U-MAS System User Guide for Tutors

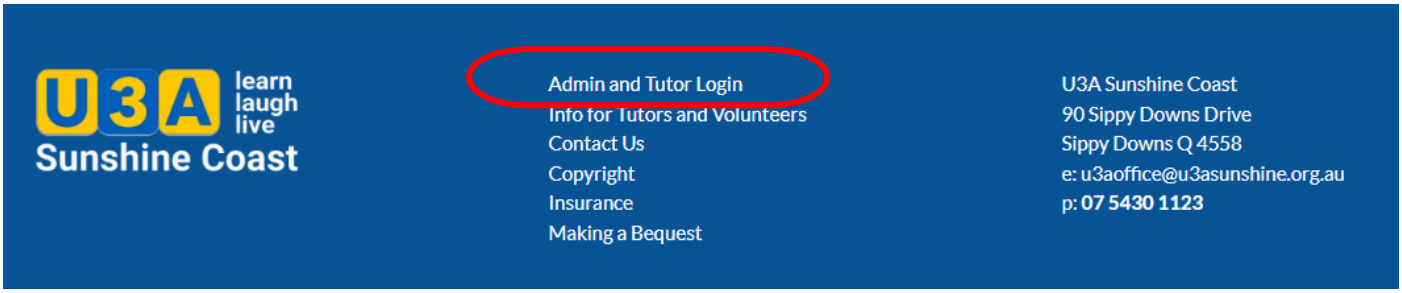
Start up:

Login to the U3A website: https://u3asunshine.org.au/

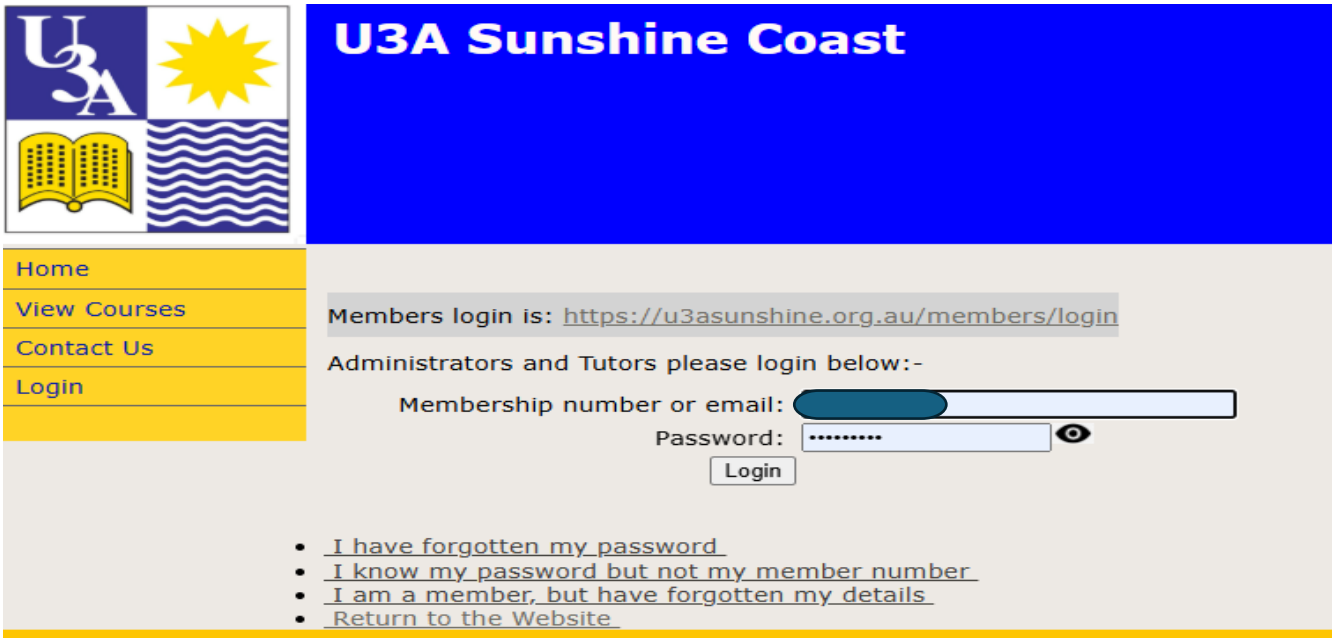
2. Scroll down to the bottom of the Home page

