



**U3A Sunshine Coast Inc**

# **TUTORS' HANDBOOK**

July 2019

## **U3A Sunshine Coast Inc Contact Details**

U3A Office

c/- University Sunshine Coast

Maroochydore DC, QLD 4558

Phone: 07 5430 1123

Email: [u3aoffice@u3asunshine.org.au](mailto:u3aoffice@u3asunshine.org.au)

Web: <https://u3asunshine.org.au/members>

---

# Table of Contents

Course & Tutor Co-ordinator .....	1
Constitution.....	1
Overview.....	2
Guidelines.....	2
Management Committee .....	2
Insurance.....	2
Health, Safety and Wellbeing .....	3
Absence.....	6
Privacy.....	6
Managing your Course .....	6
Communication.....	7
Excursions .....	7
Course Attendance.....	7
Absentees.....	7
Enrolling Students into Your Course .....	8
Refund Policy.....	8
Badge Wearing.....	9
Visitors .....	9
Your Course Details .....	10
U3A on Display (Open Day) .....	10
General Publicity .....	10
Tutor Expenses .....	10
Photocopying.....	11
Copyright Reminder.....	11
Venues in General.....	11
Equipment for Use in Courses.....	12
Tutor & Volunteer Luncheon.....	13
Tutor Forms .....	13
Handy Computer Hints for Tutors.....	14

## List of Helpful Contacts U3A

Name	Title	Email
John Saint Smith	Equipment Officer	<a href="mailto:equipment@u3asunshine.org.au">equipment@u3asunshine.org.au</a>
Grant Matthews	Systems Officer	<a href="mailto:systems@u3asunshine.org.au">systems@u3asunshine.org.au</a>
Dawne Clark	Venues Officer	<a href="mailto:venues@u3asunshine.org.au">venues@u3asunshine.org.au</a>
Evonne Walker	Treasurer	<a href="mailto:treasurer@u3asunshine.org.au">treasurer@u3asunshine.org.au</a>
Wayne Curran	Tutor & Course Coordinator	<a href="mailto:courses@u3asunshine.org.au">courses @u3asunshine.org.au</a>
U3A Office		<a href="mailto:u3aoffice@u3asunshine.org.au">u3aoffice@u3asunshine.org.au</a>

# Course & Tutor Co-ordinator

Welcome and thank you for offering your time and effort to be a tutor with U3A Sunshine Coast. This document contains guidelines to assist you to make your tutoring trouble free and compliant with necessary legal requirements. Please read it thoroughly whether you are a new or an experienced U3A tutor. It contains some new information which will help you to run your course smoothly and help Management Committee and the U3A Office Volunteers.

U3A is run almost entirely by volunteers who bring interesting, educational and stimulating courses to our members. Therefore, a team of dedicated tutors is essential and vital for members. You are truly appreciated.

If you have any problems with your course or wish to make any changes, please don't hesitate to contact the Tutor & Course Coordinator (TCC). Where possible, all contact between the TCC should be by email. However, if something is urgent please don't hesitate to ring. Please note that the TCC works from home and has a dedicated U3A email address. Venue issues should be addressed to the Venues Officer with a copy to (TCC). Equipment issues should be directed to the Equipment Officer, again with a copy to TCC.

All relevant contact details are in this guide and on the U3A website.

Please don't be afraid to get in contact if you have any issues or questions that need addressing. The TCC role and, other members of the U3A Management Committee, are to help make your course successful.

We hope you find tutoring with U3A Sunshine Coast a happy and rewarding experience.

Wayne Curran, Tutor & Course Co-ordinator

July 2019

## Constitution

U3A Sunshine Coast Inc. is an incorporated association with a duly registered constitution as required by the Office of Fair Trading. A copy of the Constitution can be obtained on our website or from our office.

# Overview

Please use this document as your Tutor's handbook and refer to it where necessary.

The term 'tutor' is used in many U3A organisations worldwide, to indicate the person responsible for running U3A courses. Some courses require teaching of knowledge and skills and some just require a person to facilitate or co-ordinate activities of the group. Whether you are teaching a course, coordinating a discussion group or are a U3A Lectures course captain. If you're offering to share your knowledge, expertise, organisational skills and passion with us, in our U3A, we ask that you accept the title of 'Tutor'.

## Guidelines

Tutors are autonomous and may:

- Set your own teaching times;
- Decide on the length of course session;
- Decide whether to offer courses each semester;
- Decide on course numbers, providing venue fees can be met.

