

UMAS -U3A Membership Administration System

Tutors/Leaders Guide

What does UMAS allow Tutor/Leaders to do:

In the **View Courses** section, you can check details of your course/activity and advise the Course Coordinator if amendments/corrections need to be made.

In the **Reports** section, you can see who has **enrolled** in your course, who is on a **waitlist** and who is **INACTIVE** (i.e., has not paid their subscription and **therefore NOT INSURED**). You can also print out an **Attendance list** and get a list of Member Absences.

As a Tutor, **you cannot enrol a member in your course**. This **must be done** by the Member either **online** or in person by visiting the U3A Office.

Tutors/Leaders do not have the UMAS access to withdraw members from their courses or report a member's absence. To request the withdrawal of a member please complete the form below:

<https://forms.office.com/r/PAQTySuvJ6>

Go to www.u3asouthpen.org.au and from the **LOGIN v** tab at the top right of the page select **Tutor/Admin Log-In**.

(Do not log in as a member you will not be able to access your UMAS level of access as a Tutor/Leader.)

Home	
Report Absence	
View Member Details	
Edit Member Details	
View or select Courses	You should check the details for accuracy and report any mistakes or corrections to the Course Coordinator by email courses@u3asouthpen.org.au
Reports	List Enrolments, List Absences & Attendance List
Send Emails	Send Emails to Members of your Course or Activity
Contact Us	
Return to Website	

View or Select Courses

Course Code:	22ART001
Description:	Art Group - Monday
Frequency:	Wkly
Tutor/Leader:	[REDACTED]
Type:	Long Course
Location:	Dromana Hall
Start Date:	07/02/2022 Mon
Finish Date:	06/12/2022
Start Time:	13:30
Finish Time:	16:00
Maximum enrolments:	31
Number Enrolled:	31
Covid restricted:	Yes Face-to-face
Comments:	An untutored group for hobby artists who get together and paint. This is a group with no restrictions on the medium used. Teena will not tutor as such but, with her vast experience, offers help and advice when asked for. Beginners are most welcome.
Additional Comments and Prerequisite:	This course WILL run over the school holidays. Members are welcome to join the course after it has started.

Reports

List Enrolments

Use the drop-down box to choose your course (tick to include wait-listed) & choose a sort order.

Absence Management

List Members who have reported their absence

Attendance List

Use the drop-down box to choose your course (tick to include wait-listed) & choose a sort order.

Select the Course Dates

Members	Subscriptions	Courses	Enrolments	Office Volunteers	Financials	Admin
Enrolments						
Lists the members within the selected Course. The reports have multiple options to display additional information						
Choose a Course: <input type="text" value="Please Select"/>						
Include Wait Listed: <input type="checkbox"/> Show Address: <input type="checkbox"/> Show Emergency contact: <input type="checkbox"/> Email the Tutor/Leader: <input type="checkbox"/>						
Choose a sort order: <input type="text" value="Status + Date enrolled"/>						
<input type="button" value="List Enrolments"/>						
Absence Management						
Select an Absence Start Date: <input type="text" value="10/08/2021"/> Finish Date: <input type="text" value="10/08/2021"/> This will show absences for the range.						
One member only: <input type="text" value="Optional"/> Member number						
Choose a sort order: <input type="text" value="Course code"/>						
Include Only absent dates, not course dates? <input checked="" type="checkbox"/>						
<input type="button" value="List Absences"/>						
Attendance						
Choose a Course: <input type="text" value="Please Select"/>						
Select Course Dates between: <input type="text" value="dd/mm/yyyy"/> and: <input type="text" value="dd/mm/yyyy"/> will appear on the list.						
Include Wait Listed: <input type="checkbox"/> Choose a sort order: <input type="text" value="Please Select"/>						
Email the Tutor/Leader: <input type="checkbox"/> Create a PDF: <input type="checkbox"/> Extra horizontal lines on list: <input type="text"/>						
Match up columns with dates: <input checked="" type="checkbox"/>						
<input type="button" value="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.						

Send Emails

In the **Send Emails** section, you can send emails to Members enrolled in your course/activity. (Please read the section on sending emails carefully. Members who reply to emails sent by the system may **not** receive a reply in time if you do not put your email address in the **REPLY TO** section.)

Note that not all U3A members use email – the generic email u3asouthpen@gmail.com will be assigned to these members. They will not receive any email addressed to this email address so **those without an email address will not get your advice** and you may have to **phone** them.

- Enter **your email address** in the first 'Reply To' box (otherwise, replies will go to the office and may not be forwarded to you for several days).
- **Type** in the **Subject** and **your message**.
- **Select your course**, by clicking on the arrow next to Please Select below

Choose a Course:

- By clicking on the button you can include an attachment.
- Click on **NB: emails are sent at the rate of 6 per minute so please be patient.**

Ernie de Vlieger can only see their own Courses

Send Emails

Members Subscriptions **Enrolments** Office Volunteers Cash Receipts Emails sent MailChimp

Email Members with Enrolments

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

Optional. Replace for a different Reply To address

CC email address. Use semi-colon to separate email addresses. Optional. CC Field

Subject

Hi Everyone

Don't forget coffee after class on Thursday

body p

Email automatically saved when sent. The Email will be sent from office@u3asouthpen.org.au

Restore previous email:

No file chosen

Choose a Course:

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

Cheers from Ernie de Vlieger and Dennis Wright

