DATABASE GUIDE FOR TUTORS

TO ACCESS THE DATABASE

1. Open the U3A website – www.u3asurfcoast.org.au
2. At the top of the Home Page click on Member Login
3. You will see a blue panel on the left-hand side of the new page – click on **Login**
4. Enter your Member ID number or the email that you use for U3A, and your password. (If this is the first time that you have logged in, you will need to set a new password using at least 5 characters. Click on 'I have forgotten my password' and you will get an email telling you what to do)
5. Because you have 'tutor status', you have automatic access to tools that relate to the course for which you are responsible. These tools are listed in the blue panel as 'Reports' and 'Send Emails'.

REPORTS

You will be able to access two of the **Report** tabs – **Enrolments** and **Courses**. The Courses tab is not essential, but useful if you wish to check tutors, dates, times or venues of other classes.

Enrolments Tab

This tab has 2 relevant sections.

1. Enrolments lists the names and contact details of your students – just select the relevant course (you will see only the one/s that you are responsible for) and mark any of the optional check boxes. You can email this list to yourself if you wish. This tool is also useful for monitoring enrolments before your course commences.
2. Attendance is where you find your attendance list for roll-marking. Please note that the new system doesn't have an online roll-marking facility at this stage, so you need to print this list. You can also email it to yourself. If your attendance list doesn't show up the class dates

and columns, please let the Admin team know by sending an email to info@u3asurfcoast.org.au. You will also see that you can add extra lines to the list – this is handy if more people join the course after term begins.

SEND EMAILS

This is a great improvement on our previous emailer because replies can go directly to your own email address, and you can add attachments or links.

1. Click on 'Send Emails' in the blue panel, and then select the **Enrolments** tab.
2. Type your own email address in the first pane; add other email addresses (separated by a semi-colon) in the next pane if you want a copy to go to anybody who is not in the class.
3. Type the subject and message in the usual way. You will notice a pane that says 'Restore a previous email' – this is handy if you want to repeat or modify a message that you have sent at an earlier time.
4. If you wish to personalise the message you can insert the field **[first_name]** in the salutation. If you wish to refer to their member number use **[member_no]** - note the square brackets and underscore between the two words. A full list of possible fields is underneath the message pane.
5. You can add one **pdf** document that you have previously saved on your computer. Click on the 'Browse' pane to select your document.
6. Click on any of the optional checkboxes – 'email to tutor' ensures that you get a copy too.
7. Lastly, select your course and click on 'Send enrolment emails'.