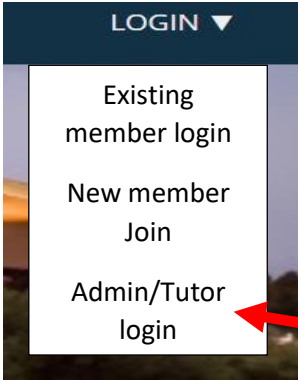
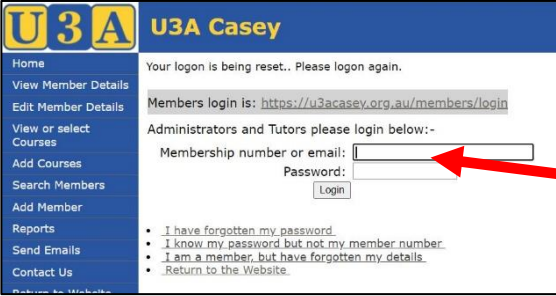


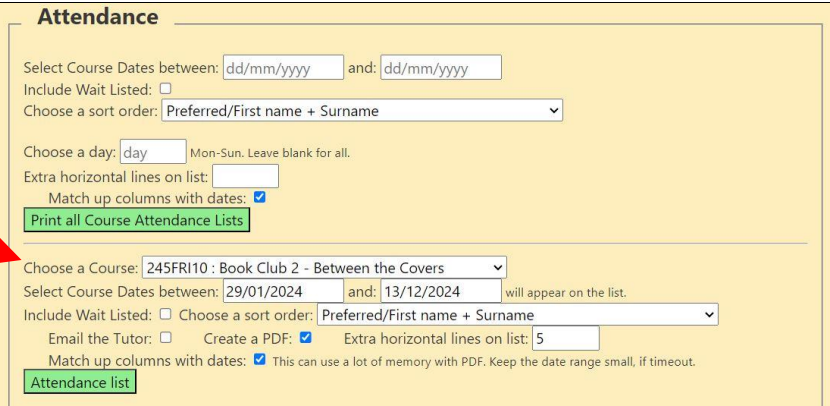


# Print a class attendance list

<p>1. Go to U3A Casey website <a href="https://u3acasey.org.au/">https://u3acasey.org.au/</a></p> <p>Click on <b>Login</b> Select Admin/Tutor login</p>	
<p>2. This will take you to the UMAS database. Log in using your Membership Number (on your badge) and Password. <i>If you've forgotten your password, click on 'I have forgotten my password' and it will be emailed to you.</i></p>	
<p>3. Select <b>Reports</b></p>	
<p>4. Select <b>Enrolments</b> tab</p>	
<p>5. Scroll down to <b>Attendance</b></p> <p>Choose a Course – use the arrow to select your class</p> <p>Select required dates (<b>less is best – esp if a weekly class</b>)</p> <p>Recommend sorting to preferred/first name</p> <p>Good idea to add a few extra horizontal lines for members who may join later</p>	
<p>6. Select <b>Attendance list</b> to print</p>	