

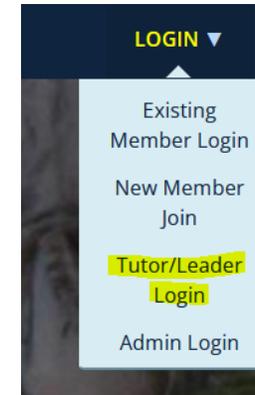


Guide for Tutors/Leaders

Using the U-MAS Membership System

This guide is intended for Whittlesea U3A Tutors / Leaders.
It provides a simple guide to some of the main features in the UMAS system for use by Tutors/Leaders.

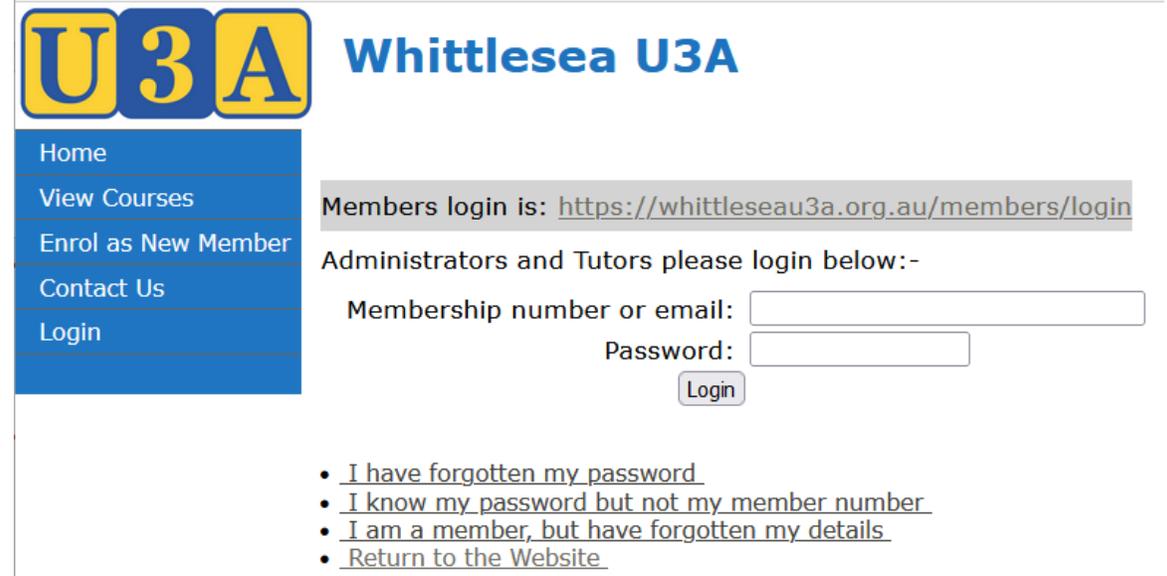
Connect to the Whittlesea U3A website - <https://whittleseau3a.org.au/>
Select LOGIN>Tutor/Leader Login



Enter your Member Number, Password and Login

If you don't know either Member Number or Password use the links below Login.

There is a separate guide to resetting your password -
<https://whittleseau3a.org.au/memberships/membership-management-system/>



U3A Whittlesea U3A

Home
View Courses
Enrol as New Member
Contact Us
Login

Members login is: <https://whittleseau3a.org.au/members/login>

Administrators and Tutors please login below:-

Membership number or email:

Password:

Login

- [I have forgotten my password](#)
- [I know my password but not my member number](#)
- [I am a member, but have forgotten my details](#)
- [Return to the Website](#)

The menu on the left will only have the things you are allowed to do
Reports and Send Emails are available to Tutors



Whittlesea U3A

Home

Report Absence

View Member Details

Edit Member Details

View or select
Courses

Reports

Send Emails

Contact Us

Return to Website

Logout

Welcome Freddy TEST (Member #17147)

Members

To view and check Membership details click 'View Member D
To add or change Membership details click 'Edit Member Det

Courses

To select and enrol in Courses click the 'View or Select Cours



Courses Tutor

U-MAS Features

For the courses you are the Tutor/Leader

View / print a list of members enrolled in your Course

Generate / print an Attendance Sheet for your Course

List absences reported by members for your course

Reports

- Enrolments
 - List Enrolments

Reports

- Enrolments
 - Attendance List

Reports

- Enrolments
 - Absence management

Send an email to members enrolled in your Course

See separate guide

Be aware.....

- You have privileged access to member information
- You are not to share this information
- Contact membership officer or course coordinator if any queries

List Enrolments

Reports

Members **Subscriptions** **Courses** **Enrolments** **Financials** **Admin**

Enrolments

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

Choose a Course:

Include Wait Listed: Show Address: Show Emergency contact :

Choose a sort order:

Email the Tutor / Leader:

Use pulldown to list your course/s and select

Can include those on the waitlist

Emerg contact details might be useful for an outdoor activity

Send the list to yourself (as tutor)

