

ComputerPals for Seniors - Newcastle Inc.



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INFORMATION FOR NEW MEMBERS

We at [Computerpals for Seniors – Newcastle](http://www.computerpals.org.au) would like to welcome all new members to our club and would like to take this opportunity to help you understand how enrolment works.

First just a little general information: We are a “not for profit organisation” run entirely by volunteers formed to help senior citizens understand and use computers a little better. Our club is a member of ASCCA, the Australian Seniors Computer Club of Australia, ASCCA Website is www.ascca.org.au.

Our Computerpals – Newcastle Website: www.computerpals.org.au can be accessed at any time. This site gives extensive information about our club, yearly calendar of events, courses, our monthly newsletter and lots more. Please have a look!

Information about the Courses being offered is available on our Computerpals Website: www.computerpals.org.au as are enrolment days at the club.

Please Note! The courses advertised on the Website are only for information not for enrolment. You are required to check availability on the course sheet in the foyer at the club and place your full name & phone number, where numbers permit. Further information can be obtained from Roster Team by email: islingtonpals@gmail.com or phone 49616576.

Our \$20.00 per annum membership fees is payable in June each year, 1st July – 30th June. If you join for the first time in May or June then your membership is carried through to the next year. Half yearly membership from January each year is \$10.

Enrolment in our courses is of prime importance to you, the following should help you understand how it works:

Our programme is conducted only during school terms and is set out in 7 sessions each of 5 weeks and at the end of November/early December 1 session of 3 weeks. Normally courses are 5 lessons each of 1 ½ hours on one day in each 5 week session. Special short course classes of three hours are worked into the programme throughout the year.

It is important that once you have placed your name on the enrolment sheet in the foyer that you then forward your payment within fourteen days to the Treasurer – PO Box 73, Broadmeadow NSW 2292, this then ensures your position in the class. No receipt is issued, it is your responsibility to keep a record of the course in which you have enrolled, and be present on the date and time allotted. If a receipt is required please include a stamped, self addressed envelope.

You can however enrol and pay on our scheduled enrolment days in person where a receipt will be issued and take the advantage to talk to tutors as to which course suits you the best.

If you enrol it is important that you attend, if you don't then you are denying someone else the opportunity to do the course. If you have enrolled and for some reason find you are unable to attend the course please notify the Roster Team within a reasonable timeframe by emailing: islingtonpals@gmail.com or if no email by phone on 49616576 so other alternative arrangements can be made.

While we run as many classes as possible to cater for member's needs, courses have to be arranged around our volunteer tutors' availability. As each person has different requirements you may have to look well ahead or take an alternate course.

Upon arriving at the club each day please sign attendance book in the club room with name and time of arrival then sign out with the departure time upon leaving. This is required for Insurance purposes due to being on school property. You then find your name tag in the box and select a computer.

Please do not hesitate to ask any of the tutors, they will all have identification tags, any questions you may have concerning any problem. All questions are considered “good questions”.

Tea/Coffee/Biscuits are available in the kitchen across from the clubroom. Members are welcome to help themselves although drink or food may not be taken into the clubroom near the computers.

Again we would like to welcome you and hope you enjoy the experience with computers as we do.

Enjoy! Enjoy! Enjoy!