



# Guide for Tutors/Leaders using Send Email

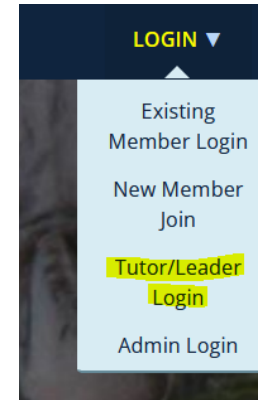
Using the U-MAS Membership System

This guide is intended for Whittlesea U3A Tutors / Leaders.

It provides a simple guide to some of the Send Email feature 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/>



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:

- [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](#)

# Send Email preparation

1. Select Send Email
2. Select Enrolments tab
3. Insert your email into Reply To
4. Optional – insert Cc (up to 20 separated by semi-colon)
5. Enter Subject
6. Enter body text

**U3A Whittlesea U3A**

Home  
View Member Details  
Edit Member Details  
View or select Courses  
Reports  
Send Emails **1**  
Contact Us  
Return to Website  
Logout

Freddy TEST can only see their own Courses

**Send Emails**

Members Subscriptions **Enrolments 2** Outstanding Receipts Emails sent MailChimp

**Email Members with Enrolments**

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

**3** donald.duck@gmail.com Optional. Replace for a different Reply To address

**4** mickeymouse@gmail.com Optional. CC Field

clear text

**5** Kite Flying Update Subject

X Undo Redo Bold Italic Underline Strikethrough Bulleted List Numbered List Indent Outdent Link Unlink Source Font Size Styles Normal Font Size

**6**

Good morning class,  
Please ensure your kites are in top condition when the class commences next Wednesday.  
Look forward to meeting you.  
Regards,  
Donald

body p

Email automatically saved when sent. The Email will be sent from members@whittleseau3a.org.au

Restore previous email: Please Select

Choose File No file chosen

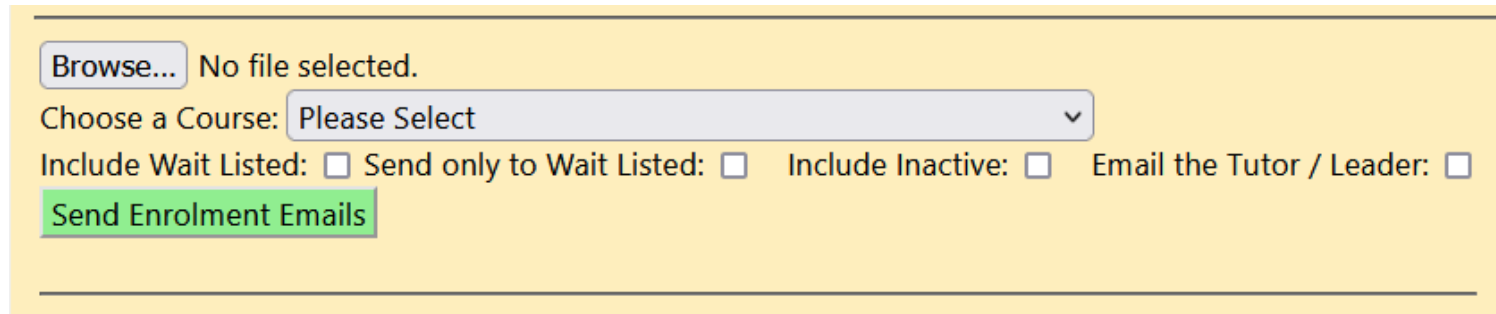
Choose a Course: Please Select

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

Send Enrolment Emails

# Send Email - send

- Optional - Click “Browse / Chose File” to insert an attachment
- Choose a Course from the pulldown
- Optional –
  - Include Wait Listed
  - Send only to Wait Listed
  - Include Inactive
  - Email the Tutor/Leader
- Send Enrolment Emails



The screenshot shows a web form for sending emails. It features a 'Browse...' button with the text 'No file selected.' next to it. Below this is a dropdown menu labeled 'Choose a Course:' with the text 'Please Select' and a downward arrow. Underneath the dropdown are four checkboxes: 'Include Wait Listed:', 'Send only to Wait Listed:', 'Include Inactive:', and 'Email the Tutor / Leader:'. At the bottom of the form is a green button labeled 'Send Enrolment Emails'.