3. Click on Admin and Tutor Login

For further information click on Info for Tutors and Volunteers



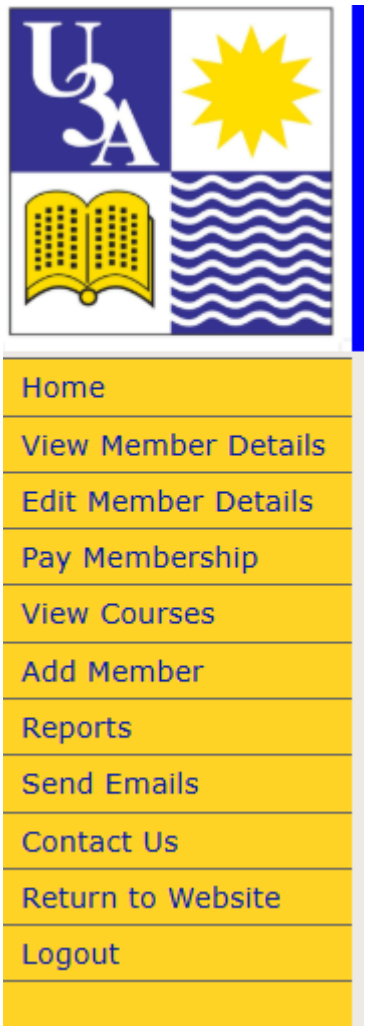
Enter your membership number and password:



HANDY HINT: Save, Pin or Bookmark this page to your computer for easier access.

NOTES:

