

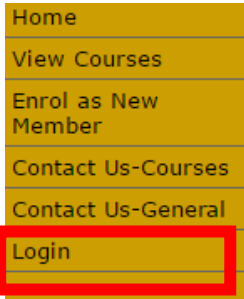
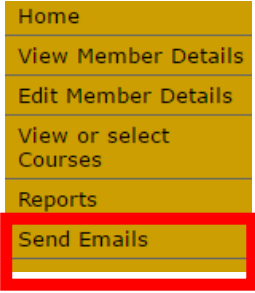
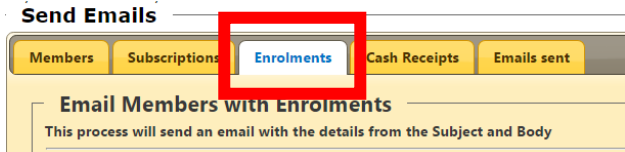
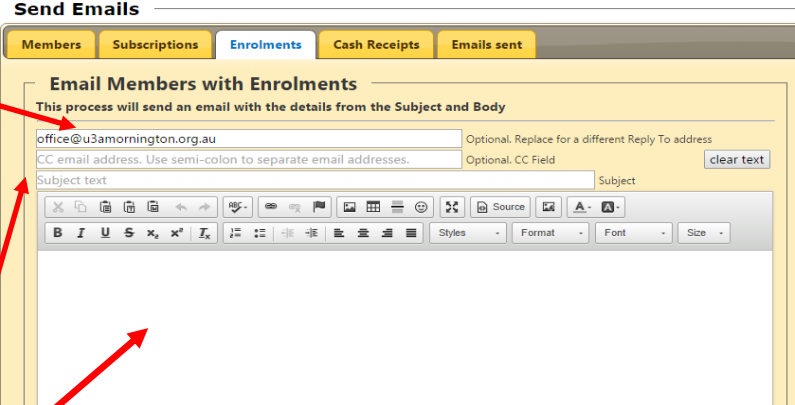
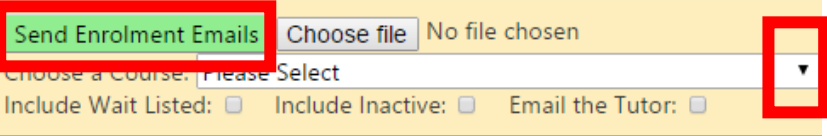
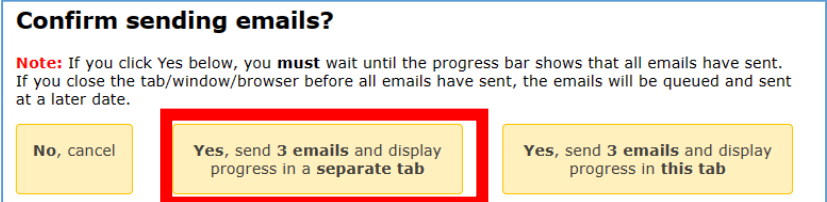
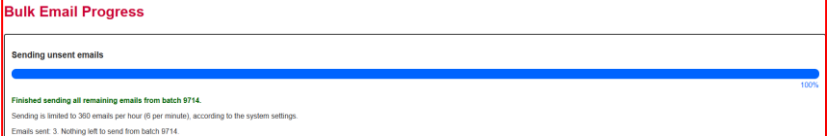


How Tutors send emails to class members

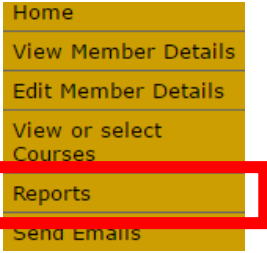
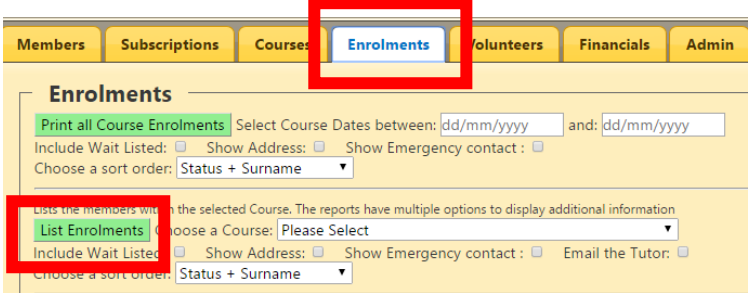
Why use U-MAS?

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.

<p>1. Go to U3A Mornington website https://www.u3amornington.org.au/</p> <p>On your desktop, laptop or tablet</p> <p>Go to LOGIN (RHS of page) Click on the down arrow Click on Tutor/Admin logon</p> <p>This will take you to UMAS</p>	
<p>2. On your phone Click on the horizontal lines</p> <p>Then click on LOGIN Click on the down arrow Click on Tutor/Admin logon</p> <p>This will take you to UMAS</p>	
<p>3. LOGIN to UMAS with your Member Number (on your badge) and Password.</p> <p>If you have forgotten your password, click on <i>I have forgotten my password</i> and the password will be reset.</p>	
<p>4. Select SEND EMAILS</p>	
<p>5. Select ENROLMENTS tab</p>	

<p>6. UMAS will Insert your email address, so that members can reply to you directly.</p> <p>7. To add more than one cc, make sure that you do NOT leave a space between email addresses, semi-colon only to separate eg jo@gmail.com;don@yahoo.com</p> <p>8. 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</p> <p>9. Type your email</p> <p>10. You can also personalise emails if you wish eg Dear [first_name] [surname] or Dear [preferred_name]</p>	
<p>11. CHOOSE A COURSE using the pull down arrow</p> <p>12. CHOOSE FILE allows you to add an attachment if you wish.</p> <p>13. Tick INCLUDE INACTIVE – this will include any new people whose payment has not yet been processed</p> <p>14. Tick EMAIL TUTOR so you receive a copy</p> <p>15. Select SEND ENROLMENT EMAILS</p>	
<p>16. CONFIRM You have the option to cancel or send the email</p>	
<p>17. A new tab will open to show the progress of your emails. Wait until the blue bar reaches 100%</p>	

How to check contact details of your course members

<p>1. Select REPORTS</p>	 <p>A vertical navigation menu with yellow buttons. The buttons are: Home, View Member Details, Edit Member Details, View or select Courses, Reports (highlighted with a red box), and Send Emails.</p>
<p>2. Select ENROLMENTS</p> <p>3. LIST ENROLMENTS. You can view this on-screen or print</p> <p>If there are members with no email you can suggest that they ask a friend in the class to relay messages.</p> <p>If you prefer, you can phone them.</p>	 <p>A screenshot of a web application interface. At the top is a navigation bar with tabs: Members, Subscriptions, Courses, Enrolments (highlighted with a red box), Volunteers, Financials, and Admin. Below the navigation bar is the 'Enrolments' section. It contains a 'Print all Course Enrolments' button, a date range selector, and checkboxes for 'Include Wait Listed', 'Show Address', and 'Show Emergency contact'. Below this is a dropdown menu for 'Choose a sort order' set to 'Status + Surname'. A second section is titled 'Lists the members with in the selected Course. The reports have multiple options to display additional information'. It contains a 'List Enrolments' button (highlighted with a red box), a 'Choose a Course' dropdown menu set to 'Please Select', and checkboxes for 'Include Wait Listed', 'Show Address', 'Show Emergency contact', and 'Email the Tutor'. A second 'Choose a sort order' dropdown menu is also present, set to 'Status + Surname'.</p>