## Management Committee

U3A is run by a Management Committee which is elected by and from the membership of U3A. The Management Committee ensures that U3A is run efficiently and in accordance with the laws and guidelines governing associations. Elections for the Management Committee take place each year at the AGM.

## Insurance

U3A tutors are covered by our Volunteer Insurance Policy. Members are NOT covered; when they join or renew, they agree to take full personal responsibility for their U3A activities. If you conduct a course in your own home, you should ensure that your house & contents policy covers people visiting for Courses. As required by law a copy of our insurance policies is available on-line and from the U3A Office.

# Health, Safety and Wellbeing

## U3A Values

As stated in our Safety, Health and Wellbeing policy, “U3A is committed to providing and maintaining, as far as practicable, a safe and healthy environment for all members, volunteers, employees and contractors. All members, volunteers, employees and contractors are responsible for ensuring their actions and behaviour does not adversely affect the physical and psychological safety and wellbeing of themselves and others”. Safety and wellbeing of our members is of paramount importance. The term volunteers include tutors, and tutors are at the forefront of all our classes and activities. Consequently, tutors are best placed to uphold health, safety and wellbeing; they are the people in charge of classes and activities; and they are expected to ensure classes and activities are not conducted if it is not safe to do so.

Tutors have the authority not to proceed with the class or activity if it is considered unsafe. Further, tutors have the responsibility to uphold and promote safety, health and wellbeing. This also requires us all, including tutors, to prevent bullying, stress and harassment.

Tutors are expected to acquaint themselves with Safety, Health and Wellbeing Policy, Anti-Discrimination and Risk Management Policy and our Code of Conduct. These policies are available on our web site.

## Emergency Procedures, Including need of Assistance

Tutors are expected to acquaint themselves with the emergency procedures relevant to the venue or location where the class or activity is being conducted. Tutors need to ensure that all class or activity participants are familiar with the emergency procedures relevant to the venue or activity location. Tutors should know where the nearest first aid cabinet and/or facilities are located and how to access them. In an emergency the tutor shall assume responsibility and take appropriate action in accordance with the seriousness of the emergency.

Members should be encouraged to carry with them medical information, including emergency contact numbers, to be accessed in the event of an emergency. Tutors are requested to remind members to carry this information on them. It can be included on the rear of the printout name tags. Emergency contact numbers should also be included on each class roll (see Tutors Handy hints (page no. 15.)

In the event of a serious incident/accident requiring immediate medical assistance an ambulance should be called. For U3A rooms at the University Assets

Management (security) should be called on phone extension 1168. University staff will call for an ambulance and direct it to your location. At all other venues call 000 (zero, zero, zero) for all emergencies (fire, ambulance, police). This could be, but is not limited to, a suspected attack, serious injuries, severe pain or trauma and severe blood loss.

## **Communication**

Tutors are expected to brief class and activity members about relevant safety procedures; including emergency and necessary precautions associated with the activity or class. This shall be done at the beginning of terms and at other times as a reminder to class participants. Tutors are asked to remind participants to promptly let the tutor know if any unsafe condition or practice is seen. Tutors are encouraged to elicit suggestions to improve safe practices and safe environments from members and pass on suggestions to the Tutor and Courses Coordinator.

Should an accident or incident occur in class or during an event tutors shall promptly report the incident or accident, using the relevant form (referred to at the end of this Handbook). The completed form shall be submitted to the Secretary promptly and the Tutor and Courses Coordinator informed as soon as practicable and within 24 hours of the accident/incident occurring. Included in the report shall be; the type of incident or accident; a description of injury, date, time and place; and details of any witnesses. This information is essential for contact and support to the affected member(s), for follow-up investigations and to instigate necessary remedial action(s).

In higher risk activities a safety officer should be nominated by the tutor. The safety officer's task is to observe the activity and report any unsafe circumstance to the tutor. This includes, and is not limited to, the physical facilities, venue and practices and/or the capability of the participating member. Members are expected to follow any and all reasonable safety, health and wellbeing instructions. It is expected that members are willing to accept the tutor's advice concerning their physical capability related to that class or activity.

## **Venues, Equipment and Safety**

We conduct classes and activities in many locations throughout the Sunshine Coast, including private homes. Tutors are asked to ensure that facilities and equipment used are appropriate for the activity and are in good condition with minimal risk involved. Tutors should conduct a quick safety audit every time they enter the venue or activity location to check for hazards that have the potential to injure people. Should the venue and/or equipment be unsafe the tutor shall act to remedy the condition before class or activity proceeds and the matter be reported to the Tutors and Courses Coordinator.