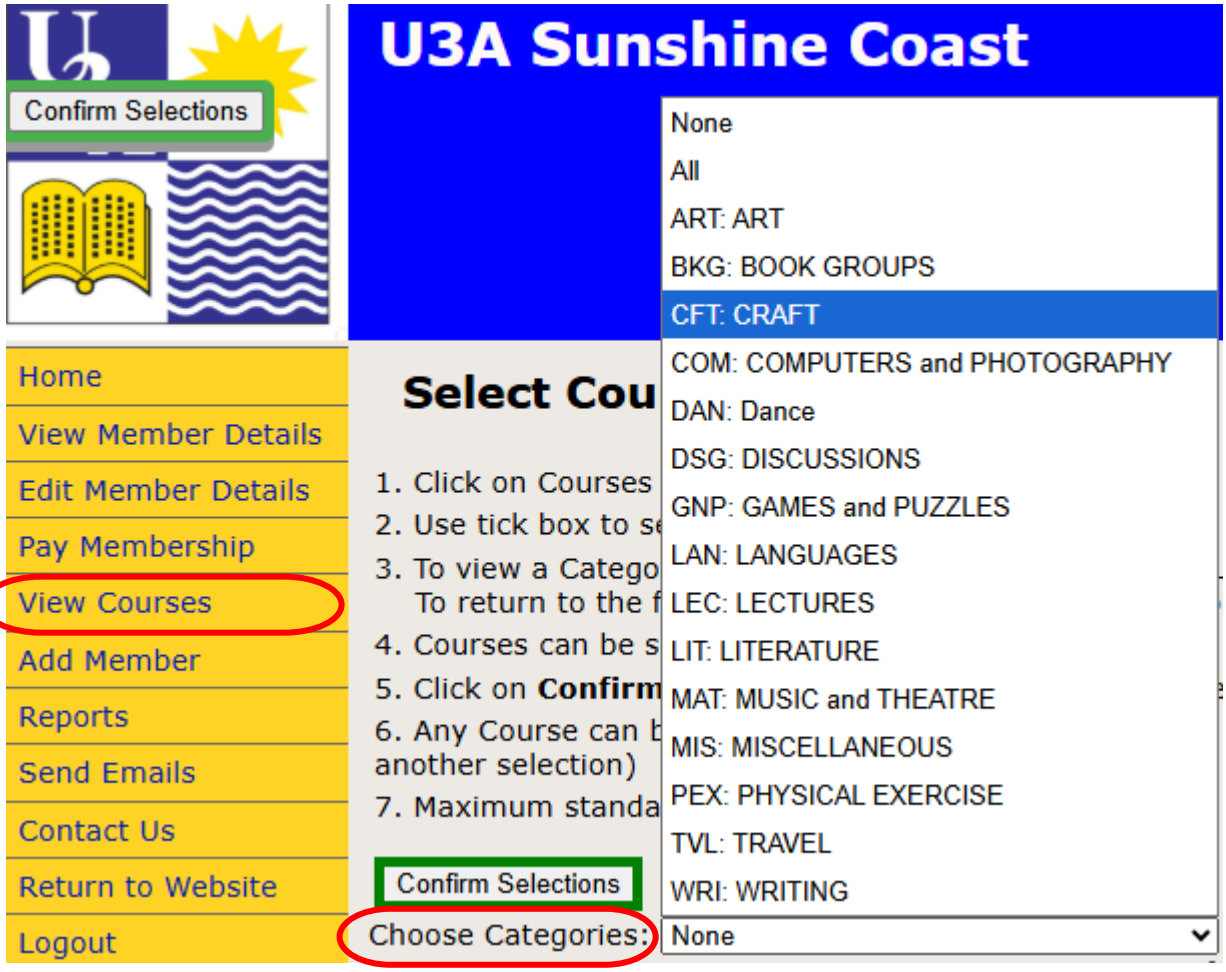
ADMIN AND TUTOR PAGE



- Opening Page
- This has your details including your enrolments and subscriptions
- Edit your details
- You can pay your yearly membership
- To view and edit your course. See below for further details
- No access to this page
- Find your enrolments. See below for further details
- Send emails to your group enrolments. See below for further details
- Details of contacts for U3A Sunshine Coast
- This will take you to the members website
- Logout

NOTES:

VIEW COURSES:



Click on View Courses then Choose Categories.

Click on the category from the list for your course.

Click on your course to check details.

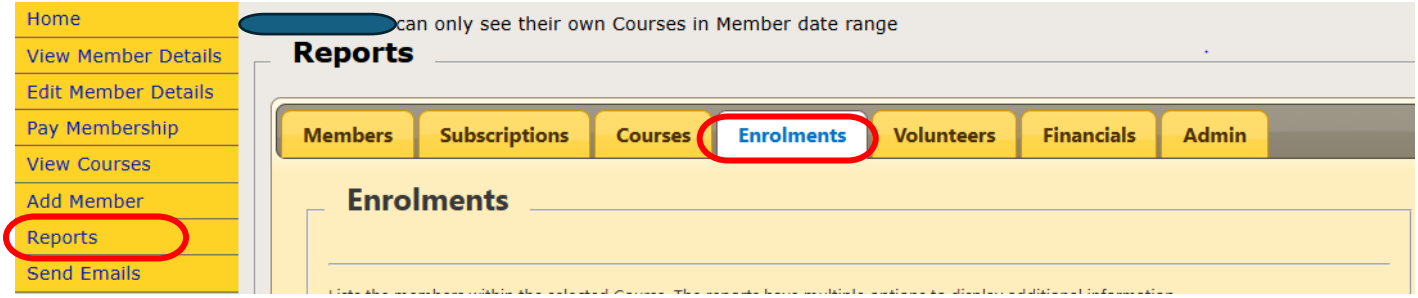
To EDIT your course, click Close at the bottom of the page to go back to the previous screen.

Find your course again and use the EDIT button to update any details.

