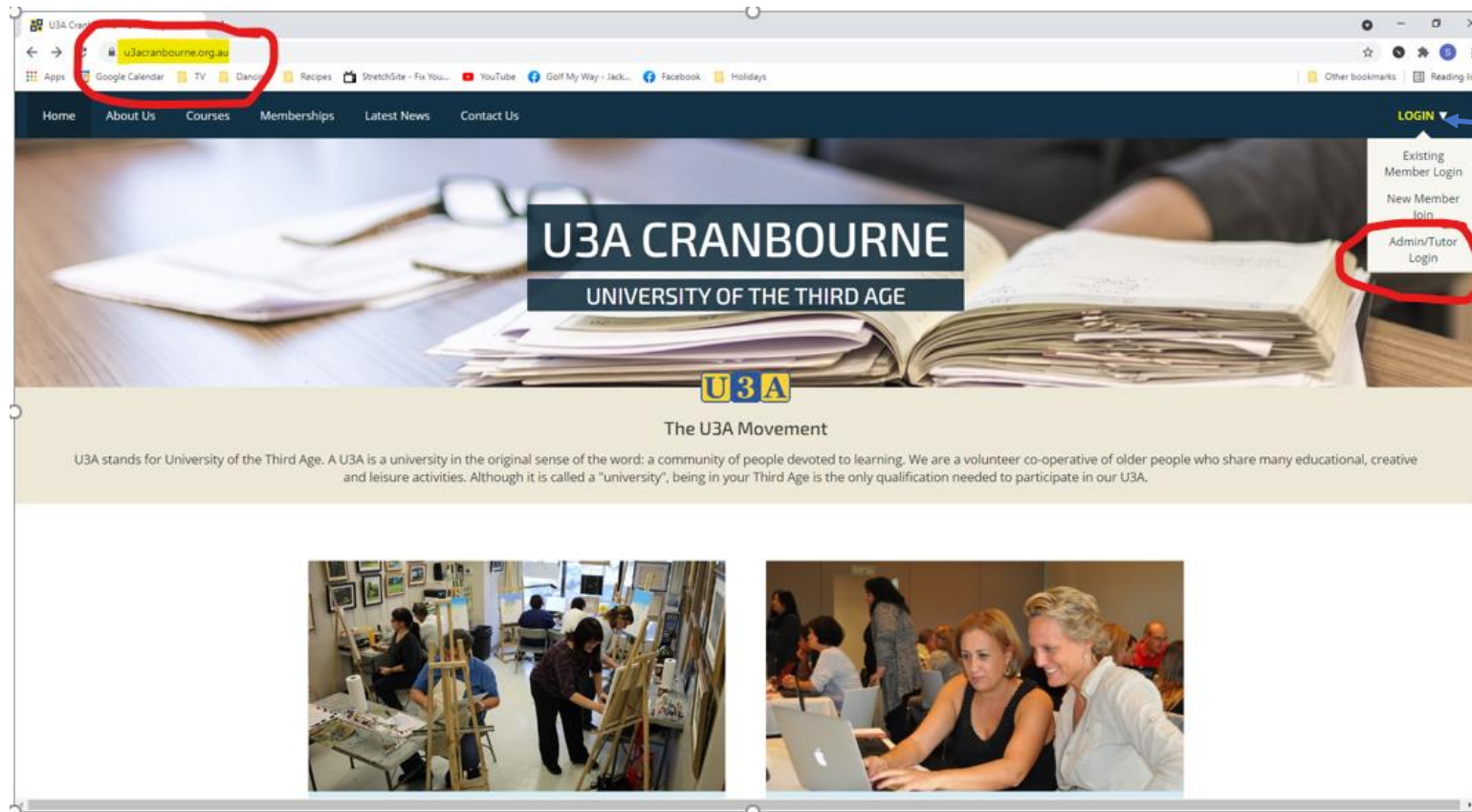


# Quick Guide for Tutors

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



**Hover – don't click**  
If you click on 'Login',  
you will open the  
'Existing Member Login'  
page.



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*

# 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

If you need help, contact:

