

## UMAS Membership System Guide for Course Leaders

UMAS is the online membership and course management system SH U3A has used since 2022.

Along with the Management Committee, as a course leader you have administrative access to UMAS beyond normal member access. This helps you perform key administrative actions to successfully lead a course.

**Any queries?** You can email the Course Coordinator at [courses@sohiu3a.org.au](mailto:courses@sohiu3a.org.au).

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This guide shows you how to:

1. Go to our website
2. Login to UMAS
3. Access the Main Menu
  - A. Checking Details of Courses
  - B. Reports: Class List and Attendance List
  - C. Send Emails

Any queries?

You can email the Course Coordinator at [courses@sohiu3a.org.au](mailto:courses@sohiu3a.org.au).

### Notes:

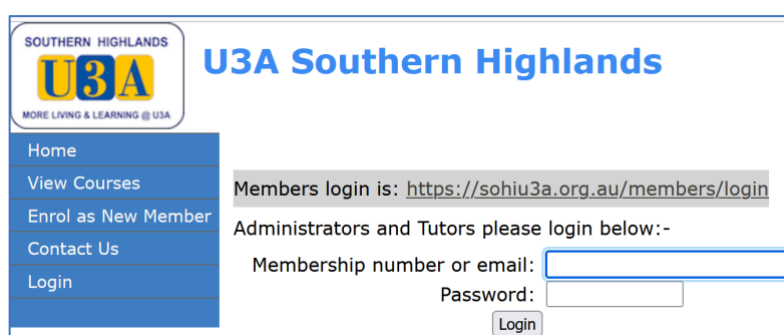
- Throughout this document, the example screens are from the *test version* of UMAS that contains simulated data. The title 'TEST U3A Southern Highlands' and the menu items to the left of a screen appear in red.
- By contrast with the Test version of UMAS used in early 2022 training, the live UMAS version does not show the word 'TEST' and the colours are blue (or white on a blue background).
- In the following examples, you are fictitious Course Leader Rick Eng and you are leading two simulated courses: News in Review and Cinema on Monday.
- Some screen shots were taken from 2021 term 4 and some from 2022 term 1.
- UMAS sometimes refers to course leaders as *tutors*.

# 1. GO TO OUR WEBSITE at <https://sohiu3a.org.au/>



Pass the cursor over LOGIN at the top right of the screen, then click Course Leader Login.

# 2. LOGIN TO UMAS (Membership Administration System)

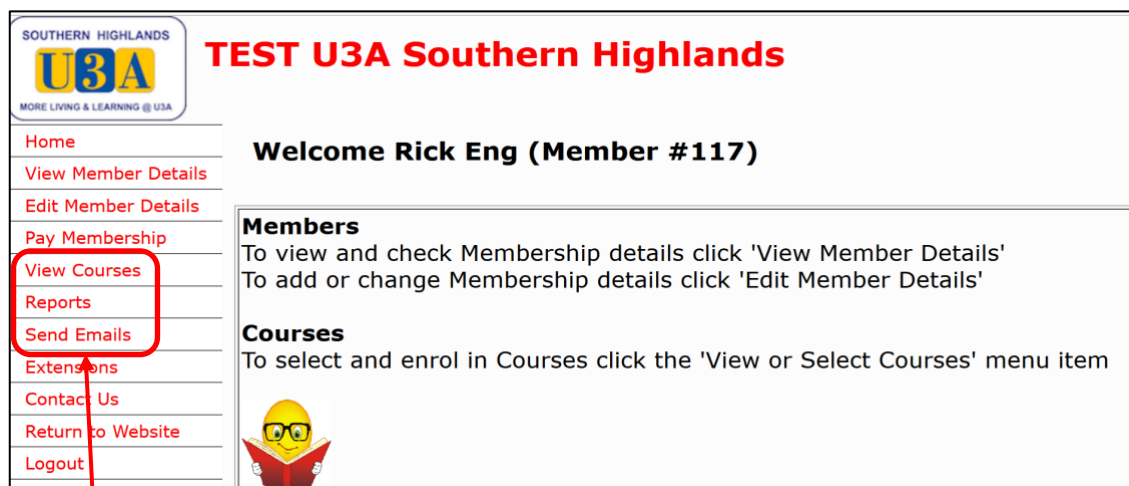


Enter your member number (or email) and password and click Login.

# 3. ACCESS THE MAIN MENU

The main menu page will appear, including a welcome message.

In the current version of UMAS, the main colour on the left navigation bar is blue.



**Key items** for course leaders are (A) Checking Details of Courses, (B) Reports, (C) Send Emails.

Clicking on a menu item provides access to a set of functions you can perform in UMAS.

