Membership System (U-MAS for Admin) - How to print lists and send email

Go to https://u3abentleigh.org.au/ website

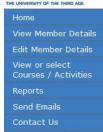Click on **LOGIN** -> **Tutor/Leader Login** menu item (top right of the page)

The **Login** form will be displayed:

Enter your Membership number and Password and click **Login**

The Tutors Menu will be displayed:

Print Reports

Select **Reports** from the Main Menu.

The Reports Menu will be displayed – Click on the **Enrolments** tab

Enrolment List

1. Select your class from the Course/Activity pop-down list
2. Tick the option boxes if you wish the extra information, or if you would like to receive the list by email, tick the "Email the Tutor" box.
3. Choose a sort order
4. Click **List Enrolments**

A List is displayed containing the requested information. If a hard copy is needed, please click **Print**

Attendance List

Example Selection:

Click **Attendance List**

A List is displayed containing the requested information. To print a hard copy, please click **Print**

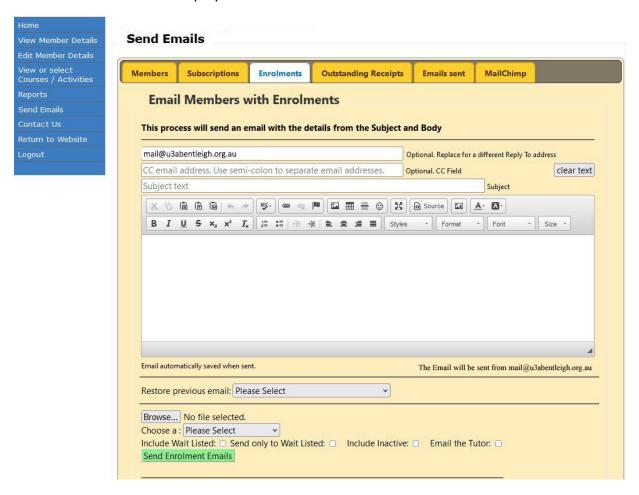Note: 3 extra empty lines are printed by request (Useful for adding new members by hand)

Send Email

Select **Send Emails** from the Main Menu.

The Emails Menu will be displayed – Click on the **Enrolments** tab

1. Enter your own email address if you wish to receive the reply-mail from your members, otherwise it goes to the sending email address at U3A Bentleigh.
2. Enter email address(es) of people you wish to send a copy to. (Optional)
3. Enter your Subject and Message Text. If you wish to re-send a former message, select one from the 'previous list".
   To address members personally, start your message with **Dear [preferred_name],**
   When the message is sent, the member's preferred first name will replace [preferred_name] .
4. Click **Browse** to choose an attachment file if needed. **Note**: There can only be one attachment.
5. Select your class from the Course/Activity pop-down list.
6. Tick the desired option boxes. If you wish a copy, tick "Email the Tutor".
7. Click **Send Enrolment Emails.** The following display appears:

8. Check the sending information and click **YES**