- the Course Administrator  
[courses@u3acranbourne.org.au](mailto:courses@u3acranbourne.org.au)
- The System Administrator  
[admin@u3acranbourne.org.au](mailto:admin@u3acranbourne.org.au)

# Sample Attendance Sheet

## Attendance List

Course: 221MON10 Line Dancing

Print

Dates: 10/01/2022 - 12/12/2022 Time: 10.30 - 11.30 Day: Mon

Venue and Tutor: Terry Vickerman Cntr - Steve Morris

Only those dates that your Class is scheduled to run are shown. 14/03 is a Public Holiday

Name	10/01	17/01	24/01	31/01	07/02	14/02	21/02	28/02	07/03	14/03	21/03	28/03
Maria Adones (912 )												
Patricia Angelo (913 )												
Di Barker (947 )												
Helen Bell (643 )												
Kerry Caddell (998 )												
Lorraine Clark (898 )												
Danielle Gelle (959 )												
Ellen Grist (859 )												
Vivienne Honeyford (876 )												
Aphinya Langroor (889 )												
Julie Anne Matthews (852 )												
Sue Morris (854 )												
Brigette Ribet (894 )												
Margaret Rogan (668 )												
Cecilia Troncoso (945 )												
Marylin Villemin (874 )												
Dini Wortel (878 )												

### Selections for this report:

1. Course Dates: 10/01 to 31/03
2. Sort Order: Surname (first, surname)
3. Match up Columns with Dates: Checked

# Sample Attendance Sheet – Version 2

**Attendance List**

Course: **221MON10 Line Dancing** Print

Dates: **10/01/2022 - 12/12/2022** Time: **10.30 - 11.30** Day: **Mon**

Venue and Tutor: **Terry Vickerman Cntr - Steve Morris**

Name	10/01	17/01	24/01	31/01	07/02	14/02	21/02	28/02	07/03	21/03	28/03			
Maria Adones (912 )														
Patricia Angelo (913 )														
Di Barker (947 )														
Helen Bell (643 )														
Kerry Caddell (998 )														
Lorraine Clark (898 )														
Danielle Gelle (959 )														
Ellen Grist (859 )														
Vivienne Honeyford (876 )														
Aphinya Langroor (889 )														
Julie Anne Matthews (852 )														
Sue Morris (854 )														
Brigette Ribet (894 )														
Margaret Rogan (668 )														
Cecilia Troncoso (945 )														
Marilyn Villemin (874 )														
Dini Wortel (878 )														

**Selections for this report:**

1. Course Dates: *10/01 to 31/03*
2. Sort Order: *Surname (first, surname)*
3. Match up Columns with Dates: *Unchecked*  
*Gives me a few extra columns*
4. Extra Horizontal Lines on List: *6*  
*Adds a few extra lines on the bottom in case new people turn up.*



# Print an Attendance Sheet

**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

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)*

# Sample Enrolment List

If someone hasn't paid their subscriptions yet, (Inactive) will be shown at the end of the line.

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

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!**

# List of Enrolments

**U3A** U3A Cranbourne  
THE UNIVERSITY OF THE THIRD AGE

Home  
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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: 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*

*List Enrolments*

*You can only select your Courses*

# Email Your Class



- Home
- View Member Details
- Edit Member Details
- View or select Courses
- Reports
- Send Emails
- 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

**B** **I** **U** **S** **x** **x\*** **I<sub>x</sub>**

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]

U3A Network Victoria INC Member Database System provided under license from Soft Sys [Membership Software](#) Version: 6.01  
24/03/2021 U3A Cranbourne Inc # 2

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**

**If a Member hasn't paid their Subscriptions yet, they will be Inactive. So I always tick this box**