

Member Guide

Report an Absence from a Course/Activity

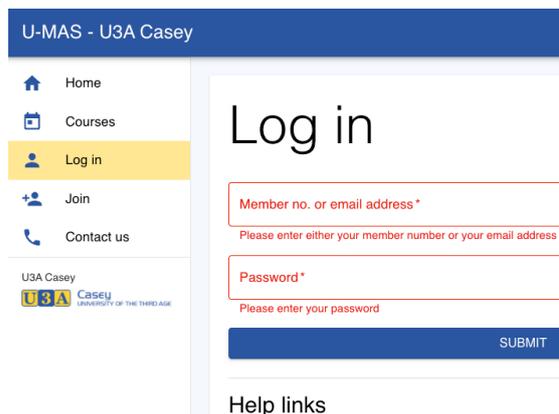
NOTE:

Members are able to report their own absences by logging into UMAS

Members/tutors are not able to remove the member from an absence

Course Coordinator is responsible for removing member absences

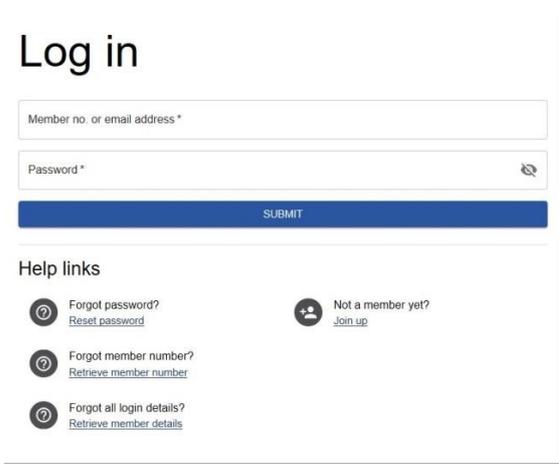
1. Go to <https://u3acasey.org.au/> website and click on **Member Login** top right of the menu
2. The following page appears



The screenshot shows the U-MAS - U3A Casey website. On the left is a navigation menu with links for Home, Courses, Log in (highlighted), Join, and Contact us. Below the menu is the U3A Casey logo. The main content area is titled 'Log in' and contains two input fields: 'Member no. or email address*' with a red border and a red error message 'Please enter either your member number or your email address', and 'Password*' with a red border and a red error message 'Please enter your password'. A blue 'SUBMIT' button is located below the password field. At the bottom of the page, there are 'Help links'.

Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.

3. Click on Login



The screenshot shows the 'Log in' page. It features two input fields: 'Member no. or email address*' and 'Password*'. Below the password field is a blue 'SUBMIT' button. Underneath the button is a 'Help links' section with three links: 'Forgot password? Reset password', 'Not a member yet? Join up', and 'Forgot all login details? Retrieve member details'.

4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

5. After successful login you will see My Membership details (incomplete screen shown)

My Membership

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your [PASSWORD](#) and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number 17147	Member Type Full Member
Members hip Active No	Members hip Expiry 28 Feb 2019

First name *
Manny

Surname *
TEST

Preferred name

Street *
2060 My Road

Suburb *
LALOR

Postcode *
3075

State *
VIC

6. Click on My Absences in the Menu on the left

My Absences

Submit Absences

Select Course
All Courses

Select Reason *
Other

Start Date *
23/08/2020

Finish Date *
23/08/2020

SUBMIT

7. Select the Course or All Courses applicable
8. Select Reason for the absence. This is optional and the default is "Other"
9. Select the date range applicable
10. Click Submit and the absence will be recorded
11. Once an Absence is recorded it will be displayed on the same page under Current Absences

Current Absences

Course	Course Code	Start Date	Finish Date	Reason
Office Use Only	20ZZZ14	23 Aug 2020	31 Oct 2020	Holiday

Notes

When a member (or office on behalf of the member) report an absence an email will be sent to the member (if you have an email), the tutor / leader (if they have an email), the Course Coordinator and the administrator.

If you (the member) needs to make a change to your reported absence, please advise Course Coordinator with the details.

The member can view their reported absences at any time by selecting “List current absences”

Casey U3A Membership Terms and Conditions state - clause 10. Due to the popularity of some classes if a member fails to attend three (3) consecutive classes without a valid reason their place may be offered to someone on the waiting list.

cl 11. If a member is going to be absent for more than three (3) consecutive course times they must notify the course leader or the office to maintain their place in the course coordinator - coursecoordinator@u3acasey.org.au