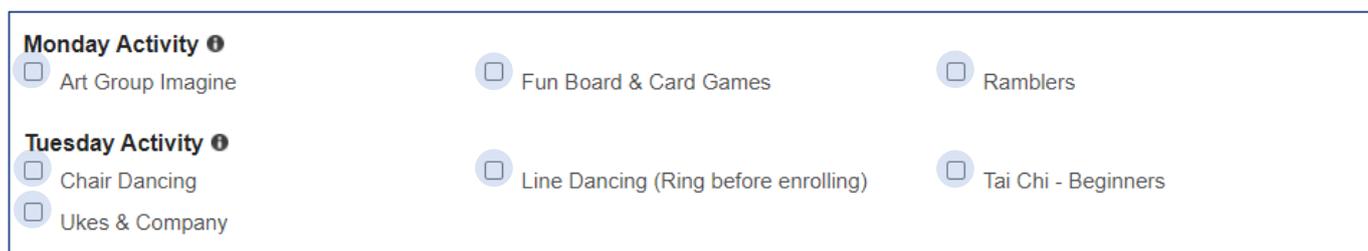
Preferred Name **Email**

Enter Email Confirm Email

Examples of Text Fields

All the boxes highlighted in blue in the graphic above are examples of text fields. Text entered into these fields is limited to one line. Any text entered in the field can be edited or deleted.

Checkboxes



Monday Activity

Art Group Imagine Fun Board & Card Games Ramblers

Tuesday Activity

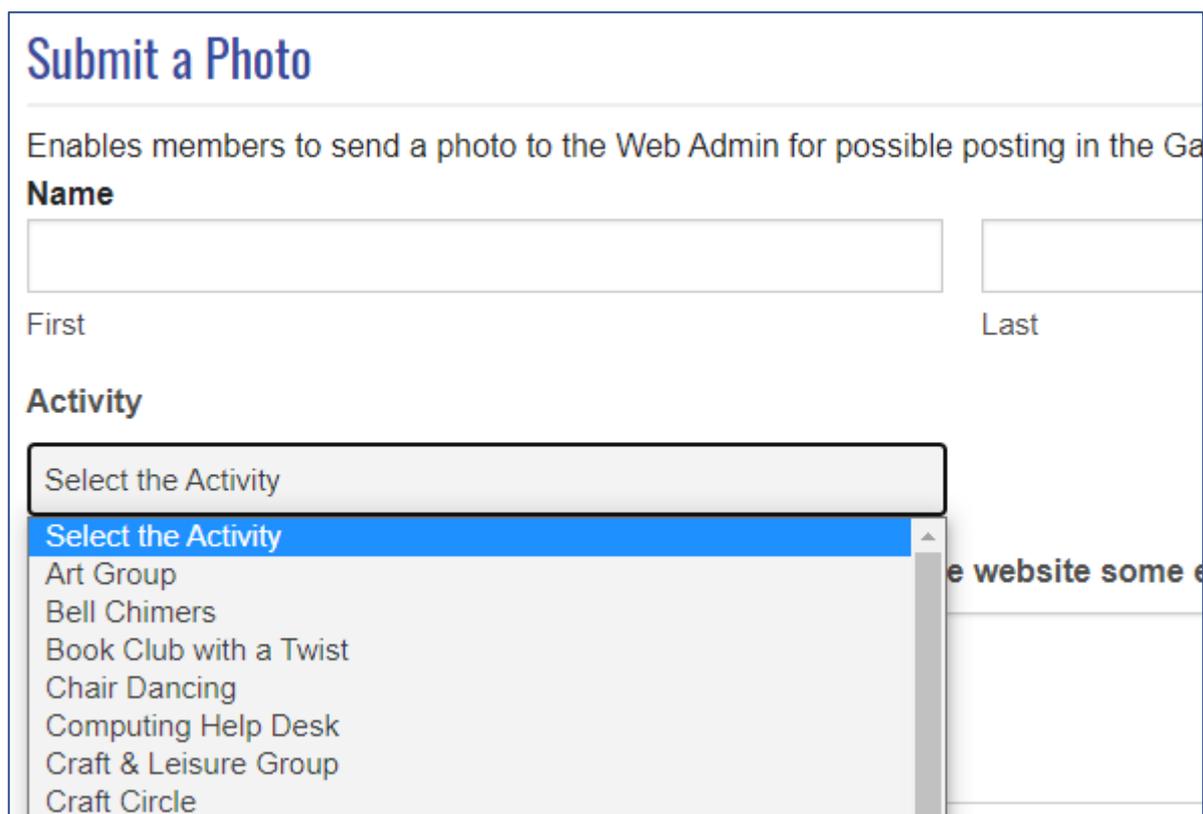
Chair Dancing Line Dancing (Ring before enrolling) Tai Chi - Beginners

Ukcs & Company

Examples of Check Boxes

All the squares highlighted in the graphic above are examples of check boxes. To select an option, E.g. Art Group, click in the square and a tick will appear. Multiple entries are allowed, E.g. Art Group and Ramblers. If you incorrectly select an activity and wish to deselect it, click in the box again and the tick will disappear.