As a course leader, you have access to only those functions needed for your role. For example, you can only view the details of your course; you can email only your participants.

## A. CHECKING DETAILS OF COURSES PRIOR TO A NEW TERM

Before the start of a term, the Course Coordinators ask you to check the course details they have entered into UMAS. Please advise them ASAP of any serious errors. They know you will understand that changes in details of venues, dates and times are not easily made at this stage, as they have a cascading domino effect. Usually, you will be sent a draft Course Booklet. If not, below is an alternative, and more complex, method of finding the information for checking.

Via the SH U3A website <https://sohiu3a.org.au/>, login to UMAS as a Course Leader.

On the blue left sidebar, click on *Reports*, then the yellow *Courses* tab.

*Using the Dates to locate your course*

*In the second option* which begins “List all courses that commence ...”:

- \* For the first two white Date boxes, use the dropdown calendar to enter the term start and end dates, respectively, ignoring the last *Day* box.
- \* Ignore the next two lines and their boxes.
- \* Click on the green *Courses Occurrence* button to obtain a courses list *in order of starting date*.
- \* Locate your course/s –in starting date order – and click on the hyperlinked *Code* (column 3) to reveal your (non-editable) course details – discuss changes with the Course Coordinator.

**Example** of details produced for the course Cinema on Monday for T1, 2022:

The screenshot shows the 'TEST U3A Southern Highlands' website. On the left is a sidebar with links: Home, View Member Details, Edit Member Details, Pay Membership, View Courses, Reports, Send Emails, Extensions, Contact Us, Return to Website, and Logout. The main content area is titled 'Course Details' and contains the following information:

- Course Code: 221MED02
- Description: Cinema on Monday
- Frequency: Monthly
- Course Leader: Rick Eng
- Course Leader 2: None
- Type: Specified
- Venue: EMPIRE
- Start Date: 31/01/2022 Mon
- Finish Date: 28/02/2022
- Start Time: 12:00
- Finish Time: 14:30
- Number of weeks: 2
- Amount: \$28.00
- Maximum enrolments: 30
- Number Enrolled: 0
- Comments: Experience an enjoyable afternoon at Empire Cinema: movie then coffee/tea at Coffee Culture. Gerard helps us choose an interesting and varied selection. Term Cost is \$28 (Combined Cinema and Coffee). MONEY MUST BE PAID AT TIME OF APPLICATION for enrolment. Members who apply but neglect to pay prior to close of enrolment will not be accepted. If you cannot attend a session, you may deputise another U3A member to attend, but money cannot be refunded.
- Additional Comments and Prerequisite: (Empty text box)

At the bottom left of the form, there is a 'Close' button highlighted with a red rectangle.

Click on ‘Close’ to return to the courses list.

## B. REPORTS (Enrolment List, Attendance List):

*Available after the Enrolment Requests period has closed and members have been advised of their actual enrolments.*

### Enrolments List (Class List)

**What CLs do NOT do with these lists**

Please note UMAS does not allow CLs to add members to a course.

The Enrolments Coordinator does this work, as well as adding members who have been waitlisted.

**Quick Method:** In View Courses, choose your course and click on Rep on the extreme right.

**Longer Method:** Click on Reports and then click the yellow tab labelled Enrolments. Choose the required course by clicking on the box labelled 'Choose a Course'.

SOUTHERN HIGHLANDS  
**U3A**  
MORE LIVING & LEARNING @ U3A

**TEST U3A Southern Highlands**

Home Rick Eng can only see their own Courses

**Reports**

Members Subscriptions Courses **Enrolments** Financials Admin

**Enrolments**

Lists the members within the selected Course. The reports have multiple options to display additional information

Choose a Course: Please Select

Include Wait List: Please Select

Choose a sort order: MEDIUM2 : Cinema on Monday

Email the Course: ONEDAY2 : News in Review

List Enrolments

Then click the green List Enrolments. The following screen appears for the example of Rick Eng:

