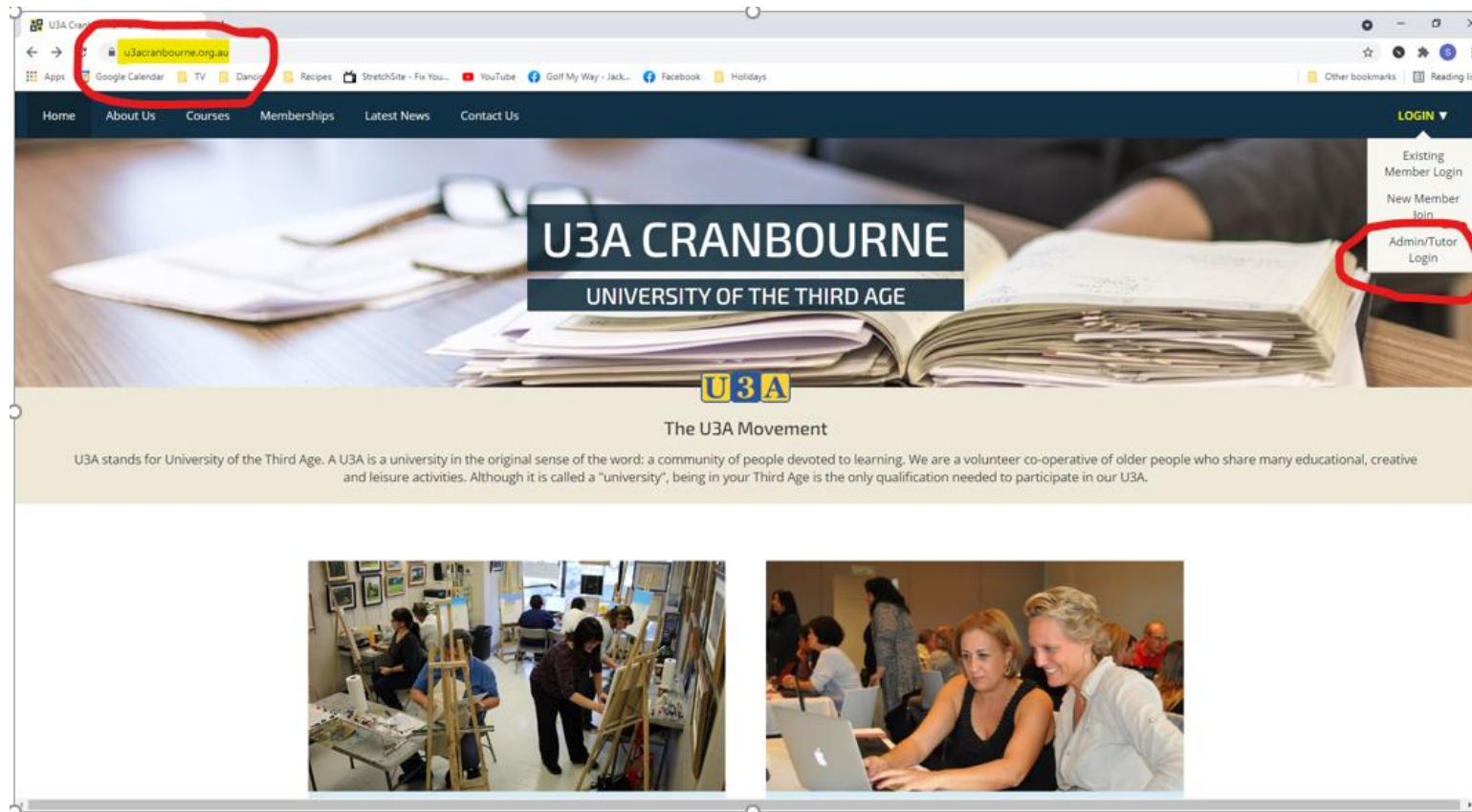


Quick Guide for Tutors

Highlights of tools available to Tutors

This guide is intended for U3A Cranbourne Tutors. There is a separate guide for Members. It provides a simple guide to some of the main features in the new UMAS system.