Remember to click SAVE

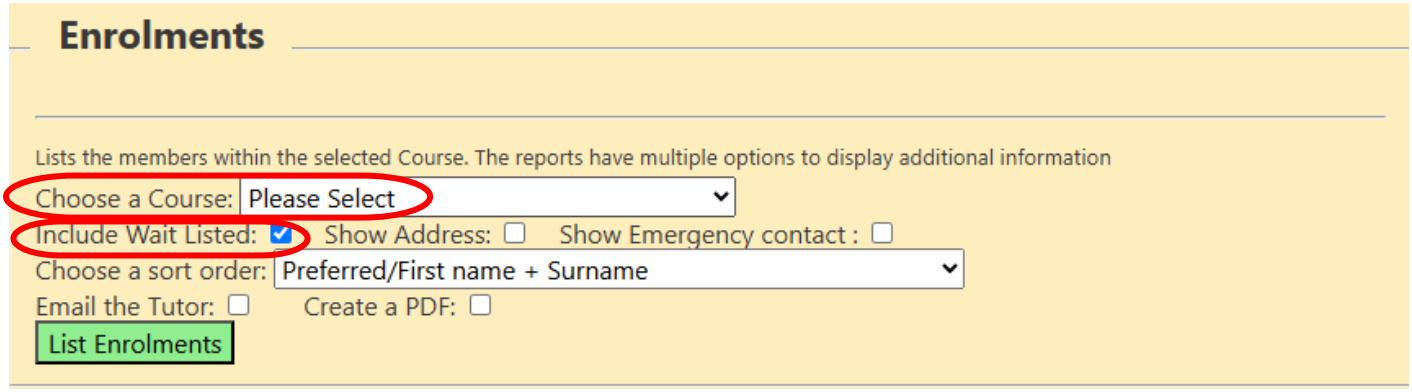
NOTES:

REPORTS and ENROLMENTS – only Tutors can see their own courses



Click on Reports

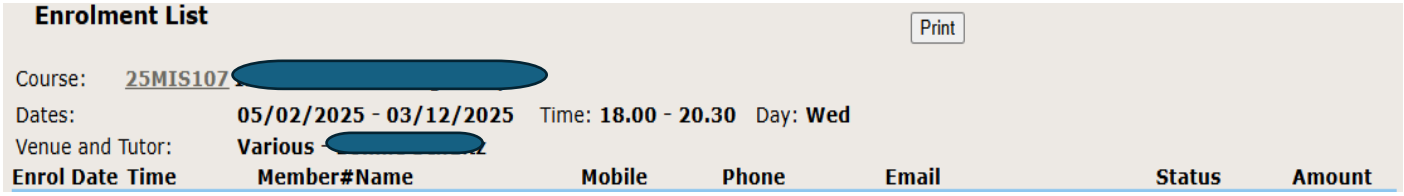
ALWAYS click on Enrolments



Choose your course from the drop-down list

Make sure you tick Include Wait Listed.

Click on List Enrolments



On this page you will find details of enrolments into your course including those on the waitlist.

You can expand your Enrolment List to show Address and show Emergency Contacts.

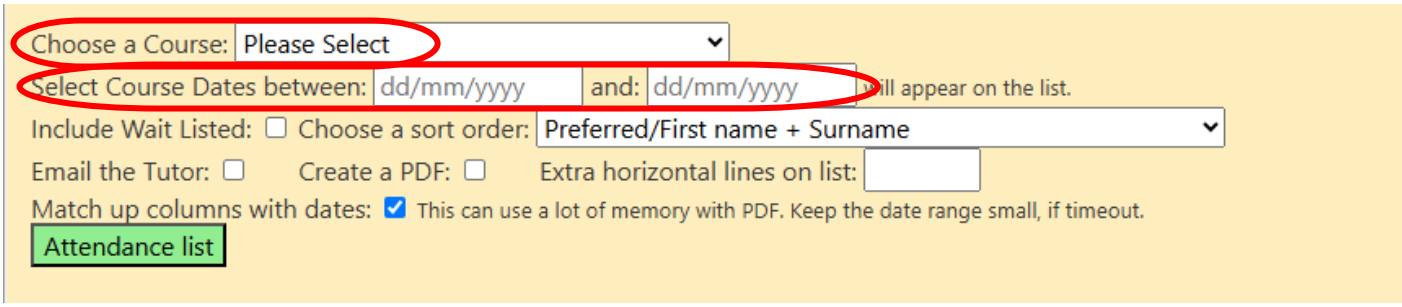
You can also create a PDF for easier printing

You can then Print the document for easy access to members emergency contacts during your classes/activity.

