

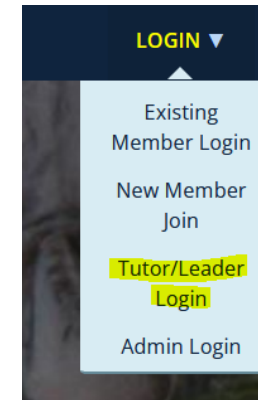


# Guide for Tutors/Leaders

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>

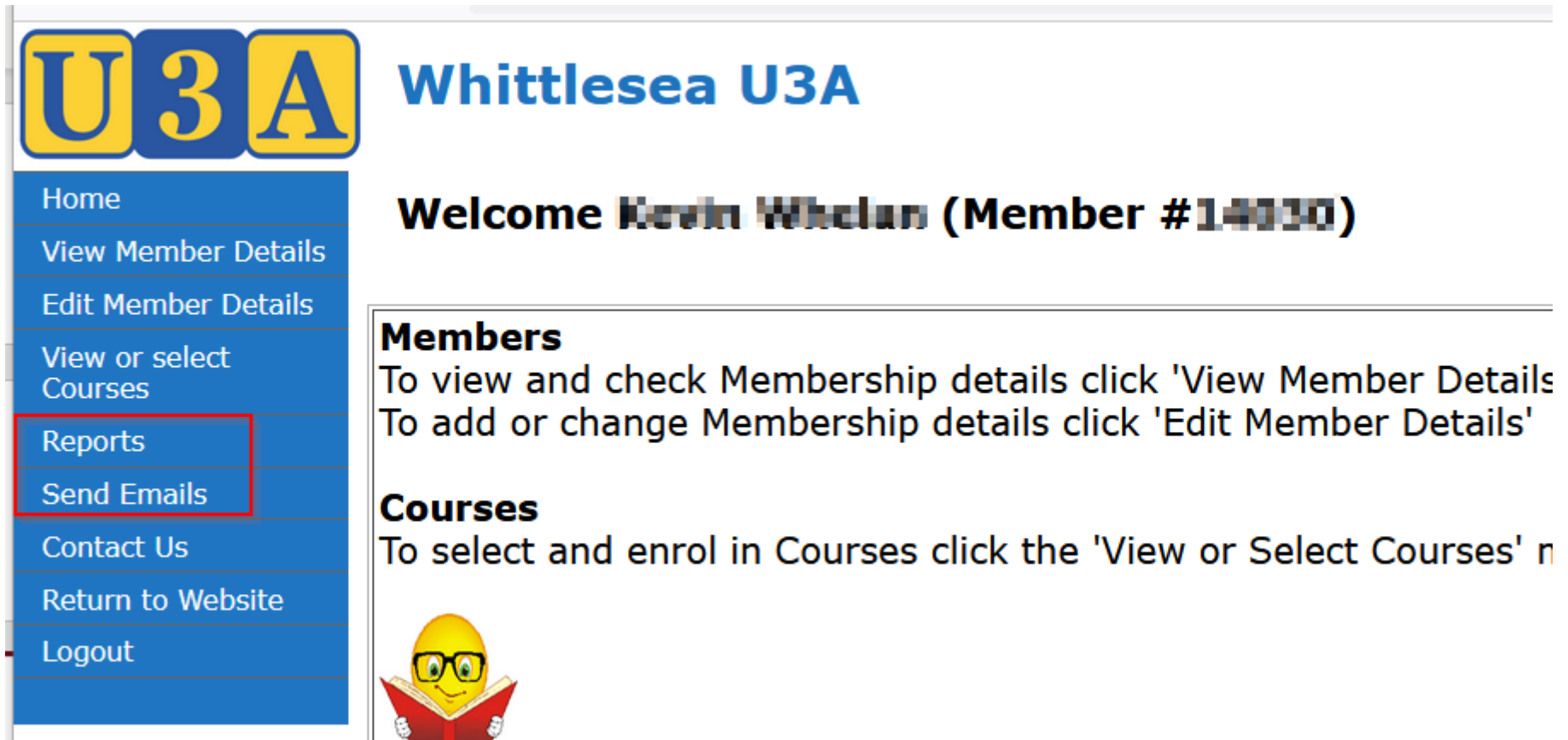
Administrators and Tutors please login below:-

Membership number or email:

Password:

- [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




**U3A** Whittlesea U3A

**Welcome Kevin Whelan (Member #14030)**

**Members**  
To view and check Membership details click 'View Member Details'  
To add or change Membership details click 'Edit Member Details'

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



The screenshot shows a website interface for Whittlesea U3A. On the left is a vertical blue navigation menu with the following items: Home, View Member Details, Edit Member Details, View or select Courses, Reports (highlighted with a red border), Send Emails (highlighted with a red border), Contact Us, Return to Website, and Logout. The main content area displays the user's name and member number: 'Welcome Kevin Whelan (Member #14030)'. Below this, there are two sections: 'Members' and 'Courses'. The 'Members' section includes instructions on how to view or edit membership details. The 'Courses' section includes instructions on how to select and enrol in courses. At the bottom of the page, there is a cartoon character of a yellow egg wearing glasses and reading a red book.

## 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

Send an email to members  
enrolled in your Course

### Reports

- Enrolments
- List Enrolments

### Reports

- Enrolments
- Attendance List

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 Mylo	(0438) 881 482	(00) 0438-8788	margaretmylo@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.au	Y
02/12/2021	19132	Margaret Maclellan	(0431) 888 798		margaret128@roostersnet.com.au	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.au	Y
05/12/2021	22006	Clara Milonakis	(0439) 828 474	(00) 0439-8008	c_milonakis@roostersnet.com.au	Y
12/12/2021	19282	Antoinette McEneaney	(0417) 588 903		antoinette@net1170.com.au	Y
28/12/2021	18127	Marilyn Francis	(0482) 873 182		marilyn_francis@roostersnet.com.au	N
08/01/2022	13025	Ben Pittman	(0438) 777 586	(00) 0438-2545	ben.pittman@roostersnet.com.au	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

## 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	01/02	08/02	15/02	22/02	01/03	08/03	15/03	22/03	29/03	05/04
Michael Whelan (20001)										
Michael Whelan (20001)										
Michael Whelan (20001)										
Michael Whelan (20001)										
Michael Whelan (20001)										
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Michael Whelan (20001)										

**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

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 the Whittlesea U3A Membership System. At the top, there is a blue header bar with the U3A logo in yellow and blue. Below the logo is a navigation menu with links for WEBSITE, MEMBERSHIP SYSTEM, and CONTACT. The main heading of the email 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 bar with the following text: "WHITTLESEA U3A INC", "PO Box 1157, Lalor, Vic, 3075", "Ph: (03) 9464 1339 | E: info@whittleseau3a.org.au", "ABN: 91 617 395 831 | Incorporation no: A0042367P", and "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