Dropdown List

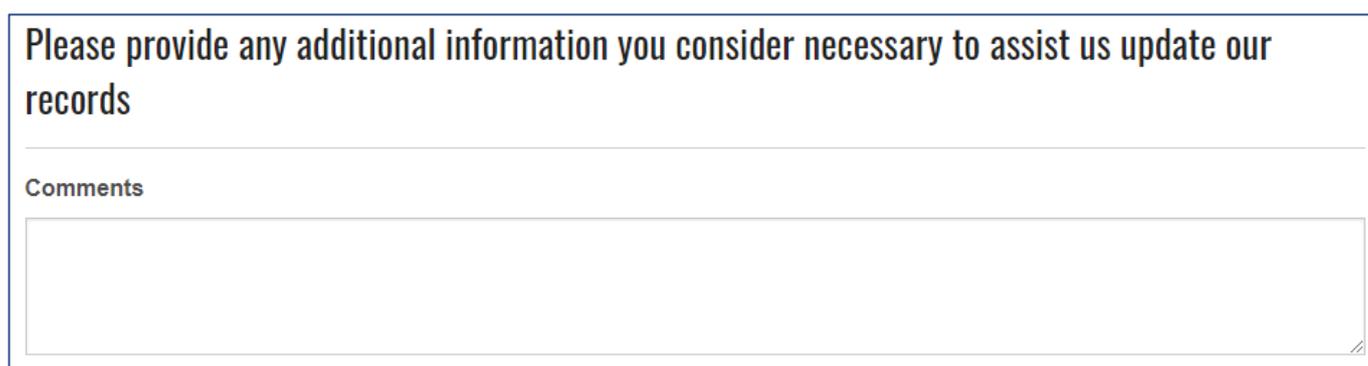


The screenshot shows a web form titled "Submit a Photo". Below the title is a descriptive sentence: "Enables members to send a photo to the Web Admin for possible posting in the Gallery". The form contains several fields: a "Name" section with "First" and "Last" input boxes, and an "Activity" dropdown menu. The dropdown menu is open, showing a list of activities: "Select the Activity", "Art Group", "Bell Chimers", "Book Club with a Twist", "Chair Dancing", "Computing Help Desk", "Craft & Leisure Group", and "Craft Circle". The "Select the Activity" option is highlighted in blue. To the right of the dropdown, the text "e website some e" is partially visible.

Dropdown List

The Dropdown list field is only used on the Submit a Photo form. It allows for only **one** selection from the items in the list. In the Submit a Photo form it is used to nominate the activity that the photograph or photographs are related to.

Paragraph Field



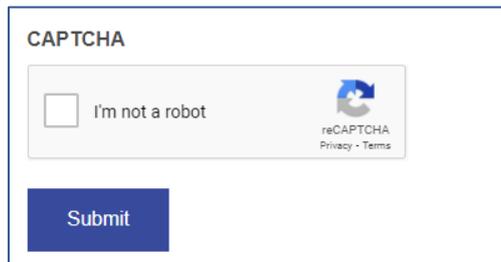
The screenshot shows a form section titled "Please provide any additional information you consider necessary to assist us update our records". Below the title is a large, empty text area for comments. The word "Comments" is written in a smaller font above the text area. The text area has a thin border and a small cursor icon in the bottom right corner.

Example of a Paragraph Field

A paragraph field is a special form of a text field that allows multiple lines of text. They are used where a single line may not provide sufficient space for the information requested.