NOTES:

ATTENDANCE LIST

Scroll down to bottom of page



Choose your course from the drop-down list

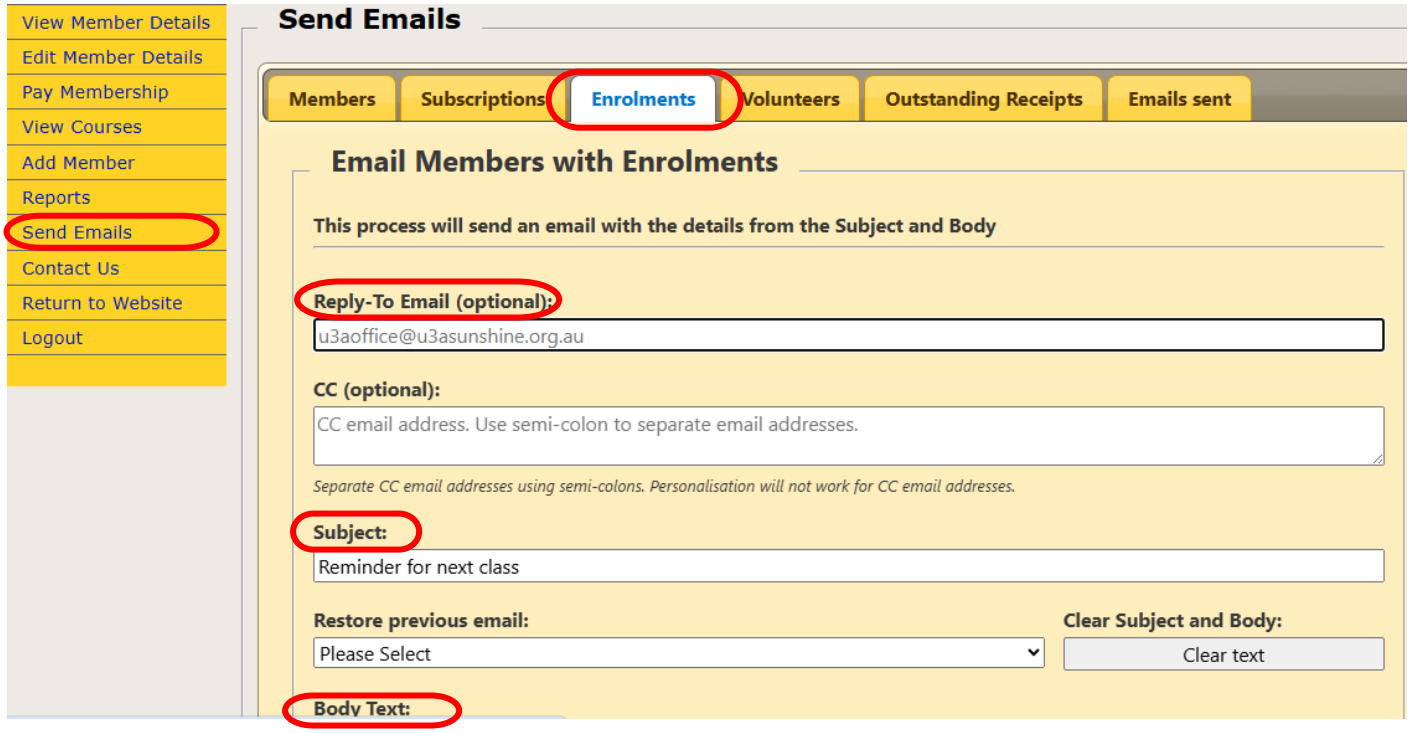
Select dates for your course (Term, Semester, Year)

Click on Attendance list

Print this list to take to your class/activity.

