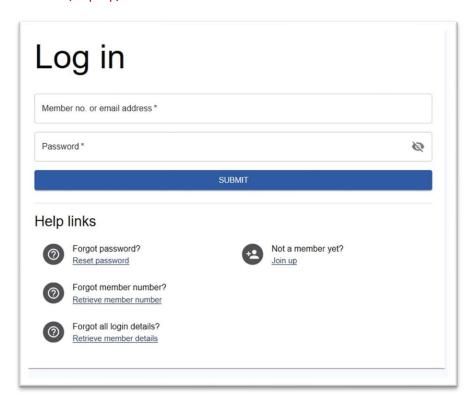


Member Guide v2.0 (20-Nov-2022)

Report an Absence from a Course/Activity

- 1. Go to https://u3abentleigh.org.au/ website
- 2. Click on LOGIN -> Existing Member Login menu item (top right of the page)
- 3. The following page appears

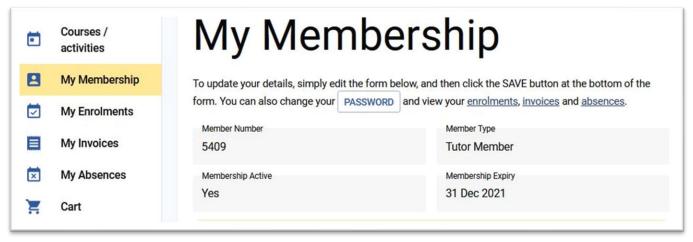
Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.



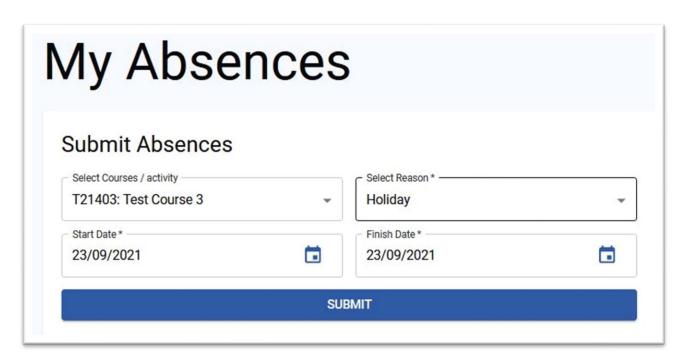
4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

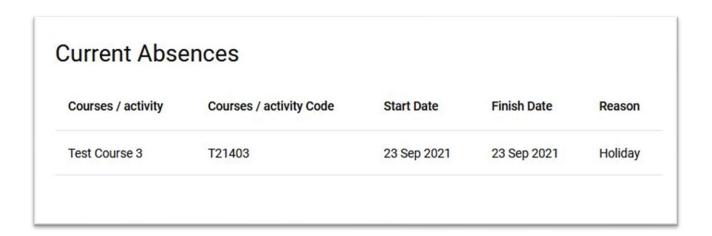
5. After successful login you will see My Membership details (incomplete screen shown)



6. Click on My Absences in the Menu on the left



- 7. Select the Course or All Courses applicable
- 8. Select Reason for the absence. This is optional and the default is "Other"
- 9. Select the date range applicable
- 10. Click **SUBMIT** and the absence will be recorded
- 11. Once an Absence is recorded it will be displayed on the same page under Current Absences



Notes

When a member (or office on behalf of the member) reports an absence, an email will be sent to the member, the tutor / leader, the Course Coordinator and the administrator.

If you (the member) need to make a change to your reported absence, please advise Course Coordinator with the details. Members/tutors are not able to update absence data.

Course Coordinator is responsible for updating a member's absences.

The member can view their reported absences at any time by selecting My Absences.