## NOTE

- A Tutor/Leader can only send to their class

# Send Email – Send Enrolment Emails

- A new window opens
- Click “Yes” to send or “No” to go back
- When the emails are sent a list of recipients is shown

**Key:** access **Value:** 2  
**Key:** memberid **Value:** 14030  
**Key:** memberName **Value:** Kevin Whelan  
**Key:** mysecurity **Value:** 4  
**Key:** loginNumber **Value:** 14030  
Sending emails from Whittlesea U3A Inc  
members@whittleseau3a.org.au  
No attachment found. If you selected an attachment, the file type must be valid.  
**CAREFUL, if you click on Yes the email you have created for members in this enrolment will be sent immediately?**

**Key:** access **Value:** 2  
**Key:** memberid **Value:** 14030  
**Key:** memberName **Value:** Kevin Whelan  
**Key:** mysecurity **Value:** 4  
**Key:** loginNumber **Value:** 14030  
Sending emails from Whittlesea U3A Inc  
members@whittleseau3a.org.au  
No attachment exists  
Processing 2 records  
Message sent to cc: info@whittleseau3a.org.au  
Message sent to member Mary Renshaw  
Message sent to member Glen Wall  
Completed.  
Subject and Body and CC removed. Kevin Whelan can only see their own Courses

# Send Email – Restore a previous email

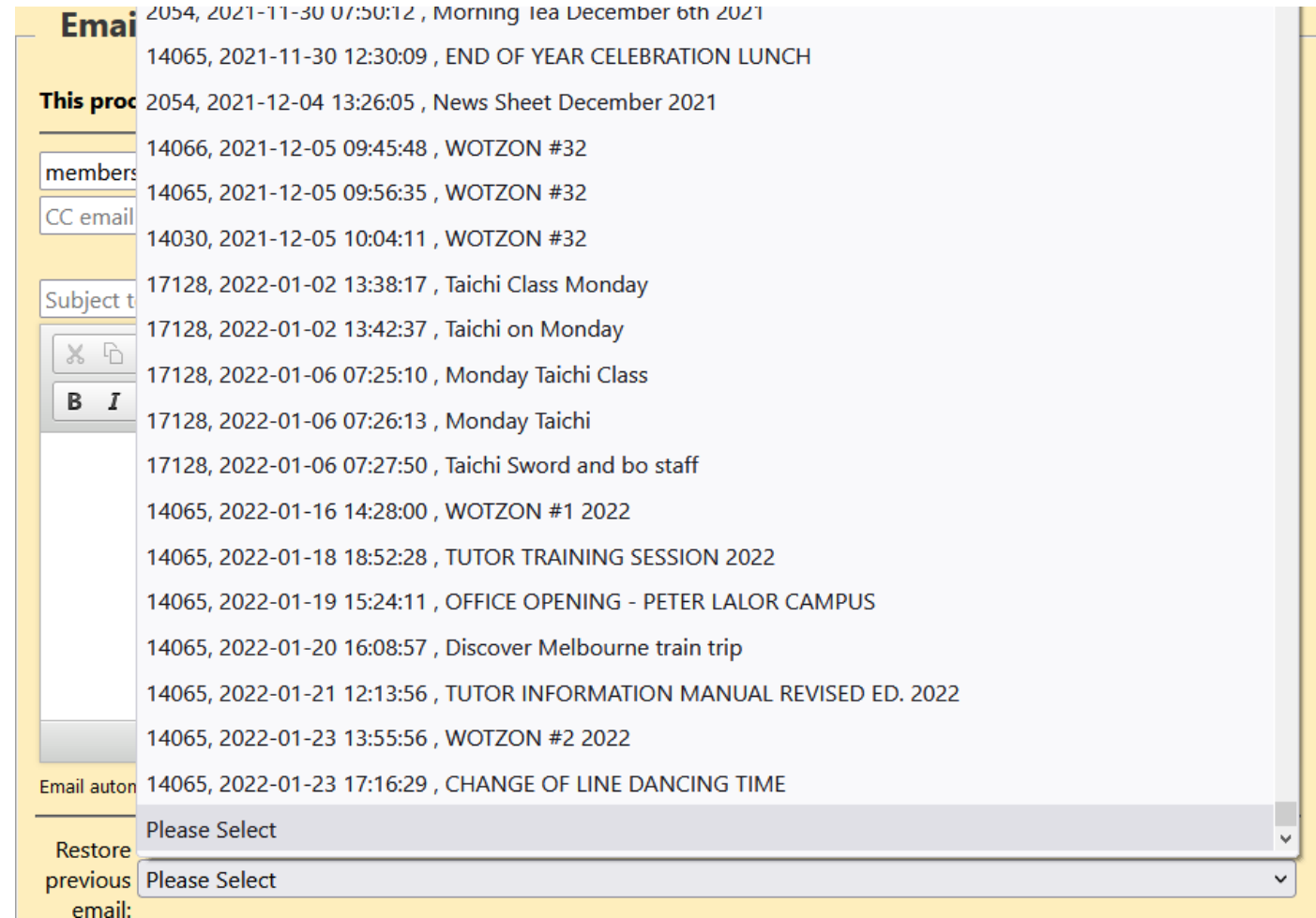
- Previously sent emails can be restored using “Restore previous email”
- Select a previous email
- Modify the email (if required) and send to class