SOUTHERN HIGHLANDS  
**U3A**  
MORE LIVING & LEARNING @ U3A

**TEST U3A Southern Highlands (Administrator)**

Home

**Enrolment List** Print

Course: **MEDIUM2 Cinema on Monday**

Dates: **11/10/2021 - 10/12/2021** Time: **12.00 - 14.30** Day: **Mon**

Venue and Course: **RCC Hall - Rick Eng**

Leader: **Rick Eng**

Fee: **\$28.00**

Enroll Date	Time	Member#	Name	Mobile	Phone	Email	Status	Unpaid Fee:
15/11/2021		110	Jean Brodie	0405 123 456		vice-president@sohiu3a.org.au	Delete	\$28.00
15/11/2021		108	Alexander Bell	0405 123 456	(61) 4051-2345	anne.m.royds@gmail.com	Delete	\$28.00
15/11/2021		109	Ricardo Braithwaite	0405 123 456		vice-president@sohiu3a.org.au	Delete	\$28.00
15/11/2021		114	Prue Crandall	0405 123 456		treasurer@sohiu3a.org.au	Delete	\$28.00
15/11/2021		115	Marg Donaldson	0405 123 456		treasurer@sohiu3a.org.au	Delete	\$28.00
15/11/2021		126	Helen Keller	0405 123 456		altcourses@sohiu3a.org.au	Delete	\$28.00
15/11/2021		127	Sal Khan	0405 123 456		altcourses@sohiu3a.org.au	Delete	\$28.00
15/11/2021		128	Loris Malaguzzi	0405 123 456		altcourses@sohiu3a.org.au	Delete	\$28.00
15/11/2021		133	Maria Montessori	0405 123 456		enrolments@sohiu3a.org.au	Delete	\$28.00

Total number of records is 27  
Maximum number is 30, Enrolled is 27, Available is 3

Close and return to Reports

Close and return to Courses

To obtain a copy of this list, you can:

- click Print (near the top) to print the list. When finished, click Close and return to Reports
- copy the list and paste it into a new Word file, perhaps deleting unwanted columns (those on the right of Email) and removing the colour.

## Attendance List

For your Attendance List, go back to the Enrolments tab (in Reports) and the Attendance section near the bottom of the page:

- Choose the required course by clicking on the box labelled Choose a Course.
- Select the start and end dates of the course by clicking in each date box and selecting from the pop-up calendar.
- Tick Match up columns with dates so the list will include a column for each class session and can be used as a sign-in attendance sheet. (The box is usually already ticked.)
- Click the green Attendance List.
- Click the Print button to print the list. Alternatively, you can copy the details and paste them into an Excel spreadsheet or Word file if you wish to save the list and/or reformat it.

**TEST U3A Southern Highlands**

Home Rick Eng can only see their own Courses

**Reports**

Members Subscriptions Courses Enrolments Financials Admin

**Enrolments**

Lists the members within the selected Course. The reports have multiple options to display additional information

Choose a Course: Please Select

Include Wait Listed: ☐ Show Address: ☐ Show Emergency contact: ☐

Choose a sort order: Status + Date enrolled

Email the Course Leader: ☐

List Enrolments

**Attendance**

Choose a Course: MEDIUM2 - Cinema on Monday

Select Course Dates between: 11/10/2021 and: 10/12/2021 will appear on the list.

Include Wait Listed: ☐ Choose a sort order: Status + Date enrolled

Email the Course Leader: ☐ Generate a PDF: ☐ Extra horizontal lines on list:

Match up columns with dates: ☒ This can use a lot of memory with PDF. Keep the date range small, if timeout.

Attendance list

Below is the pop-up window, showing the two sessions for the course:

Attendance List		
Course:	MEDIUM2 Cinema on Monday	
Dates:	11/10/2021 - 10/12/2021 Time: 12.00 - 14.30 Day: Mon	
Venue and Course Leader:	RCC Hall - Rick Eng	
Fee:	\$28.00	
Name	11/10	08/11
Jean Brodie (110)		
Alexander Bell (108)		
Ricardo Braithwaite (109)		
Pruce Crandall (114)		
Marg Donaldson (115)		
Helen Ketter (126)		
Sai Khan (127)		
Lorin Malaguzzi (128)		
Maria Montessori (133)		

## C. SEND EMAILS

It is very important to email class members more than seven days before the course begins. Welcome them to the course and provide any further necessary details, **including the course dates**. If in doubt, you can find these dates from the course description or Attendance List.

The facility described below will automatically send an email to your course participants. The system automatically uses the course enrolment list to fill in each person's email address.

Click on Send Emails in the blue navigation bar and then on the top Enrolments tab.

- By default *your email address* shows in the Sender field so that replies come to you. It also gives participants your email address if they wish to make contact, e.g., notify you of an absence.
- Type the subject of your email in the 'Subject text' box.
- Choose the required course by clicking in the box 'Select Course'.
- If you have more than one course in the term, send emails to one course at a time.