NOTE: Withdrawal Requests and Print all Course Attendance Lists are NOT required

SEND EMAILS To send group emails to your members



Click on Send Emails

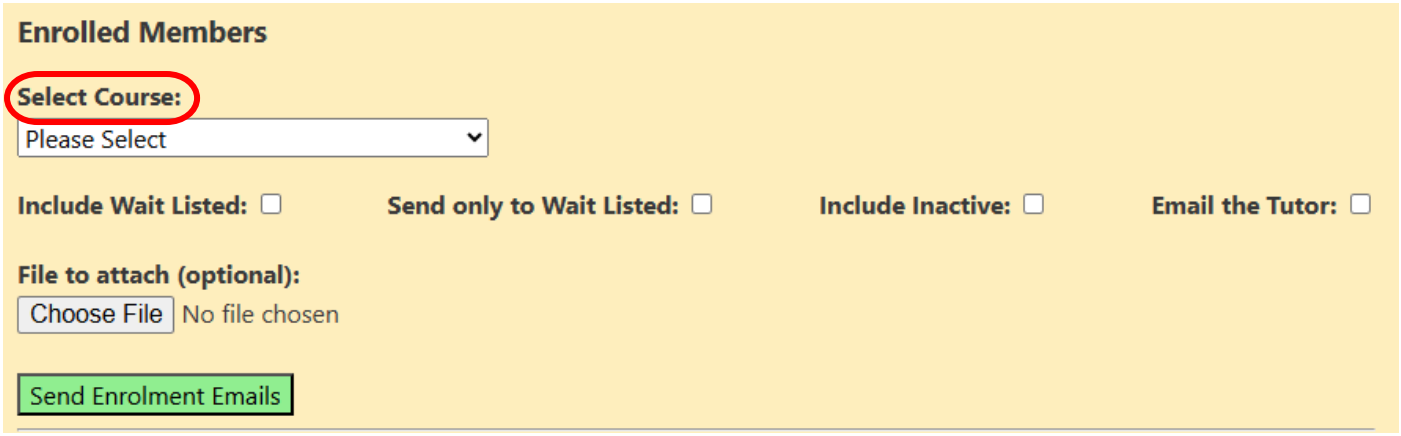
ALWAYS click on Enrolments

Change the Reply-To Email address to your own or use the U3A email address

Subject eg: Reminder for next class

Body Text: Write your message to your group

Scroll down after writing your message

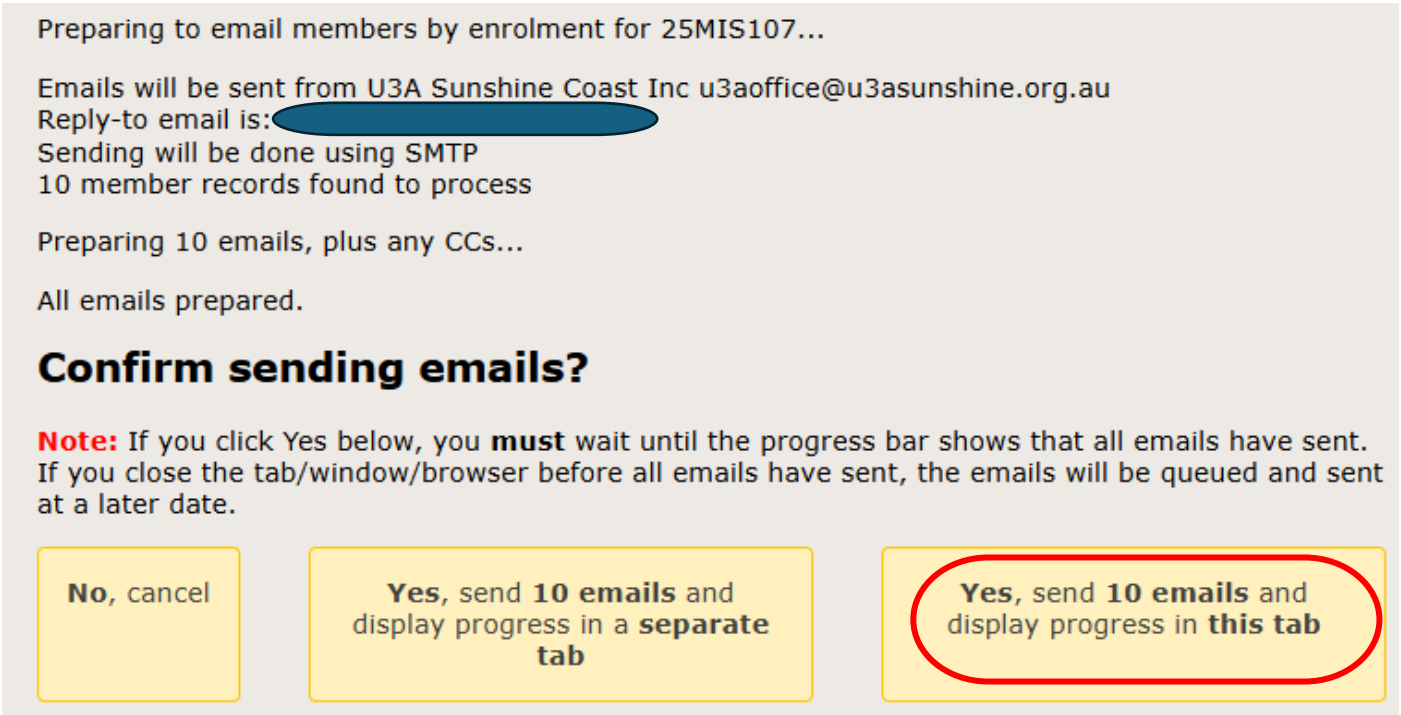


Select Course: Choose your course from the drop-down list

Choose from any of the extra options

Click Send Enrolment Emails