Some classes are conducted in private homes. In this case a tutor still has a duty of care, no different from the same common law, day to day duty, that the home host has with any visitor who comes into their home. Here are some requirements that should be attended to:

- Put controls in place to limit the likelihood of an accident. This may include, electrical cords out of the way to prevent trip hazards, animals kept outside the house or in another room, seats are checked for sturdiness, etc.
- Communicate emergency procedures.
- Consider access requirements for people with a disability or physical impairment.
- Provide toilet facilities.
- Provide drinking water.

## **Code of Conduct and Grievance Procedure**

The U3A Code of Conduct sets out the behaviours expected of us all – management, tutors, volunteers and employee. Among other things it is expected we will treat one another with respect, courtesy and honesty. Participating in U3A Sunshine Coast in a friendly and positive way always should be promoted by us all. We will not tolerate discriminatory or intimidating behaviour, bullying or other behaviours not in accordance with our Code of Conduct. We will treat others as we would expect to be treated. We will call out undesirable behaviours.

Members, tutors and volunteers are strongly encouraged to first seek resolution of unacceptable behaviour or grievances between both parties. Should this fail to remedy the complaint or grievance a Grievance Procedure, attached to the Code of Conduct, should be followed.

## **Training, Induction and First Aid**

The capability of tutors to identify hazards and risks and respond to safety, health and wellbeing incidents is of great importance. U3A Sunshine Coast, in conjunction with the University of the Sunshine Coast, is committed to ensuring tutors and volunteers have this capability.

In addition to the information, advice and instructions contained in this handbook U3A Sunshine Coast provides relevant training. This includes workplace health and safety induction and first aid training. Induction training will be held annually, and first aid training will be conducted as needed. If any tutor wants to upgrade or refresh their first aid knowledge and skills, please inform the Tutor and Courses Coordinator. As soon as there are enough people on the waiting list first aid training will be arranged.

Tutors are requested to inform the Tutor and Courses Coordinator if there are any additional training needs. We want to ensure that all tutors have the necessary knowledge and skills, and model and maintain required safety and wellbeing behaviours and standards.

## **Absence**

If you know you are going to be absent from your course and another member or non-member is going to be 'Acting Tutor' while you are away, please notify the TCC so that the name of the substitute can be noted for those weeks so that they are covered. This is for insurance purposes. Non-members will be covered as Honorary Tutors.

If you choose to run your course in an Official capacity between semester and term breaks you must advise the Secretary or TCC who will then make note of this for Insurance. If this is not done each year/term you will not be covered by U3A insurance out of designated term times.

## **Privacy**

All information collected by U3A administrators is protected from misuse, loss, unauthorised access, modification or disclosure. No personal information on any member is to be forwarded to any other member or organisation without the express permission of the member concerned. Personal information collected will be held in accordance with the requirements of the relevant Acts, Regulations and Constitution. In practice this means, if someone asks for information for a member e.g. phone number, a tutor should contact the member themselves first, and ask them to contact the enquirer.

## **Managing your Course**

### **Process for Starting your Course if you are a new tutor**

A prospective tutor should contact the TCC by email or phone to offer a course in a forthcoming term or semester. You will be asked to provide a short statement on the nature of your course or activity, preferred teaching times, length of course, preferred venues or localities etc. If you are a first-time U3A tutor, after the TCC is satisfied that your course or activity is appropriate for U3A, you will be invited to a Tutor Orientation meeting. This meeting is between the prospective tutor/s and the TCC.

Once the course is set up in our On-line Management System it will be immediately uploaded to the Courses pages online. U3A members who are interested can then apply.

## Communication

Where possible, contact between tutors, the TCC and Management Committee should be via email. Most Tutors also provide a phone number for course enquiries. Please contact the TCC directly. Do not contact the office as messages left at the office do not always reach the TCC immediately.

Most Tutors should direct all questions or problems to the TCC, and U3A Lecture Captains should direct their communication to the U3A Lectures Coordinator.

## Excursions

Excursions which take place outside of the usually scheduled course or activity must be approved by the Management Committee in advance so that the Tutor's insurance applies. For such excursions or any other course activity to an unscheduled location, the date, destination, duration and cost of excursion must be forwarded to the TCC who will consult with the Treasurer to ensure all costs are calculated and are covered by those attending the outing. TCC will report to the Management Committee for approval for the excursion to go ahead.