- You can personalise the message to show each person's first name by inserting as the first line of the text a greeting (e.g., Dear or Hi) followed by a space and [first\_name] or [preferred\_name]. *You need to be exact:* Dear [first\_name]. See the example email that follows.
- Type your message in the white box, re-sizing it if you wish by dragging down the bottom right corner where you see a small black triangle.
- In your message, tell the participants they can reply to the email.
- A hyperlink to a web site may be added in the body of the text.
- Using 'Restore previous email' enables the retrieval of previous emails you have sent to serve as templates for any further messages. Just click on the one you wish to use.
- *One* attachment to your email is allowed. Click on Browse, then on your computer locate and choose the file required.
- At the end of your message, remember to sign with something like 'Regards, Rick'.
- Finally, click on the green Send Enrolment Emails.
- When you now see *something like* this message, click either Yes box – your choice. (Note that in the example below, the emails were sent by the Course Coordinator whose email address is [courses@sohiu3a.org.au](mailto:courses@sohiu3a.org.au) – that's why we've written "something like this message".)

### U3A Southern Highlands

Preparing to email members...

Emails will be sent from U3A Southern Highlands Inc. members@sohiu3a.org.au  
Reply-to email is: courses@sohiu3a.org.au  
Sending will be done using SMTP  
1 member records found to process

Preparing 1 emails, plus any CCs...

All emails prepared.

Your sending rate is limited to 12000 emails per hour.

**Confirm sending emails?**

**Note:** If you click Yes below, you **must** wait until the progress bar shows that all emails have sent. If you close the tab/window/browser before all emails have sent, the emails will be queued and sent at a later date.

No, cancel

Yes, send 1 emails and display progress in a **separate tab**

Yes, send 1 emails and display progress in **this tab**

- This produces a Bulk Emails Progress screen which fairly quickly shows the emails sent.

### Example:

On the next page is a typical example from the test website for CL Rick Eng (with 2021 dates).

You will notice:

- the course leader's own address appears in the first field (sender's email address)
- the course leader has typed in a subject
- the course leader has used a personalised greeting, taking care to get it exactly right!
- there is a text editor – similar to that used in Word – which allows you to modify the format of your message (using the dropdown menus under the headings File, Edit, View, etc), to include dot or numbered points, to add an image, to construct a table, and to insert a hyperlink (as Rick Eng has done).

## Send Emails

Members

Subscriptions

Enrolments

Outstanding Receipts

Emails sent

### Email Members with Enrolments

This process will send an email with the details from the Subject and Body

Reply-To Email (optional):

rick.eng@gmail.com

CC (optional):

CC email address. Use semi-colon to separate email addresses.

Separate CC email addresses using semi-colons.

Subject:

Cinema on Monday

Restore previous email:

Please Select

Clear Subject and Body:

Clear text

Body Text:

File Edit View Insert Format Table

↶ ↷ Paragraph B I ≡ ≡ ≡ ≡ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 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1617 1618 1619 1620 1621 1622 1623 1624 1625 1626 1627 1628 1629 1630 1631 1632 1633 1634 1635 1636 1637 1638 1639 1640 1641 1642 1643 1644 1645 1646 1647 1648 1649 1650 1651 1652 1653 1654 1655 1656 1657 1658 1659 1660 1661 1662 1663 1664 1665 1666 1667 1668 1669 1670 1671 1672 1673 1674 1675 1676 1677 1678 1679 1680 1681 1682 1683 1684 1685 1686 1687 1688 1689 1690 1691 1692 1693 1694 1695 1696 1697 1698 1699 1700 1701 1702 1703 1704 1705 1706 1707 1708 1709 1710 1711 1712 1713 1714 1715 1716 1717 1718 1719 1720 1721 1722 1723 1724 1725 1726 1727 1728 1729 1730 1731 1732 1733 1734 1735 1736 1737 1738 1739 1740 1741 1742 1743 1744 1745 1746 1747 1748 1749 1750 1751 1752 1753 1754 1755 1756 1757 1758 1759 1760 1761 1762 1763 1764 1765 1766 1767 1768 1769 1770 1771 1772 1773 1774 1775 1776 1777 1778 1779 1780 1781 1782 1783 1784 1785 1786 1787 1788 1789 1790 1791 1792 1793 1794 1795 1796 1797 1798 1799 1800 1801 1802 1803 1804 1805 1806 1807 1808 1809 1810 1811 1812 1813 1814 1815 1816 1817 1818 1819 1820 1821 1822 1823 1824 1825 1826 1827 1828 1829 1830 1831 1832 1833 1834 1835 1836 1837 1838 1839 1840 1841 1842 1843 1844 1845 1846 1847 1848 1849 1850 1851 1852 1853 1854 1855 1856 1857 1858 1859 1860 1861 1862 1863 1864 1865 1866 1867 1868 1869 1870 1871 1872 1873 1874 1875 1876 1877 1878 1879 1880 1881 1882 1883 1884 1885 1886 1887 1888 1889 1890 1891 1892 1893 1894 1895 1896 1897 1898 1899 1900 1901 1902 1903 1904 1905 1906 1907 1908 1909 1910 1911 1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 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