
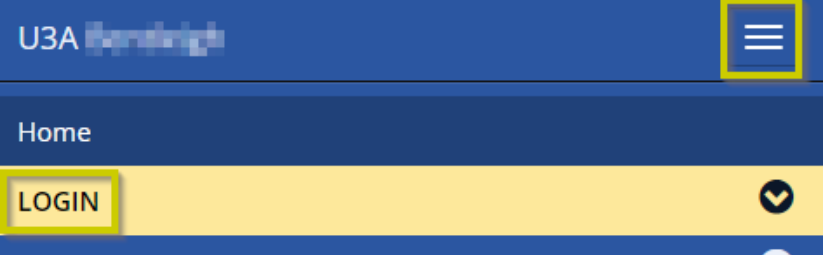
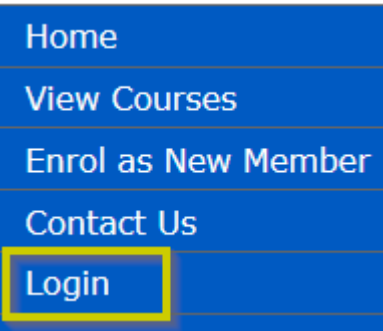
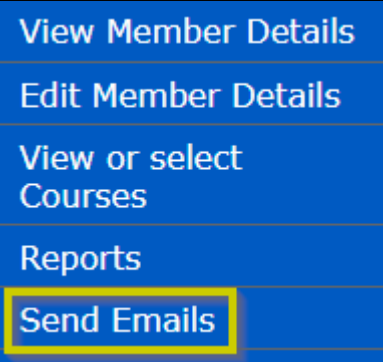
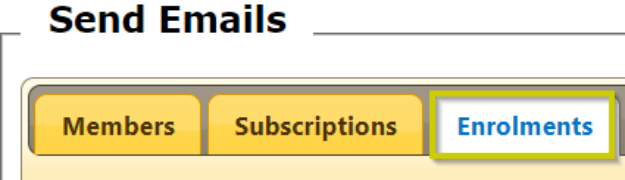
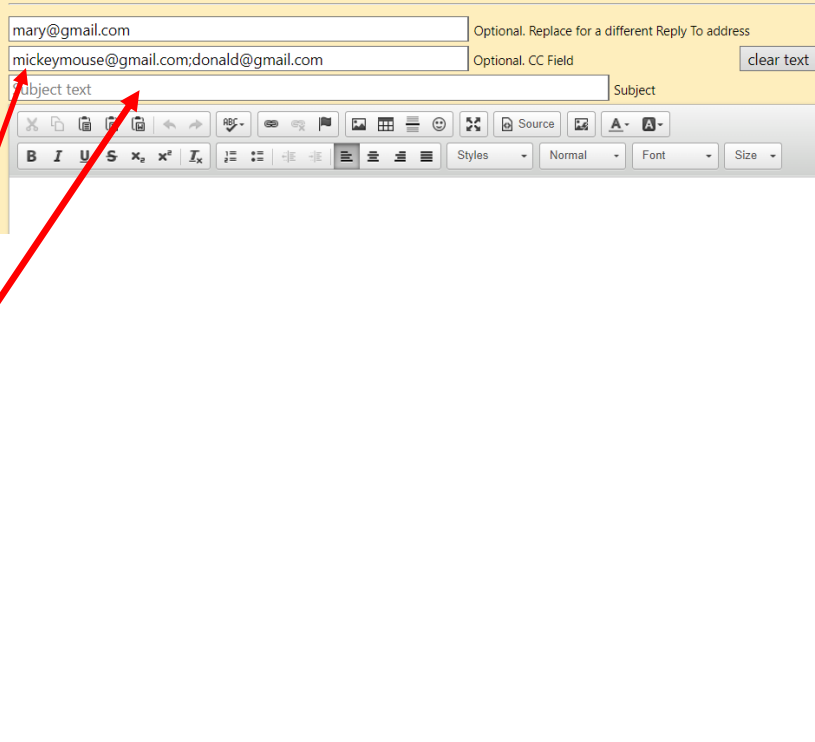
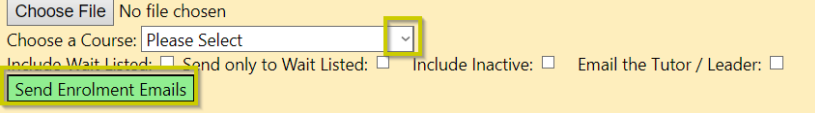