1. Connect to the new web page:
u3acranbourne.org.au
2. Login as an Admin/Tutor





THE UNIVERSITY OF THE THIRD AGE

U3A Cranbourne

Home

View Courses

Enrol as New Member

Contact Us

Login

Members login is: <https://u3acranbourne.org.au/members/login>

Administrators and Tutors please login below:-

Membership number or email:

Password:

Login

- [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](#)


Note:

As a Tutor you have two logins available:

One as a Member,

The other as admin/tutor.

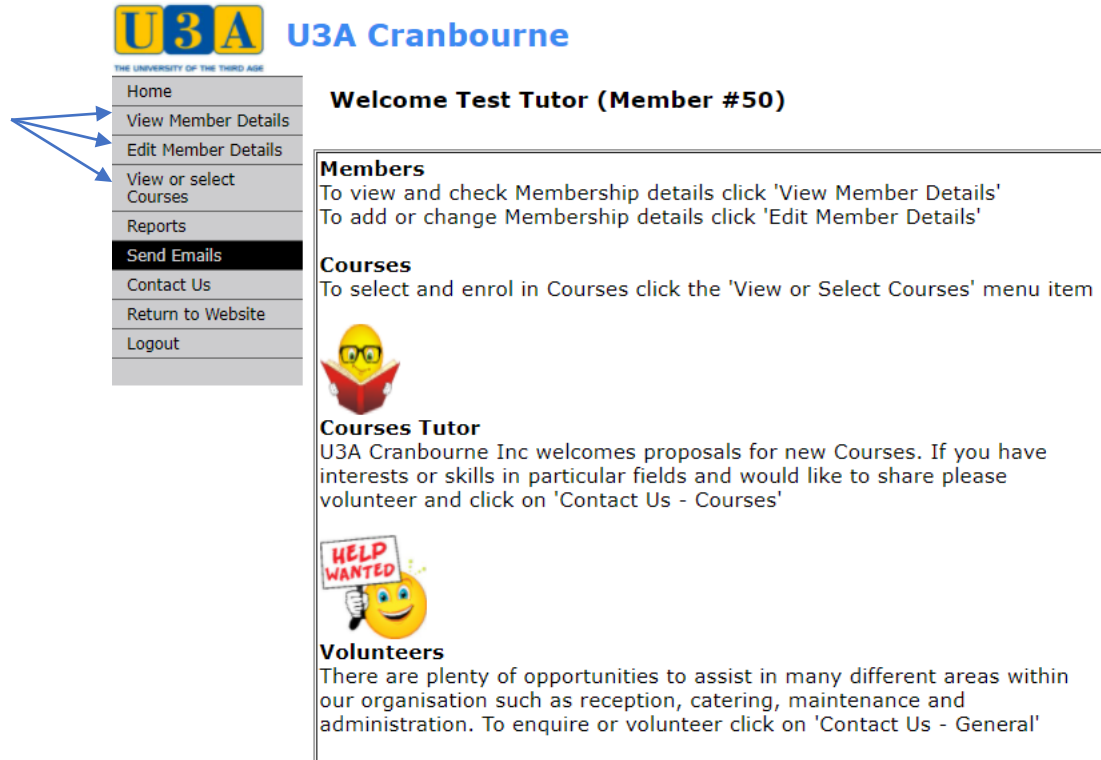
If you want to use both, pick different passwords.



If this is your first time, click on 'I have forgotten my password'.

The menu on the left will only have the things you are allowed to do.

These functions are available to all Members, see the Members' Guide.



U3A U3A Cranbourne


THE UNIVERSITY OF THE THIRD AGE


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

Welcome Test Tutor (Member #50)

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' menu item


Courses Tutor
U3A Cranbourne Inc welcomes proposals for new Courses. If you have interests or skills in particular fields and would like to share please volunteer and click on 'Contact Us - Courses'


Volunteers
There are plenty of opportunities to assist in many different areas within our organisation such as reception, catering, maintenance and administration. To enquire or volunteer click on 'Contact Us - General'

New Features

*For the courses you are
Tutoring*

Print an
Attendance Sheet

*Reports -
Enrolments -
Attendance List*

Print a list of people
enrolled in your
Course

*Reports -
Enrolments -
List Enrolments*

Email the
people on
your Course

*Send emails –
Enrolments*

Note:

*There are a few other things available, but
the main ones are the focus of this guide*

Things you CAN'T do

Enrol another member into your course.