## Course Attendance

Tutors are asked to keep an attendance record for insurance purposes and statistical analysis.

After your course participants have been determined, an Attendance Record can be printed from the 'Reports' section for your course/activity. This will show all the names of those who have enrolled for the course and their venue fees, if applicable. You will then be able to enter the dates of your courses and mark off each attendee. Anyone attending your course, who is not on the list (apart from bona fide visitors from other U3As) must have permission from the Tutor.

*N.B. Our policy is now that all participants enrolled in a course/activity must be a member. Members can attend twice to see if a course suits them. Non members who wish to join a course must seek permission from the Tutor first and then can attend twice but then must become a member of U3A to continue in the course.*

## Absentees

Please ask your course members to advise you if they intend to be absent from any course. Tutors have the prerogative of excluding any course member in the event of absence for two consecutive sessions without notification. This is particularly relevant when there is a waiting list for the course. Any changes to your usual course time or place must be notified to the TCC.

# Enrolling Students into Your Course

All prospective students enroll using our online system and the tutor can inspect the list of those applying for course membership. Many Tutors have course size limits, and some have prerequisites; it is always the Tutor's choice who you accept into your course. Some prospective members may wish to contact tutors directly, either by email or phone to find out more about the course. This is fine, but tutors should ensure that the online enrolment process is still followed. Tutors should NOT advise any member that they can simply contact you and they will be accepted.

Tutors should contact the TCC if they have any problems or concerns. Also, they should contact the Coordinator with a c.c. to the Venues Officer if there is:

- A venue required;
- Any change of venue;
- Cancelling or discontinuation of a course for any reason
- Extension of a course during vacations between semester & terms.

For any change that affects the use of a paid venue the Venues Coordinator must be notified to ensure that the right amount is being paid as some venues do not invoice U3A but leave it for the Treasurer to determine the amount owing.

Legible attendance records are to be sent to the U3A office as soon as possible following the final course of each Semester or term.

## Refund Policy

It is always our aim to accommodate members' requests dealing with fairness to both the member and the organisation. Our Treasurer considers each request individually and all requests for refunds should be forwarded to the Treasurer with bank details so the refund can be transferred, if approved.

### **Refunds will be given for the following:**

#### **Tutor Action**

**Course Cancelled** - If a Tutor cancels a course prior to the beginning of the term due to the Tutor being unavailable.

**Course Withdrawn** - If a Tutor withdraws from a course during the semester, a refund will apply if the remaining fee is \$10.00 or more.

## **Members Action**

**Change of Mind** – If a member has changed his/her mind and wishes to withdraw from a course, refunds will only be given prior to the commencement of the course at the beginning of the semester, and with a venue fee over \$20.

**Transfer from One Course to Another** - Members may transfer from course to course, if there is a vacancy. Members are advised to enroll in the new course without paying the venue fee first and then advise the office who will arrange to have the details updated. In this case refunds will only be given if the difference is \$20 or more.

**Special Circumstances** – Refunds will be given in a situation which is totally beyond the control of our member and would make it impossible for the member to attend or participate in their intended course. In such a case the member should apply, in writing by email, to the Treasurer giving the reason for the request. All such requests will be considered sympathetically by the Treasurer.

**Try Before you Enroll** - If a participant is unsure that the course outline will suit their requirements, we offer this option where they may attend the activity twice before enrolling, to see if it meets with expectation and level of involvement. However, this can only be accommodated if there is a vacancy in the course and the Tutor has been contacted and agrees.

## **Badge Wearing**

All course members are encouraged to wear their name badge at ALL Courses and U3A activities. It's important for you, as the Tutor, to know the names of your students and they should be able to identify their fellow students.

## **Visitors**

Tutors may invite outsiders to give a lecture/demonstration/ talk to their course, but no payments may be made, and they are not covered by our insurance policy, unless prior arrangements are made for them to be given Honorary membership of U3A Sunshine Coast. Their presence must be recorded on the Attendance Record Sheet.

Casual Visitor Policy: We have recently adopted a policy to allow interstate and international visitors to the Sunshine Coast who are bona fide financial members of other U3A's to be granted temporary membership for up to 8 weeks at a nominal fee. Full details are available from the U3A Office.

## Your Course Details

Your course online page is your platform for ‘advertising’ your course, so your entry should be inviting, clear and concise. Your entry is checked and put into the system by the TCC, who retains the right to edit your entry, both for length and ‘readability’.

If you are not continuing with your course in the following semester/term, it is very important to notify the TCC by email as soon as possible, as your course will be removed from the Course online pages.