## NOTE

- If restoring an email and not planning to send use the “clear text” to clear the screen for the next person

CC email address. Use semi-colon to separate

clear text



The screenshot displays an email client interface. On the left, a sidebar contains a search bar with the text 'Email', a 'This process' button, a 'members' button, a 'CC email' button, a 'Subject to' button, and a toolbar with icons for copy, paste, bold (B), and italic (I). The main area shows a list of emails with columns for ID, date, time, and subject. The list includes emails from 2021 and 2022, such as 'Morning Tea December 6th 2021', 'END OF YEAR CELEBRATION LUNCH', 'News Sheet December 2021', and 'Monday Taichi Class'. At the bottom, a 'Restore previous email:' dropdown menu is open, showing two options: 'Please Select'.

# Send Email – header / footer

- Header and footers are automatically added to the email when sent
- The Subject auto adds the U3A name eg: Whittlesea U3A
- Unsubscribe option is available to the recipient (not shown here)

Header

Subject

Body text

Footer



[WEBSITE](#) | [MEMBERSHIP SYSTEM](#) | [CONTACT](#)

Whittlesea U3A WOTZON #2 2022

Hello Professor

Hope you are well and looking forward to the new year which starts on Monday 31st January. Attached is a copy of this week's WOTZON. There is a great deal of information in this week's publication for both members and tutors as well as about new classes.

Natalie Lim

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WHITTLESEA U3A INC

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Ph: (03) 9484 1339 | E: [info@whittleseau3a.org.au](mailto:info@whittleseau3a.org.au)

ABN: 91 617 395 831 | Incorporation no: A0042367P

# Send Email – be aware.....

## NOTES

- If including an attachment to the email PDF is preferred, but may use Word, Excel, PNG, JPG
- The Course Code or Description is not automatically inserted into the email. Therefore, it is advisable to type the Course Description into the Subject line
- Use simple formatting ie: select font, size, colour, Bold, Italics
- Other formatting is available ie: tables, paste, etc

## AVOID SPAM

- Have a proper origin email address (your Office maybe?)
- Make sure the Subject field matches the topic of your first paragraph
- Preferred to have a paragraph which states why the recipient is getting an email from you (You are receiving this email because you are enrolled in XXXX)
- Make sure you have a functional Unsubscribe feature
- Avoid having a lot of text in blazing colour and capitals and with exclamation marks - a spammer's favourites.

## Final Word

- The Send Email is not intended for general chit chat between a class
- Suggest the tutor get agreement from class the share emails for the chit chat