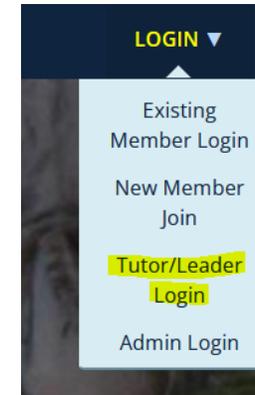# Guide for Tutors/Leaders

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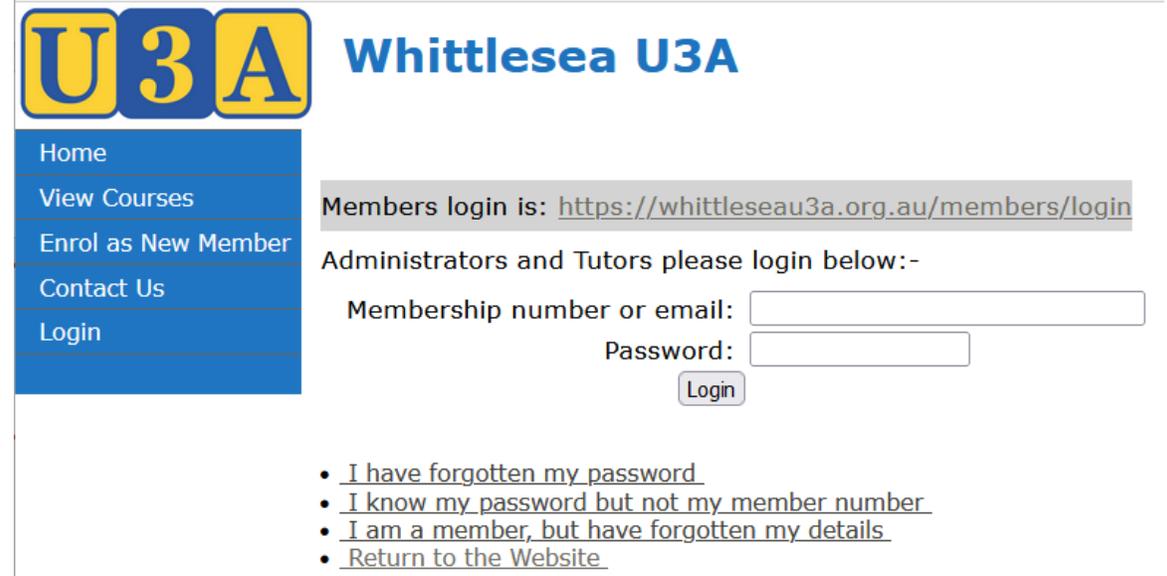
Connect to the Whittlesea U3A website - https://whittleseau3a.org.au/
Select LOGIN>Tutor/Leader Login

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/

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

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: [Please Select ▾]

Include Wait Listed: ☐   Show Address: ☐   Show Emergency contact : ☐

Choose a sort order: [Status + Date enrolled ▾]

Email the Tutor / Leader: ☐

[List Enrolments]

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				
02/12/2021	18013				
02/12/2021	18014				
02/12/2021	18037				
02/12/2021	19132				
02/12/2021	19088				
02/12/2021	20111				
05/12/2021	22006				
12/12/2021	19282				
28/12/2021	18127				
08/01/2022	13025				

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

Attendance

Choose a Course: Please Select ▾

Select Course Dates between: [dd/mm/yyyy] and: [dd/mm/yyyy] will appear on the list.

Include Wait Listed: ☐ Choose a sort order: Please Select ▾

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.

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 List – sample report

Attendance 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**

Name	01/02	08/02	15/02	22/02	01/03	08/03	15/03	22/03	29/03	05/04
▓▓▓▓▓▓▓										
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Note:

5 blank lines were selected

Attendance Lists should be produced on a Term basis

If a member had reported an Absence before the report was produced there would be an "A" in the appropriate dates

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 Andaloro (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: 26/01/2022   Finish Date: 30/04/2022   This will show absences for the range.
One member only: Optional   Member number
Choose a sort order: Course code
   Include Only absent dates, not course dates? ☑
List Absences

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 enrols, 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.

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