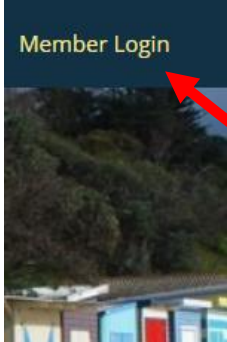

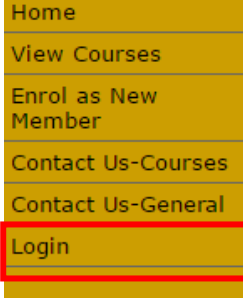
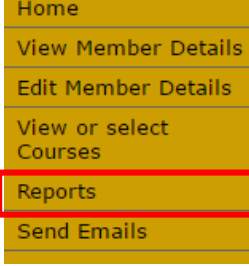
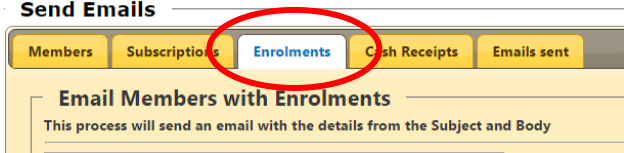
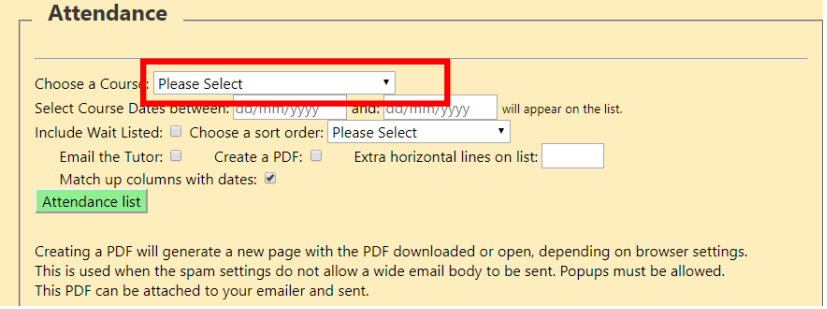
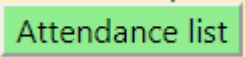


# Print a class attendance list

<p><b>1. Go to U3A Mornington website</b>  <a href="https://www.u3amornington.org.au/">https://www.u3amornington.org.au/</a></p> <p>On your desktop, laptop or tablet</p> <p>Click on <b>Member login</b></p> <p>This will take you to UMAS</p>	
<p><b>2. On your phone</b></p> <p>Click on the horizontal lines</p> <p>Then click on <b>Member login</b></p> <p>This will take you to UMAS</p>	
<p><b>3. LOGIN</b> to UMAS with your <b>Member Number</b> (on your badge) and <b>Password</b>.</p> <p>If you have forgotten your password, click on <i>I have forgotten my password</i> and it will be emailed to you.</p>	
<p><b>4. Select REPORTS</b></p>	
<p><b>5. Select ENROLMENTS</b> tab</p>	

<p>Scroll down to <b>ATTENDANCE</b></p> <p>Use the arrow to select your course.</p> <p>Select required dates</p> <p>Choose sort order</p>	 <p><b>Attendance</b></p> <p>Choose a Course: <span style="border: 2px solid red; padding: 2px;">Please Select</span></p> <p>Select Course Dates between: <input type="text" value="dd/mm/yyyy"/> and: <input type="text" value="dd/mm/yyyy"/> will appear on the list.</p> <p>Include Wait Listed: <input type="checkbox"/> Choose a sort order: <span style="border: 1px solid gray; padding: 2px;">Please Select</span></p> <p>Email the Tutor: <input type="checkbox"/> Create a PDF: <input type="checkbox"/> Extra horizontal lines on list: <input type="text"/></p> <p>Match up columns with dates: <input checked="" type="checkbox"/></p> <p><span style="background-color: #c8e6c9; padding: 2px;">Attendance list</span></p> <p><small>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.</small></p>
<p>Select <b>Attendance list</b> to print</p>	 <p><span style="background-color: #c8e6c9; padding: 2px;">Attendance list</span></p>