The next page will appear:



Click on the option of your choice

NOTES:

ACCEPTING WAITLIST ENROLMENTS

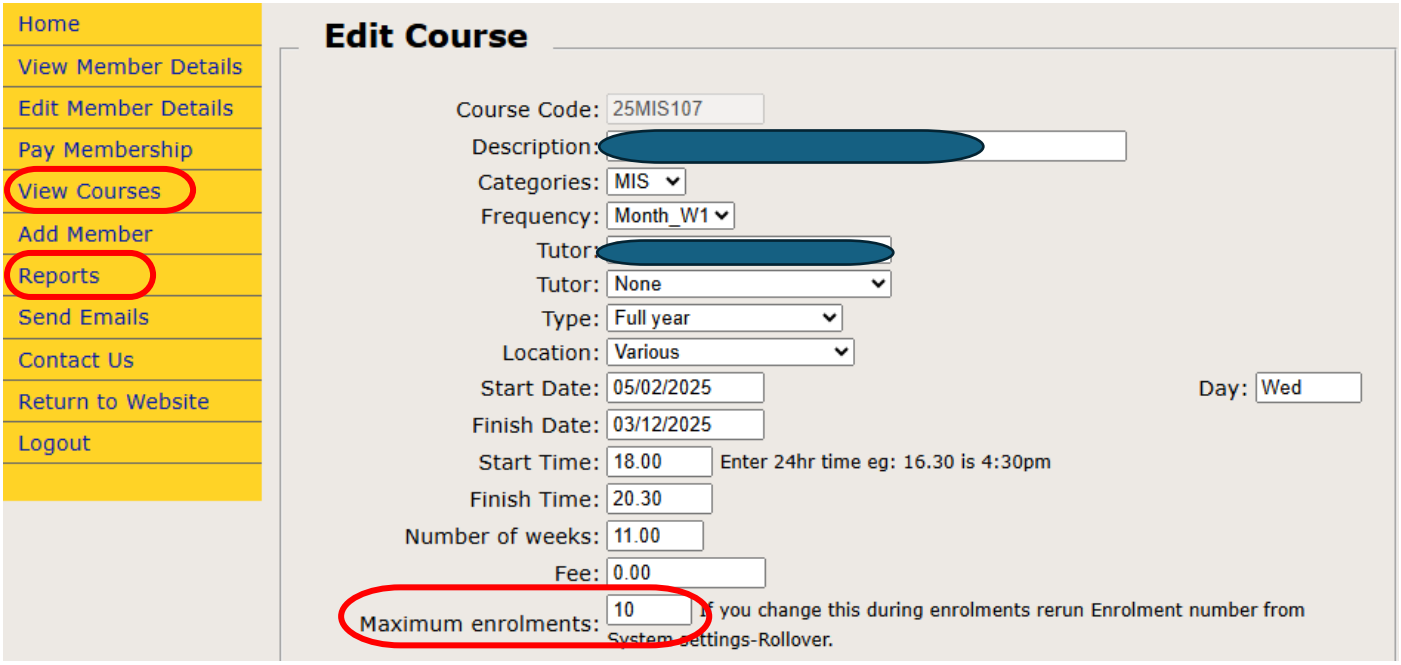
Step one: Reports - Find wait listed members on the Enrolment List status. Decide how many you can accept into your course.

Step two: View Courses – find your course in the list

Click EDIT

Increase the Maximum enrolments to the number required

Remember to SAVE



Step three: Reports – return to Enrolment List (remember to TICK Include Wait Listed)

You are now able to edit the Wait status and enrol the new members into your course.

NOTES: