MKU3A HELP SHEET FOR OPEN MEETINGS AND EVENTS

How to book onto an Open Meeting or Event

Go onto your internet page i.e. Google, type in MKU3A.org which opens the website for MKU3A as shown below. You will need to Log in (by using your member number and password).

Then click on Diary shown here

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u3a learn, laugh, live		Milton Keynes	5
Home Welcome Join	About Us Interest Groups Diary	Outings Newsletter Latest News Useful Links	
Members Only Login Logo	but		
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It will open a page that looks like this

Home Welcome Join Al	bout Us Interest Groups	Diary	Outings	Newsletter	Latest News	Useful Links
Members Only Login Logou						
The Diary includes all u3a M	Aeetings, Outings and	l other ev	ents.			🖌 Edit 🔾
Members will need to login	to see the detail of a	n event, i	ncluding	our online	booking sys	tem to book
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Scroll down through the events, choose the one you want to attend and click on the event name

		/			3
	/			Add a new	Event [
EVENT NAME	DATE	TIME	DURATION	LOCATION	
Music Lecture	14 Jun 2023	13:45	2 hours	Shenley Brook End	0
Bard of Stony Stratford	28 Jun 2023	14:30	1 hr	Shenley Brook End	(
Dr Livingston I presume	26 Jul 2023	14:30	1 hr	Shenley Brook End	(
Winston Churchill Part 2	27 Sep 2023	14:30	1hr	Shenley Brook End	(
Living Well	25 Oct 2023	14:30	1 Hour	Shenley Brook End	0
Life as a TV and Film Extra	22 Nov 2023	02:30	1 Hour	Shenley Brook End	0

This opens a page which details the event. Scroll down to Event Sign Up and click on the Show/Hide Sign In Options

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u3a		You are curre	ntly logged in as Deb Hod	jes (5396)	🕐 Help	🔅 Control P	anel	🛞 Log	out
	Event Details								
	Date: 28 Jun 2023		Time: 14:30						
	Duration (hours): 1 hr		Location: Shenley E	rook End					
	Maximum Attandagas 100		Meal Included?: 送	No					
	Maximum Attendees. 100		Guests Allowed ?.						
	Event Organisers								
	FIRST NAME	SURNAME	HOME PHONE	MOBIL	E PHONE				
	Wendy	Barrett	01908 378049	07745	975881				
	Event Sign Up								
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The next page opens and you need to click in the circle as indicated if you would like to attend this event AND click on BLUE Submit button.

Event Sign Up
Show/Hide Sign In Options
To Sign In please choose ONE of the following options then click 'Submit'
I would like to attend this event.
$\mathbf{O}_{\mathbf{O}}$
I can't attend this event
 Submit

Once completed the system will show you that you have signed up to the event as shown below



What is a Bard, Why does Stony Stratford have one?

Interest in tales and poetry of old? Then come and listen to the current Bard of Stony Stratford, Lynette Hill to both find out more and to be entertained

Venue: Oaktree Centre Shenley Brook end