Select List Enrolments to view / email

Enrolments - Sample report

- Reports>Enrolments>List Enrolments – sample report



Whittlesea U3A

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

Enrolment List

Print

Course: **222TUE01 Laptop Windows**

Dates: **01/02/2022 - 29/11/2022** Time: **13.30 - 15.30** Day: **Tue**

Venue and Tutor / Leader: **Thomastown Library - Kevin Whelan**

Member declared vaccination status

Enroll Date Time	Member#	Name	Mobile	Phone	Email	Vaccinated Status
02/12/2021	8028	Margaret Hyle	(0436) 881 482	(00) 0436-8788	margaret.hyle@roostersnet.com.au	Y
02/12/2021	18013	Bethanne Gange	(0482) 888 048	(00) 0482-3897	bethanne@net1170.com.au	Y
02/12/2021	18014	Ivy Lango	(0482) 828 888	(00) 0482-3907	ivylango@gmail.com	Y
02/12/2021	18037	Neil Skelton	(0482) 828 700		neil_skelton@roostersnet.com	Y
02/12/2021	19132	Margaret Maclellan	(0431) 888 798		margaret128@roostersnet.com	Y
02/12/2021	19088	Kathy Smith	(0434) 175 971		kathy@net1170.com.au	Y
02/12/2021	20111	Clara Milonakis	(0439) 828 474		clara@net1170.com	Y
05/12/2021	22006	Clara Milonakis	(0439) 828 474	(00) 0439-8008	c_milonakis@roostersnet.com	Y
12/12/2021	19282	Antoinette McEneaney	(0417) 588 903		antoinette@net1170.com	Y
28/12/2021	18127	Marilyn Francis	(0482) 873 182		marilyn_francis@roostersnet.com.au	N
08/01/2022	13025	Ben Pittman	(0436) 777 586	(00) 0436-2545	ben.pittman@roostersnet.com	Y

Total number of records is 11

Maximum number is 18, Enrolled is 11, Available is 7

If someone hasn't paid their subscriptions yet, (Inactive) Not Active will be shown at the end of their line

Attendance List

Select date range for a Term at a time

Use pulldown to list your course/s and select

Can include those on the waitlist

Extra blank lines can be useful

Send the list to yourself (as tutor) will auto select PDF

Select Attendance List to view / print / email

Attendance

Choose a Course:

Select Course Dates between: and: will appear on the list.

Include Wait Listed: Choose a sort order:

Email the Tutor / Leader:

Create a PDF:

Extra horizontal lines on list:

Match up columns with dates: This can use a lot of memory with PDF. Keep the date range small, if timeout.

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.

Attendance List – sample report Covid

Attendance List

Course: 222TUE01 Laptop Windows

Print

Dates: 01/02/2022 - 29/11/2022 Time: 13.30 - 15.30 Day: Tue

Venue and Tutor / Leader: Thomastown Library - Kevin Whelan

Name	Vax sighted	01/02	08/02	15/02	22/02	01/03	08/03	15/03	22/03	29/03	05/04
Oscar Altavilla (22006)											
Antoinette Andalaro (19282)											
Margaret Berlowitz (19132)											
Maralyn Frances (18127)											
Margaret Fyfe (8028)											
Barbara Longo (18013)											
Lou Longo (18014)											
Donna Milosevska (20111)											
Bev Rintoule (13025)											
Nina Skafte (18037)											
Kathy Smith (19088)											

Suggest Tutors / Covid marshals include an area to capture “Vaccination Status” sighted
U-MAS does not include the Vax Sighted area above and needs to be added manually

Absence management

List member reported absences for your class for a date range

Current date is selected by default

Choose a sort order – optional

Click “List Absences”

Absence Management

Select an Absence Start Date: Finish Date: This will show absences for the range.

One member only: Member number

Choose a sort order:

Include Only absent dates, not course dates?

Sample report

Absences list from 26/01/2022 and 30/04/2022

Course Code	Course	Member Name	Absence in Course	Reason	Start Date	Finish Date	Date entered	Time entered	Who
21ZZZZ01	Kite flying for beginners	14030 Kevin Whelan	31/01/2022, 07/02/2022, 14/02/2022	Other	25/01/2022	14/02/2022	25-01-2022	09:56:47	14030

Some other info.....

When a member enrolls, removed or accepted (from Waitlist) automated emails are sent to

- Member
- Tutor
- Administrator



Sample email to the Tutor

The member email and mobile are included for the Tutor to make contact should they wish.

For example, the tutor may want to send a Zoom link.

The screenshot shows an automated email from Whittlesea U3A. At the top is the U3A logo. Below it is a navigation bar with links for WEBSITE, MEMBERSHIP SYSTEM, and CONTACT. The main heading is "Whittlesea U3A For the Tutor". The body of the email states: "This is an automated email from the Membership System Member Kevin Whelan has enrolled in 222TUE01 Laptop Windows starting on 01/02/2022." It also provides contact information: "Contact Email: [redacted] Mobile: [redacted]". At the bottom, there is a dark blue footer containing the organization's name "WHITTLESEA U3A INC", address "PO Box 1157, Lalor, Vic, 3075", phone number "(03) 9464 1339", email "info@whittleseau3a.org.au", ABN "91 617 395 831", and incorporation number "A0042367P". A final line of text reads: "You are receiving this email because you have joined, or are a member, tutor or administrator at Whittlesea U3A."

For your information.....

- Generally, members enrol themselves into courses
- They may request Office or Course Coordinator assist them
- Members / tutors are not able to remove members from a course
- Course Coordinator is responsible for removing a member from a course or adding them from the Waitlist
- Tutors are not able to make online changes to courses but request the Course Coordinator to make these changes