## U3A on Display (Open Day)

This event is held in mid-January each year. Hundreds of current and prospective members come to check out what’s on offer, meet the tutors, catch up with friends over a coffee. It is an important event and all Tutors are urged to make themselves available and prepare interesting display material. Even if your course is already well-attended, it is important to be there to support U3A and your Tutor colleagues.

## General Publicity

We are always on the lookout for interesting news items, achievements or quality photos that we can use for promotion and publication where appropriate. Tutors are reminded that all promotions or publicity for U3A activities must be approved by the Communications Officer. This includes all editorial, stories, hand-outs, brochures, posters, signage and videos. We reserve the right to make appropriate amendments and will work with you to get the best message out.

Please note that the U3A logo and letterhead must not be used without approval from the Communications Officer.

## Tutor Expenses

It is against the rules of our Constitution for any Tutor or other volunteer to receive financial benefit from serving U3A, but you should not be out of pocket as a result of your tutoring and reasonable expenses will be covered.

Travel by car between your home and course can be reimbursed.

Tutors may claim all reasonable expenses using the online Expense Claim Form. Please provide the Treasurer with your bank details for payment so that reimbursement can be made directly to your bank account. (treasurer@u3asunshine.org.au).

# Photocopying

Preparation material and handouts needed for a course may be photocopied at the office free of charge.

The Tutors' code for the photocopier is: **32658**.

Copy data relating to your print job is to be entered in the book located next to the photocopier. You can email the Office asking for materials to be copied or photocopy yourself.

Access to the printer/photocopier is available during office hours which are 9 -12, Monday - Friday. Ask at the office and one of the volunteers can give you access into the Tutor's Room where the photocopier is housed.

# Copyright Reminder

All materials required for course work will be subject to the normal copyright restrictions. Under the Act, this means:

'Where making a copy of a work is a fair dealing under section 40 of the Copyright Act 1968, making that copy is not an infringement of the copyright in the work. It is a fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion.'

U3A Sunshine Coast has a copyright licence in accordance with the above guidelines. U3A is classified as an Adult Education entity. For further reference please check the web site: [www.copyright.com.au](http://www.copyright.com.au) sub-section 40 (2). See latest version of the Copyright Act 1968.

# Venues in General

U3ASC has a Venues Officer. U3A Courses are held at many venues on the Sunshine Coast and all have different charges and conditions. Some venues such as Libraries are free as is also the case when Tutors hold their U3A Courses in their own homes. Other venues attract a fee. We always try to get the best possible venue for our Courses, taking into consideration convenience of location, quality of facility and cost.

U3A subsidises many of these venues so that our members pay the minimum amount possible. Fees for the same venue may vary during the year and from course to course. This is because of the variation in the number of participants and length of the course. While all venue matters are managed by the Venues Officer, if

you are offering a new course, the TCC is your first contact. Your preferences regarding days, times and localities will always be met where possible.

When your venue is confirmed, it is always a good practice to visit the venue well ahead of time to check that furniture, whiteboard etc. are adequate for your course. If there are deficiencies, first advise the Venues Officer and then the Equipment Officer, both with CCs to the TCC.

Where it is necessary for you to collect keys, please ensure that this is done well in advance of the commencement of the Semester. If you are discontinuing your course, temporarily or permanently, please advise the TCC and the Venues Officer immediately and advise the Treasurer if you are using a rented (paid) venue. Continuing tutors must confirm the course venue booking for each term with the Venues Officer and for most libraries; bookings should also be confirmed with library staff.

## **Equipment for Use in Courses**

Tutors may use equipment owned by U3A and are responsible for its care. Requests for new equipment for your course must be submitted to the Equipment Officer. They have a budget!

Training in the use of electronic equipment in the U3A USC Lecture Room can be arranged on request. Tutors may consult the Equipment Officer for help with technical problems such as using a data projector. Tutors are responsible for ensuring such equipment is secured in a U3A cupboard (where applicable) after each session.

Please consult the manager of your venue if you wish to keep U3A equipment on site during the term. Sometimes this is not possible. In this case please advise the Venues Officer and consult with the Equipment Officer for alternatives. Please note that you are responsible for reporting loss or damage to U3A equipment to the Equipment Officer.

Tables and chairs are normally provided with the venue. Tutors are responsible for seeing these are re-stacked at the close of each session where required by the Venue Manager. In general, a venue should be left as it was found and in a tidy condition. As the Tutor's priorities are primarily to be there for the members, you may wish to appoint a volunteer from the course to undertake some of the administrative and/or furniture moving tasks.

