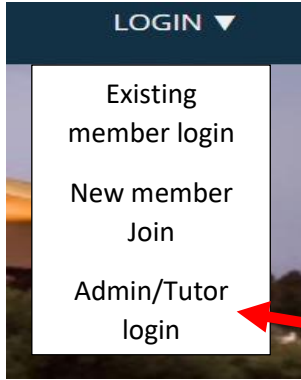
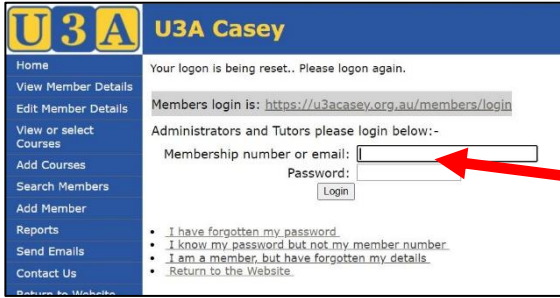

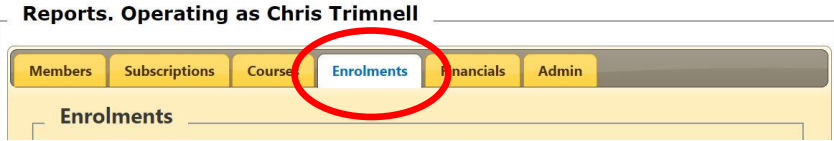
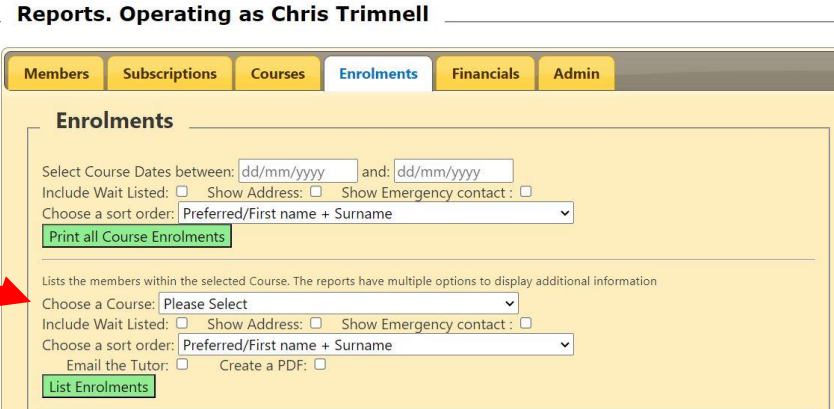


# How to access class members

<p><b>1. Go to U3A Casey website</b> <a href="https://u3acasey.org.au/">https://u3acasey.org.au/</a></p> <p>Click on Login (top right corner on menu bar) Select Admin/Tutor login</p>	
<p><b>2. This will take you to the UMAS database.</b> Log in using your Membership Number and Password.</p> <p>If you've forgotten your password or number click on the correct statement below and it will be emailed to you. Or email: <a href="mailto:courses@u3aCasey.org.au">courses@u3aCasey.org.au</a> for details</p>	
<p><b>3. Select Reports</b></p>	
<p><b>4. Select Enrolments tab</b></p>	
<p><b>5. Choose a Course</b></p> <p>Go to 'Choose a Course' – Select your class. (note it will only list the class/es you tutor)</p>	

## 6. List enrolments

Select the Course you want for member details.  
 Recommend: Sorting names by preferred/first name order  
 'Show Emergency contact' should be selected  
 'Create a pdf' will give you 2 options for printing  
 Click on: 'List Enrolments'  
 Print

## Reports. Operating as Chris Trimnell

Members Subscriptions Courses **Enrolments** Financials Admin

**Enrolments**

Select Course Dates between:  and:

Include Wait Listed:  Show Address:  Show Emergency contact:

Choose a sort order: Preferred/First name + Surname

[Print all Course Enrolments](#)

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

Choose a Course: 245FRI10 : Book Club 2 - Between the Covers

Include Wait Listed:  Show Address:  Show Emergency contact:

Choose a sort order: Preferred/First name + Surname

Email the Tutor:  Create a PDF:

[List Enrolments](#)

NOTE: You will need to update this list regularly, if new members join. This list should always be taken with you to classes.

### Enrolment List

Enrolment List								
Courses: 245FRI10 Book Club 2 - Between the Covers								
Dates: 02/02/2024 - 06/12/2024 Time: 13.00 - 15.00 Day: Fri								
Venue and Tutor: Ross Office - Chris Trimnell/Jill Sparkes								
Enrol Date	Member#	Name	Mobile	Phone	Email	Status	Amount	Active
03/01/2024	1017	[REDACTED]	0411 425 148		c[REDACTED]@hotmail.com			
Street:	185 Maramba	Suburb:	NARRE WARREN	PostCode:	3805			
Emergency Contact Person:	[REDACTED]	Contact number:	0412 693 809	Relationship:	daughter			
03/01/2024	745	[REDACTED]	0432 938 550		[REDACTED]@yahoo.com			
Street:	11 Warwick Court	Suburb:	BERWICK	PostCode:	3806			
Emergency Contact Person:	[REDACTED]	Contact number:	0466 469 223	Relationship:	Spouse			
03/01/2024	1478	[REDACTED]	0408 358 120		[REDACTED]@gmail.com			
Street:	34 Piermont Drive	Suburb:	BERWICK	PostCode:	3806			
Emergency Contact Person:	[REDACTED]	Contact number:	0444528885	Relationship:	Husband			
03/01/2024	1012	[REDACTED]	0418 573 515		[REDACTED]@live.com			No
Street:	2/11 Rutland Rd	Suburb:	BERWICK	PostCode:	3806			
Emergency Contact Person:	[REDACTED]	Contact number:	0439 538 708	Relationship:				
03/01/2024	709	J[REDACTED]	0400 655 044		[REDACTED]@gmail.com			
Street:	Unit 1 / 11 Miller Street	Suburb:	BERWICK	PostCode:	3806			
Emergency Contact Person:	[REDACTED]	Contact number:	0400 638 180	Relationship:	Daughter			
02/01/2024	540	[REDACTED]	0417 994 814		[REDACTED]@hotmail.com			