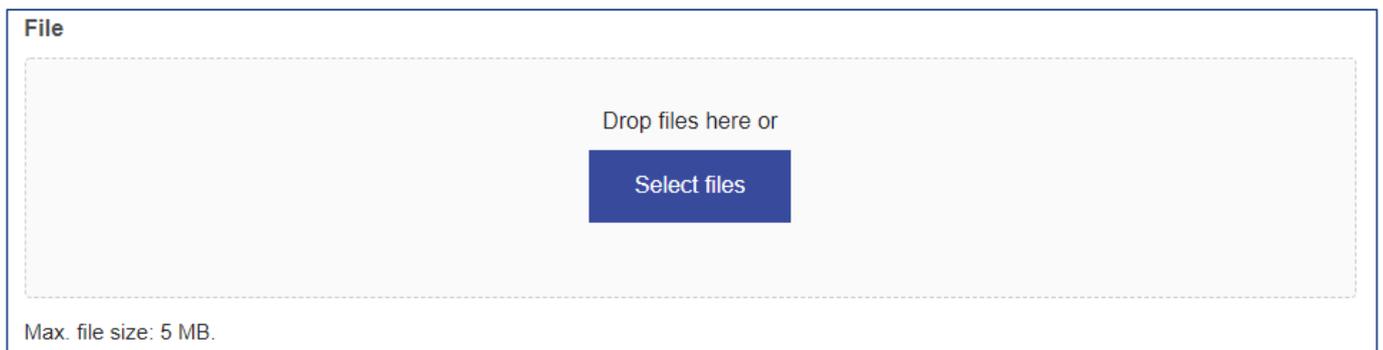
ReCAPTCHA

reCAPTCHA is a free service that helps protect the U3A Gawler website from spam and abuse. It is easy for humans to solve, but hard for "bots" and other malicious software to figure out. By adding reCAPTCHA to our site, we can block automated software while allowing members to use the site with ease.

A ReCAPTCHA form titled "CAPTCHA". It features a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. Below the checkbox is a blue "Submit" button.

ReCAPTCHA

File Upload

A file upload form titled "File". It contains a large dashed border area with the text "Drop files here or" and a blue "Select files" button. Below the dashed area, it says "Max. file size: 5 MB."

File Upload

This box allows for photo files to be uploaded to the website. Clicking on the Select files button will open a directory on your computer, from there you can navigate to the directory containing the photo or photos that you want to upload. Multiple files can be selected and uploaded at the same time. Individual files must be NO LARGER than 5 MB.

The Forms in Summary

Change Membership Details / New Membership Application

Information provided on these forms will be kept confidential and only used for communication between Gawler U3A and the member or in the event of an emergency.

Both the forms are similar in layout and content. Complete the forms using the applicable text boxes. No entry is required in the postal address boxes if it is the same as your residential address. The first line of the postal address will default to "Same as Residential Address". Delete this entry if you need to add postal address details. You will be required to confirm your email address when completing the form. The New Membership Application includes an additional section for payment of fees.

When completing these forms

- Use the Emergency Contact section to nominate who we should contact in the event of an emergency. You can nominate a maximum of two contacts and each of those contacts can provide up to two phone numbers (mobile or home phone numbers are accepted in the phone number field)
- If you wish to claim a reduced fee due to your membership of another U3A remember to complete the U3A Membership section. You should be aware that the reduced fee gives you all the benefits of a fully paid membership except for voting rights.

Once you have completed the form and checked that the details are correct then it is ready to be submitted. Click in the "I'm not a robot" check box and then click on **Submit**. You will see a message confirming that the form has been successfully submitted.

Class Enrolment

This form is used by existing and new members to register their interest in an activity. It is important that prior to completing this form you check the Term Program to confirm whether an activity is open for new enrolments.

Complete the personal details at the top of the form then select which activities you wish to enrol in by clicking in the check box adjacent to the relevant activity. Check the Term Program to confirm dates and times and to ensure that you don't enrol in activities that conflict.

After completing the form and checking your entries submit it using the same procedure as outlined in Change Membership/Membership Application section.

Contact U3A

Members who have visited the Gawler U3A website may be aware that this is not a new form. reCAPTCHA has been added to this page to reduce spam.

Complete and submit the form using the same method as mentioned previously.

Friday Forays Enrolment

This form is used to register for one or more Friday Forays. The form will normally include details for the current term and, in some instances, the next term. As the Friday Forays program is advised the details will be updated on the form. It is recommended that you check the form at least at the start and end of each term and when advised by the Secretary of an upcoming event that may be of interest to you. If you are aware of an activity and it isn't on the form, please advise the Secretary who will ensure that the Website Coordinator is given a reminder to update the form.

Complete and submit the form using the same method as mentioned previously.

Submit a Photo

Before taking photographs of your group please ensure that everyone likely to be in the photo is agreeable to being photographed. Those that don't wish to be included should be asked to step out of the photo shoot.

This form includes

- standard single line text fields, for general information
- a paragraph field, for any relevant additional information
- a Dropdown list to advise the Website Administrator of the activity the photo relates to
- an upload field to enable photographic files to be uploaded

As mentioned previously files being uploaded must have a maximum size of 5 MB. Photos must be relevant to Gawler U3A with content and quality suitable for publication on the web. All photos uploaded will be considered for publication.

Complete and submit the form using the same method as mentioned previously.

Help

If you have any comments, questions or need assistance please email gawleru3a@gmail.com and your comments/questions will be passed onto the Website Coordinator.