# Tutor & Volunteer Luncheon

At the end of Semester 2 each year, we hold a luncheon to thank all our volunteers—Tutors, Office Volunteers, Project Team Members—anyone who has served U3A throughout the year. It is one small way that we can show appreciation of all your fellow U3A members for the efforts you make on our behalf. Do try to attend; it is always a lovely event.

## Tutor Forms

All tutor forms are now available online from the U3A website:

<https://u3asunshine.org.au/members/massTemplate.php?action=login>

- Print your **Course Attendance Sheet** from the Reports Section of the Online System. The names of enrolled members will automatically be listed.
- The **Expense Claim Form** can be downloaded from the website and emailed to the Treasurer.
- The **Accident Report** must be filled in by the Tutor as soon as possible after the event and sent to the Secretary, with a copy to the TCC.
- The **Incident Report** must be filled in by the Tutor as soon as possible after the event and sent to the Secretary, with a copy to the TCC.

***See Handy Hints for Tutors to use the Mass Template on our website on the next page. (Page 14).***

# Handy Computer Hints for Tutors

## How to Edit Courses

Login to the Mass Template using your membership number and password

Click on View Courses from menu on left hand side

Click on your category from the drop down box

Click on your course from the menu listing and all the details of your course will appear

To edit any details of your course, click on the box “Edit Course” at the bottom of the page

On the next page you can change any details like max enrolments or course details

When finished making changes click on the “Save” button at the bottom of the page

If you do not click on the “Save” button no changes will occur

You can make changes to your course at any time

## Accepting Wait Listed

Login to the Mass Template using your membership number and password

Click on View Courses from menu on left hand side

Click on your category from the drop down box

Click on your course from the menu listing and all the details of your course will appear

To edit any details of your course, click on the box “Edit Course” at the bottom of the page

On the next page you increase max enrolments by number of wait listed people you are accepting

When finished making changes click on the “Save” button at the bottom of the page

If you do not click on the “Save” button no changes will occur

Click on Reports on the left-hand side menu

Click on Enrolments at the top of the page

Go the section containing “List Enrolments” and select your course from the drop down box

Tick the box “Include wait listed” then click on the box “List Enrolments”

Next you will see a report of all your enrolments and those wait listed

Click on “Wait” for those members you want to accept. You and the member will receive an email accepting them into your course

## **Deleting a Member from a Course**

Login to the Mass Template using your membership number and password

Click on Reports on the left-hand side menu

Click on Enrolments at the top of the page

Go to the section containing “List Enrolments” and select your course from the drop down box

Click on “List Enrolments”

Next you will see a report of all your enrolments

Click on “Delete” for those members you wish to delete from your course and the member will receive an email deleting them from your course

## **Print Enrolment List**

Login to the Mass Template using your membership number and password

Click on Reports on the left-hand side menu

Click on Enrolments at the top of the page

Go to the section containing “List Enrolments” and select your course from the drop down box

Click on the box “List Enrolments”

The next report you see will be all members enrolled in your course

On the right-hand side at the top of the report is a box “Print”

Click on this and you will be able to print this report for your use. Contact details for course members will be shown

## **Print Attendance List**

Login to the Mass Template using your membership number and password

Click on Reports on the left-hand side menu

Click on Enrolments at the top of the page

Go to the section containing “Attendance List” and select your course from the drop down box

In box Select course dates you can put in start of term date and end of term date (This will change each year)

You can modify your printout by ticking “Choose a Sort Order” and select either surname/first name/member number whatever suits your needs

If you only print the attendance list at start of the term, then you can tick the box “extra horizontal lines” and add as many lines as you wish to enable you to add names for members that join after term start.

Click on “Attendance List”

The next report you see will be all members enrolled in your course in boxes with dates of your course

On the right-hand side at the top of the report is a box “Print”

Click on this and you will be able to print this report for your use. This can be used as a roll to mark attendance of members.

## **Emergency Contacts**

Login to website using your membership number and password

Click on Reports on the left hand side menu

Click on Enrolments at the top of the page

Go to the section containing “List Enrolments” and select your course from the drop down box

Tick the box Show Emergency Contacts then Click on the box “List Enrolments”

The next report you see will be all members enrolled in your course

On the right hand side at the top of the report is a box “Print”

Click on this and you will be able to print this report for your use. Contact details for course members will be shown as well as emergency contact details.