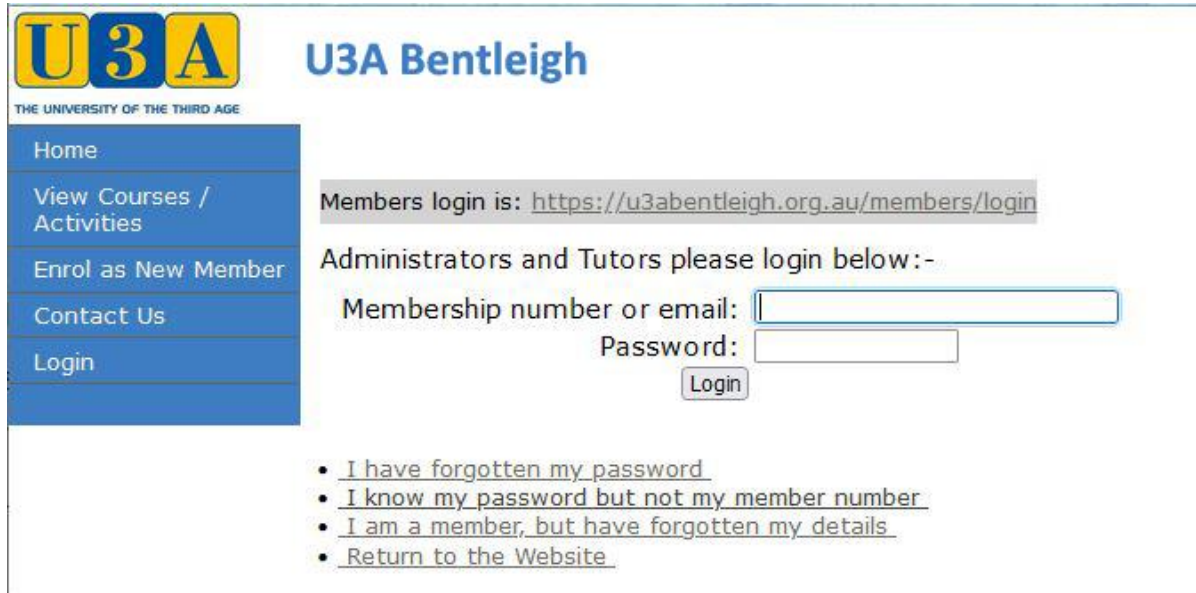


Membership System (U-MAS for Admin) - How to print lists and send email

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

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

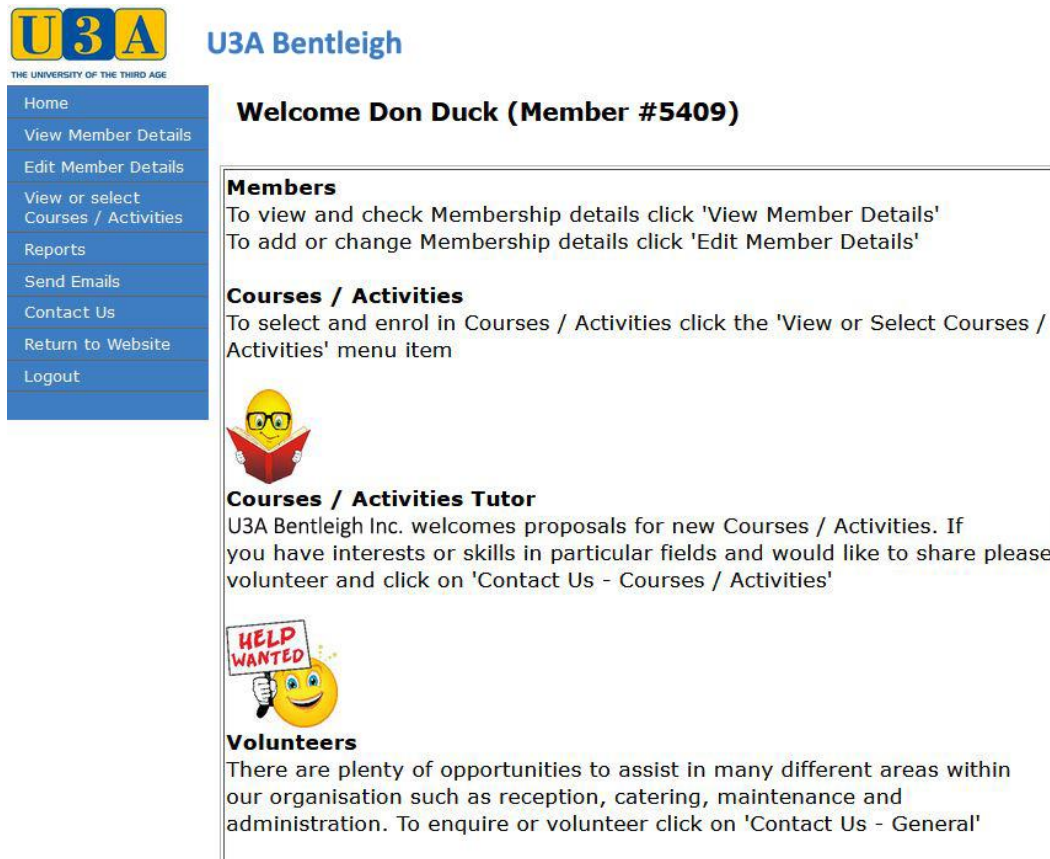
The **Login** form will be displayed:



The screenshot shows the U3A Bentleigh website's login page. On the left is a blue navigation menu with the following items: Home, View Courses / Activities, Enrol as New Member, Contact Us, and Login. The main content area features the U3A Bentleigh logo and the text 'Members login is: <https://u3abentleigh.org.au/members/login>'. Below this, it says 'Administrators and Tutors please login below:-' and provides a login form with two input fields: 'Membership number or email:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom of the form area, there are four links: [I have forgotten my password](#), [I know my password but not my member number](#), [I am a member, but have forgotten my details](#), and [Return to the Website](#).

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

The Tutors Menu will be displayed:



The screenshot shows the U3A Bentleigh website's member page for 'Don Duck (Member #5409)'. On the left is a blue navigation menu with the following items: Home, View Member Details, Edit Member Details, View or select Courses / Activities, Reports, Send Emails, Contact Us, Return to Website, and Logout. The main content area features the U3A Bentleigh logo and the text 'Welcome Don Duck (Member #5409)'. Below this, there are three sections: **Members** (with instructions to view or edit details), **Courses / Activities** (with instructions to view or select courses), and **Courses / Activities Tutor** (with a welcome message and a 'HELP WANTED' icon). At the bottom, there is a **Volunteers** section with a 'HELP WANTED' icon and instructions to contact the organization.

Print Reports

Select **Reports** from the Main Menu.

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

Members **Subscriptions** **Courses / Activities** **Enrolments** **Financials** **Admin**

Enrolments

Lists the members within the selected Course. The reports have multiple options to display additional information

Choose a Courses / Activities:

Include Wait Listed: Show Address: Show Emergency contact: Email the Tutor:

Choose a sort order:

[List Enrolments](#)

Attendance

Choose a Courses / Activities:

Select Courses / Activities Dates between: and: will appear on the list.

Include Wait Listed: Choose a sort order:

Email the Tutor: Create a PDF: Extra horizontal lines on list:

Match up columns with dates:

[Attendance list](#)

Creating a PDF will generate a new page with the PDF downloaded or open, depending on browser settings. This is used when the spam settings do not allow a wide email body to be sent. Popups must be allowed. This PDF can be attached to your emailer and sent.

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**

Enrolment List

[Print](#)

Courses / Activities:	T21403	Test Course 3				
Dates:	16/09/2021 - 18/11/2021	Time: 10.00 - 12.00	Day: Thu			
Venue and Tutor:	Room 39 - Don Duck					
Enroll Date	Time	Member#	Name	Mobile	Phone	Email
30/08/2021		5410	Test VolunteerOne	0444 333 555		volunteer@gmail.com

Total number of records is 1

Maximum number is 10, Enrolled is 1, Available is 9

Attendance List

Example Selection:

Choose a Courses / Activities: T21403 : Test Course 3 ▾
Select Courses / Activities Dates between: 31/08/2021 and: 26/11/2021 will appear on the list.
Include Wait Listed: Choose a sort order: Surname (first, surname) ▾
Email the Tutor: Create a PDF: Extra horizontal lines on list: 3
Match up columns with dates:
Attendance list

Click **Attendance List**

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

Attendance Class List

Courses / Activities: T21403 Test Course 3 Print
Dates: 16/09/2021 - 18/11/2021 Time: 10.00 - 12.00 Day: Thu
Venue and Tutor: Room 39 - Don Duck

Name	16/09	23/09	30/09	07/10	14/10	21/10	28/10	04/11	11/11	18/11
Test VolunteerOne (5410)										

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

Home
View Member Details
Edit Member Details
View or select Courses / Activities
Reports
Send Emails
Contact Us
Return to Website
Logout

Send Emails

Members Subscriptions **Enrolments** Outstanding Receipts Emails sent MailChimp

Email Members with Enrolments

This process will send an email with the details from the Subject and Body

mail@u3abentleigh.org.au Optional. Replace for a different Reply To address
CC email address. Use semi-colon to separate email addresses. Optional. CC Field clear text
Subject text Subject

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Source, Font color, Background color, Styles, Format, Font, Size.

Email automatically saved when sent. The Email will be sent from mail@u3abentleigh.org.au

Restore previous email: Please Select

Browse... No file selected.
Choose a: Please Select

Include Wait Listed: Send only to Wait Listed: Include Inactive: Email the Tutor:

Send Enrolment Emails

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 Bentley.
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:

U3A Bentley
THE UNIVERSITY OF THE THIRD AGE

Home
Report Absence
View Member Details
Edit Member Details
View or select Courses / Activities

Includes Active and NOT Wait-listed records
2 Members found to process in T21403 (not including any CCs)
Sending all emails from U3A Bentley INC. mail@u3abentleigh.org.au
CAREFUL, if you click on Yes the email you have created for members in this enrolment will be sent immediately?

Yes No

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