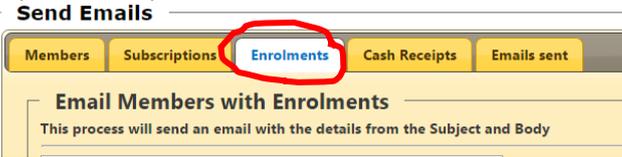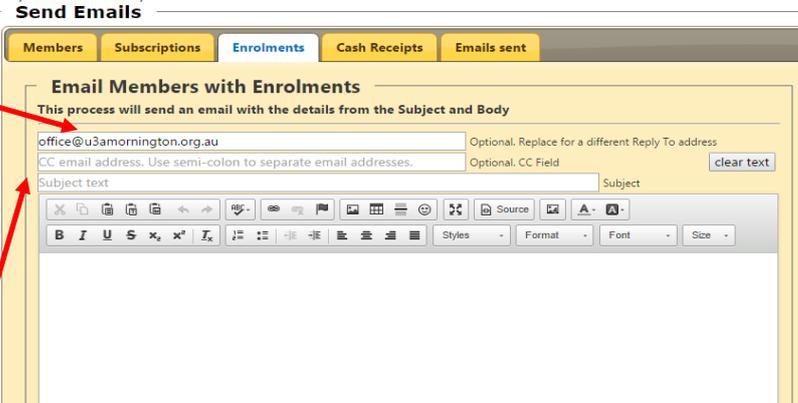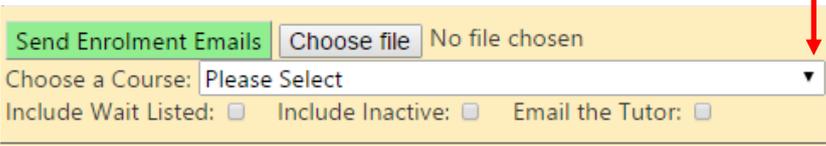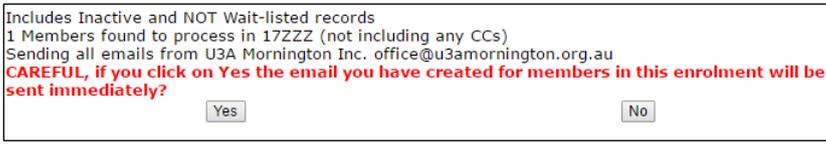# How Tutors send emails to class members
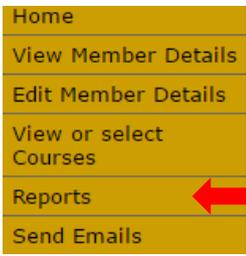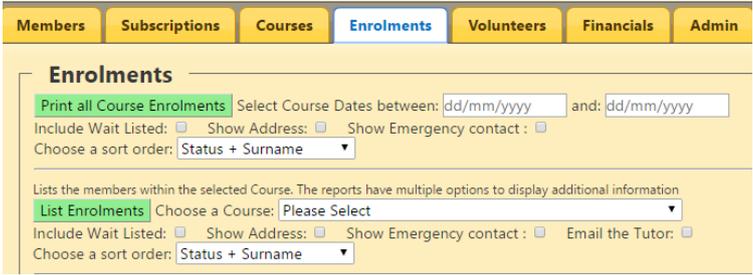
Why use U-MAS?

The advantage of using U-MAS to send emails (rather than your private email) is that if members withdraw or new members enrol, the email list is always current.

When you send an email from U-MAS, it is recommended that you send a copy to the U3A Administration team, so they are aware what is happening in your class, should a member make an enquiry.

1. **LOGIN** to the Membership system with your **Member Number** (on your badge) and **Password**. If you have forgotten your password, click on *I have forgotten my password* and it will be emailed to you.	Home View Courses Enrol as New Member Contact Us-Courses Contact Us-General Login
2. Select **SEND EMAILS**	Home View Member Details Edit Member Details View or select Courses Reports Send Emails
3. Select **ENROLMENTS** tab	**Send Emails** Members | Subscriptions | Enrolments | Cash Receipts | Emails sent **Email Members with Enrolments** This process will send an email with the details from the Subject and Body
4. Insert your own **email address,** if you wish students to reply to you directly. 5. To add more than one cc, make sure that you do NOT leave a space between email addresses, comma only to separate eg jo@gmail.com,don@yahoo.com 6. Add a **SUBJECT** The Subject will automatically include U3A Mornington. You should include the **Course name** and an indication of the content eg **Tai Chi-class cancelled**	**Send Emails** Members | Subscriptions | Enrolments | Cash Receipts | Emails sent **Email Members with Enrolments** This process will send an email with the details from the Subject and Body office@u3amornington.org.au Optional. Replace for a different Reply To address CC email address. Use semi-colon to separate email addresses. Optional. CC Field clear text Subject text Subject

7. Add email content 8. You can also personalise emails if you wish eg Dear [first_name] [surname] or Dear [preferred_name]	
9. **CHOOSE A COURSE** using the pull down arrow 10. **CHOOSE FILE** allows you to add an attachment if you wish. 11. Tick **INCLUDE INACTIVE** – this will include any new people whose payment has not yet been processed 12. Tick **EMAIL TUTOR** so you receive a copy 13. **Select SEND ENROLMENT EMAILS**	Send Enrolment Emails Choose file No file chosen Choose a Course: Please Select ▼ Include Wait Listed: ☐ Include Inactive: ☐ Email the Tutor: ☐
14. . Tick YES to send the email	Includes Inactive and NOT Wait-listed records 1 Members found to process in 17ZZZ (not including any CCs) Sending all emails from U3A Mornington Inc. office@u3amornington.org.au CAREFUL, if you click on Yes the email you have created for members in this enrolment will be sent immediately? Yes No

How to check if all class members have email

1. Select **REPORTS**	Home View Member Details Edit Member Details View or select Courses Reports Send Emails
2. Select **ENROLMENTS** 3. **LIST ENROLMENTS**. You can view this on-screen or print If there are members with no email you can suggest that they find a Buddy in the class to relay messages. If you prefer, you can phone them.	Members Subscriptions Courses **Enrolments** Volunteers Financials Admin **Enrolments** Print all Course Enrolments Select Course Dates between: dd/mm/yyyy and: dd/mm/yyyy Include Wait Listed: ☐ Show Address: ☐ Show Emergency contact : ☐ Choose a sort order: Status + Surname ▼ Lists the members within the selected Course. The reports have multiple options to display additional information List Enrolments Choose a Course: Please Select ▼ Include Wait Listed: ☐ Show Address: ☐ Show Emergency contact : ☐ Email the Tutor: ☐ Choose a sort order: Status + Surname ▼