## U3A How Tutors send emails to class members

<p>1. Go to your U3A website eg:  <a href="https://whittleseau3a.org.au/">https://whittleseau3a.org.au/</a></p> <p>On your desktop, laptop or tablet</p> <p>Go to <b>LOGIN</b> (RHS of page)  Click on the <b>down arrow</b>  Click on <b>Tutor login</b></p> <p>This will take you to UMAS  OR</p>	
<p>2. On your phone</p> <p>Click on the horizontal lines</p> <p>Then click on <b>LOGIN</b>  Click on the <b>down arrow</b>  Click on <b>Tutor login</b></p> <p>This will take you to U-MAS</p>	
<p>3. <b>LOGIN</b> to U-MAS with your <b>Member Number</b> (on your badge) and <b>Password</b>.</p> <p>If you have forgotten your password, click on <i>I have forgotten my password</i> and follow the prompts to reset it.</p>	
<p>4. Select <b>SEND EMAILS</b></p>	
<p>5. Select <b>ENROLMENTS</b> tab</p>	

<p>6. Insert your own <b>email address</b>, if you wish students to reply to you directly.</p> <p>7. To add more than one cc, make sure that you do NOT leave a space between email addresses, semi-colon only to separate eg jo@gmail.com;don@yahoo.com</p> <p>8. Add a <b>SUBJECT</b> The Subject will automatically include U3A XXXXX. You should include the <b>Course name</b> and an indication of the content eg <b>Tai Chi-class cancelled</b></p> <p>9. Type your email</p> <p>10. You can also personalise emails if you wish eg Dear [preferred_name] [surname] or Dear [first_name]</p>	
<p>11. <b>CHOOSE A COURSE</b> using the pull down arrow</p> <p>12. <b>CHOOSE FILE</b> allows you to add an attachment if you wish</p> <p>13. Tick <b>INCLUDE INACTIVE</b> – this will include any new people whose payment has not yet been processed</p> <p>14. Tick <b>EMAIL TUTOR</b> so you receive a copy</p> <p>15. <b>Select SEND ENROLMENT EMAILS</b></p>	
<p>16. <b>Confirm sending emails</b> Three options: <b>No</b> – cancel the email send and return to the previous screen <b>Yes</b> (in separate tab) – will open a new browser tab. To return to the membership system select the open tab <b>Yes</b> (in this tab) – will open the send email in the same tab. To return use the back space arrow in browser</p>	<p><b>Confirm sending emails?</b></p> <p><b>Note:</b> If you click Yes below, you <b>must</b> wait until the progress bar shows that all emails have sent. If you close the tab/window/browser before all emails have sent, the emails will be queued and sent at a later date.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; background-color: #fff9c4;">No, cancel</div> <div style="border: 1px solid black; padding: 5px; background-color: #fff9c4;">Yes, send <b>2 emails</b> and display progress in a <b>separate tab</b></div> <div style="border: 1px solid black; padding: 5px; background-color: #fff9c4;">Yes, send <b>2 emails</b> and display progress in <b>this tab</b></div> </div> <p style="text-align: center; margin-top: 20px;">Select either option to send the email</p>

**17. A pop-up box will appear.**  
 This shows the progress of your email. NB Do NOT close UMAS or your computer until 100% of the emails have been sent.

**Bulk Email Progress**

Show the latest batch (no. 8974), and send any unsent emails from this batch  
 Show all batches, and send all unsent emails  
 Show and send all unsent emails  
 Show all emails that failed to send, and send all unsent emails  
 Delete all emails that failed to send  
 Delete all emails that have not been sent yet  
 Delete all emails for the latest batch (batch no. 8974)

**Sending unsent emails**

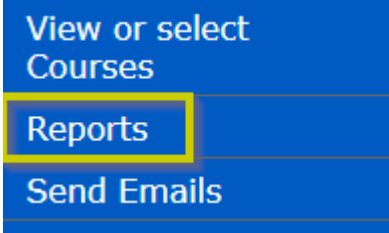
Finished sending all remaining emails from batch 8974.

Sending is limited to 360 emails per hour (6 per minute), according to the system settings.

Emails sent: 2. Nothing left to send from batch 8974.

Date/Time	Subject	Sent By	Member No.	Member Email	Batch No.	# In Batch	Sent	Sent Status	Message ID
2022-09-29 09:42:05	test pop ups	1020	4582		8974	2	✓	Yes	217624
2022-09-29 09:42:05	test pop ups	1020	3002		8974	1	✓	Yes	217623

## How to check contact details of your course members

<p>1. Select <b>REPORTS</b></p>	
<p>2. Select <b>ENROLMENTS</b></p> <p>3. <b>LIST ENROLMENTS.</b> You can view this on-screen or print. An email can be sent to the Tutor with a PDF attachment.</p> <p>If there are members with no email you can suggest that they ask a friend in the class to relay messages.        If you prefer, you can phone them.</p>	