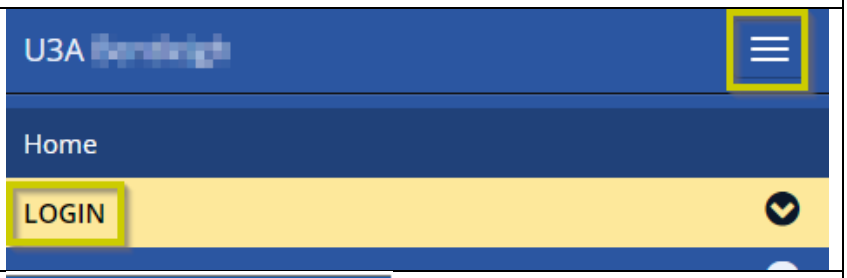
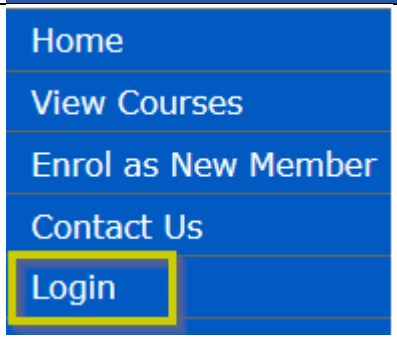
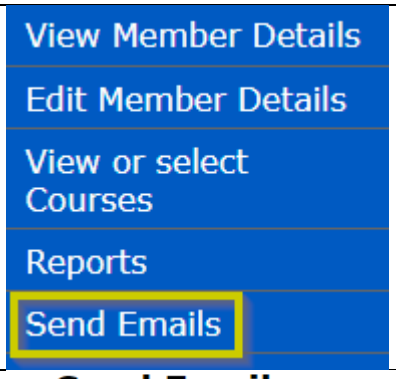
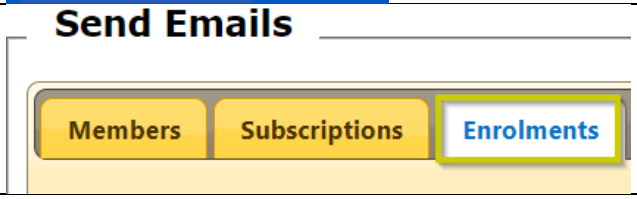
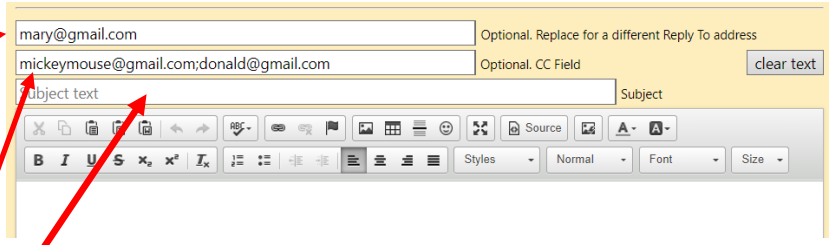
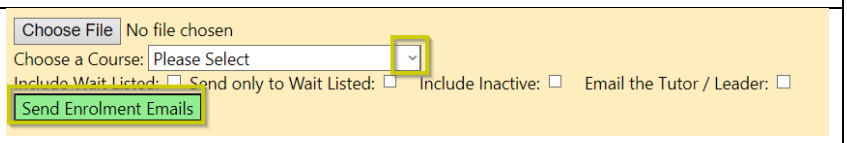
How Tutors send emails to class members

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

6. Insert your own **email address,** if you wish students to reply to you directly.
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
8. Add a **SUBJECT**
   The Subject will automatically include U3A XXXXX.
   You should include the **Course name** and an indication of the content eg **Tai Chi-class cancelled**
9. Type your email
10. You can also personalise emails if you wish eg
    Dear [preferred_name] [surname] or
    Dear [first_name]



11. **CHOOSE A COURSE** using the pull down arrow
12. **CHOOSE FILE** allows you to add an attachment if you wish
13. Tick **INCLUDE INACTIVE** – this will include any new people whose payment has not yet been processed
14. Tick **EMAIL TUTOR** so you receive a copy
15. **Select SEND ENROLMENT EMAILS**



16. **Confirm sending emails**

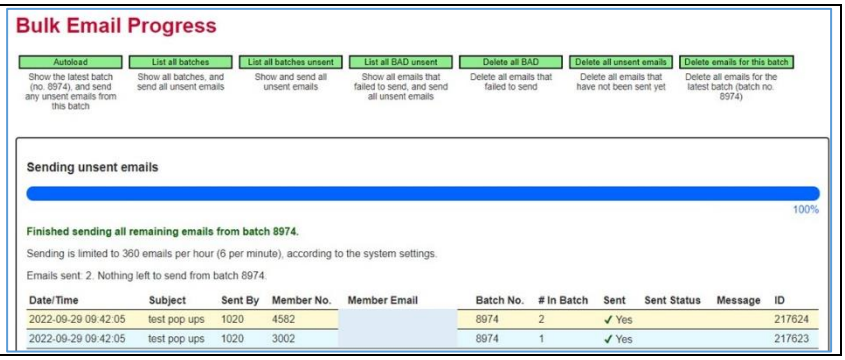
Three options:

No – cancel the email send and return to the previous screen

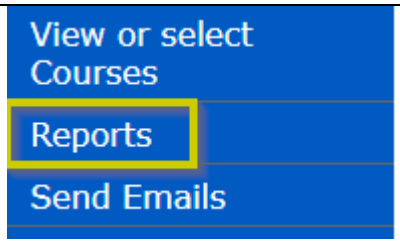
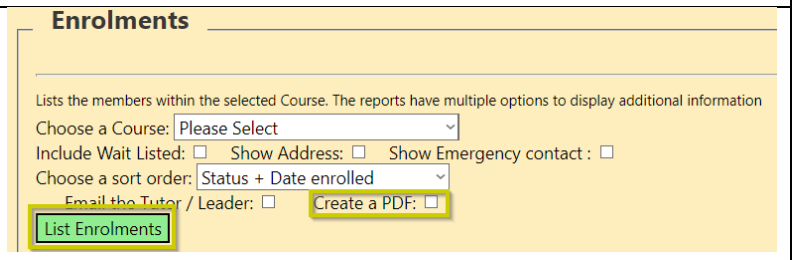
Yes (in separate tab) – will open a new browser tab. To return to the membership system select the open tab

Yes (in this tab(- will open the send email in the same tab. To return use the back space arrow in browser

Select either option to send the email

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.	

How to check contact details of your course members

1. Select **REPORTS**	
2. Select **ENROLMENTS** **3. LIST ENROLMENTS**. You can view this on-screen or print An email can be sent to the Tutor with a PDF attachment 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.