- That's the responsibility of the Member

Remove another member from your course

- That's the responsibility of the Member

Change Course details

- That's the responsibility of the Course Administrator

Note:

An Administrator can do anything.

If you need help, contact:

- the Course Administrator
courses@u3acranbourne.org.au
- The System Administrator
admin@u3acranbourne.org.au

Print an Attendance Sheet

U3A U3A Cranbourne
THE UNIVERSITY OF THE THIRD AGE

Home
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Test Tutor can only see their own Courses

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: Email the Tutor:
Choose a sort order: Status + Date enrolled
[List Enrolments](#)

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: Create a PDF: Extra horizontal lines on list:
Match up columns with dates:
[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.

Reports →
Enrolments →
Attendance List →

You can only select your Courses
Select one term (otherwise it gets too wide)

List of Enrolments



- Home
- View Member Details
- Edit Member Details
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- Logout

Test Tutor can only see their own Courses

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 : Email the Tutor:

Choose a sort order:

Attendance

Choose a Course:

Select Course Dates between: and: will appear on the list.

Include Wait Listed: Choose a sort order:

Email the Tutor: Create a PDF: Extra horizontal lines on list:

Match up columns with dates:

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.

Reports

Enrolments

List Enrolments

You can only select your Courses

Sample Enrolment List

Enrolment List

Print

Course: 211Mon03 Chess

Dates: **19/04/2021 - 30/11/2021** Time: **11.00 - 13.00** Day: **Mon**

Venue and Tutor: **Room 2 - Roy Dass**

Enroll Date	Time	Member#	Name	Mobile	Phone	Email	
19/04/2021		849	Nimal Cooray	0470 377 838		cooraynimal@yahoo.com.au	Delete
19/04/2021		765	Roydon Fernandez	0408 903 284	(03) 5996 6129	noemail@x.com	Delete
19/04/2021		787	Henning Rasmussen	0429 211 416	(03) 5940 1925	noemail@x.com	Delete
19/04/2021		753	Henri Ravat	0417 513 996	(03) 9789 5671	mmhl.ravat@gmail.com	Delete
19/04/2021		131	Sonny Thomsen		(03) 5917-2446	sonnythom@gmail.com	Delete

Total number of records is 5

Maximum number is 15, Enrolled is 5, Available is 10

Note:

**These people haven't supplied an email address.
So the Send Email function can't contact them!**

Email Your Class



- Home
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- Contact Us
- Return to Website
- Logout

Test Tutor can only see their own Courses

Send Emails

- Members
- Subscriptions
- Enrolments
- Outstanding Receipts
- Emails sent
- MailChimp

Email Members with Enrolments

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

members@u3acranbourne.org.au Optional. Replace for a different Reply To address

CC email address. Use semi-colon to separate email addresses. Optional. CC Field

Subject text Subject

Rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, Undo, Redo, Font Color, Background Color, Styles, Format, Font, Size.

Email automatically saved when sent. The Email will be sent from members@u3acranbourne.org.au

Restore previous email:

No file chosen

Choose a Course:

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

Personalised emails can be done by using these special field codes:
[member_no],[first_name],[surname],[preferred_name],[email],[street1],[street2],[suburb],[state],[postcode]
[subs_date],[member_type],[phone_home],[phone_business],[mobile],[emergency_contact],[contact_number]
[relationship],[join_date],[join_year],[active]

Send Emails



Enrolments



Important!
PLEASE put your email address here instead if you want to receive any replies.

Note:
Some people haven't supplied an email address.
So the Send Email function can't contact them!
Check the List of Enrolments.

You can only select your Courses