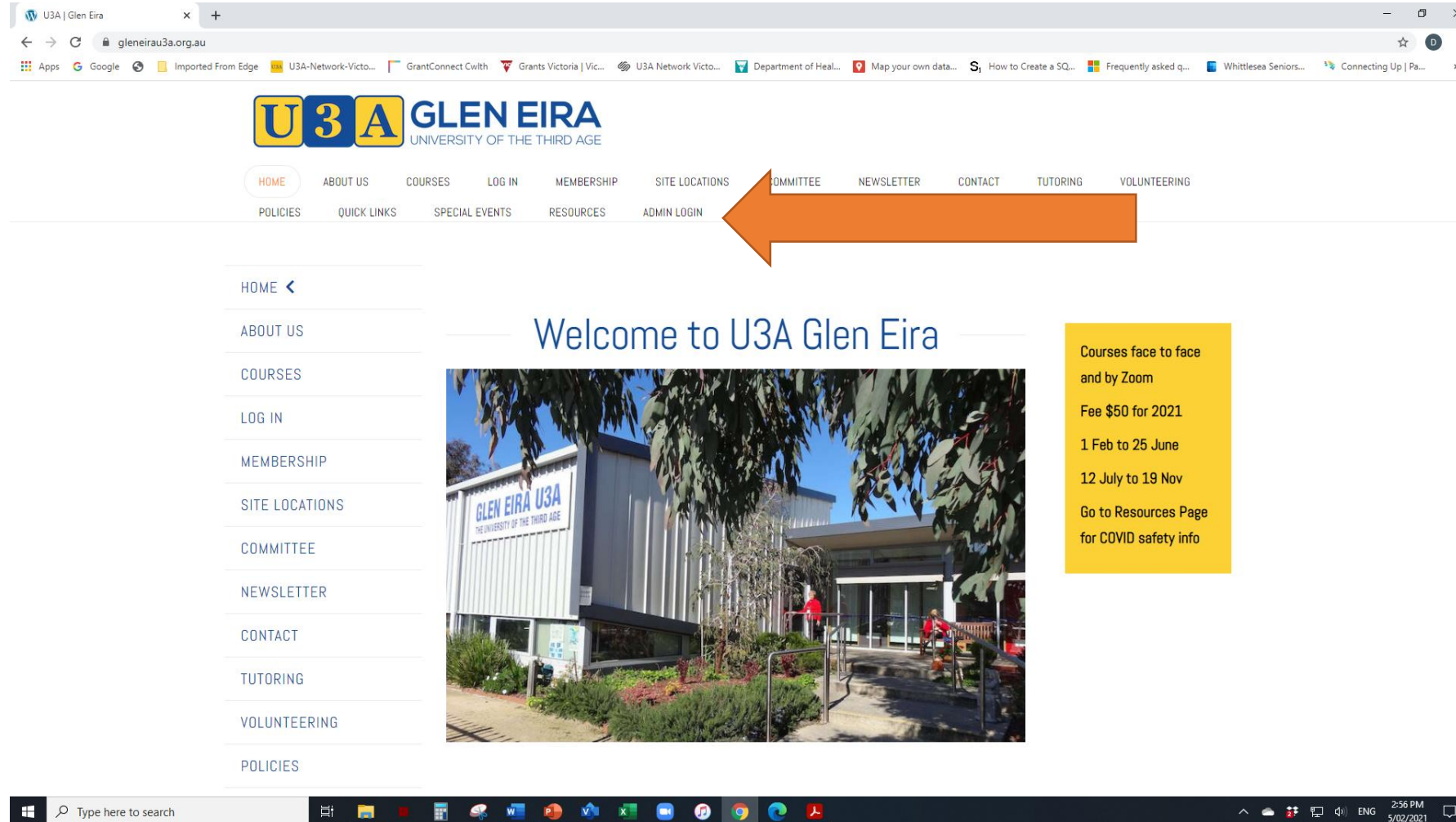


Enter the website via the Admin Login



The screenshot shows the website for U3A Glen Eira, University of the Third Age. The browser address bar displays gleneirau3a.org.au. The logo at the top left consists of the letters 'U3A' in yellow and blue squares, followed by 'GLEN EIRA' in blue and 'UNIVERSITY OF THE THIRD AGE' in smaller blue text. A horizontal navigation menu contains the following items: HOME, ABOUT US, COURSES, LOG IN, MEMBERSHIP, SITE LOCATIONS, COMMITTEE, NEWSLETTER, CONTACT, TUTORING, and VOLUNTEERING. A second row of navigation items includes POLICIES, QUICK LINKS, SPECIAL EVENTS, RESOURCES, and ADMIN LOGIN. A large orange arrow points from the right towards the 'ADMIN LOGIN' link. On the left side, a vertical sidebar menu lists the same navigation items as the top menu. The main content area features a blue heading 'Welcome to U3A Glen Eira' above a photograph of the building's entrance. To the right of the photo is a yellow box with the following text: 'Courses face to face and by Zoom', 'Fee \$50 for 2021', '1 Feb to 25 June', '12 July to 19 Nov', and 'Go to Resources Page for COVID safety info'. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 2:56 PM on 5/02/2021.

Choose reports, and the enrolments tab

The screenshot shows a web browser window displaying the 'Reports' section of the Glen Eira University of the Third Age website. The page title is 'Reports. Operating as Del Stitz'. A navigation menu on the left includes 'Home', 'Report Absence', 'View Member Details', 'Edit Member Details', 'View or select Courses', 'Add Courses', 'Search Members', 'Add Member', 'Reports', 'Send Emails', 'Contact Us', 'Return to Website', 'Login member return', and 'Logout'. The 'Reports' section has a sub-menu with 'Members', 'Subscriptions', 'Courses', 'Enrolments', 'Volunteering', 'Financials', and 'Admin'. The 'Enrolments' tab is selected. Below the navigation, there are several sections for generating reports, each with a 'Choose a Course' dropdown, a 'Filter by' dropdown, and a 'Download' button. An orange arrow points to the 'Reports' link in the left navigation menu.

Members-Glen Eira U3A
gleneirau3a.org.au/members/massTemplate.php?action=reports#TabsReport-4

U3A Glen Eira University of the Third Age
THE UNIVERSITY OF THE THIRD AGE

Home
Report Absence
View Member Details
Edit Member Details
View or select Courses
Add Courses
Search Members
Add Member
Reports
Send Emails
Contact Us
Return to Website
Login member return
Logout

Reports. Operating as Del Stitz

Members Subscriptions Courses **Enrolments** Volunteering Financials Admin

Enrolments

Select Course Dates between: dd/mm/yyyy and: dd/mm/yyyy
Emergency contact:

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: Email the Tutor:
Choose a sort order: Status + Date enrolled
[List Enrolments](#)

Dates from: dd/mm/yyyy
[List New Enrolments](#)

Choose a Course: Please Select
Filter by: Wait Listed
[Download Enrolment CSV file](#)

Dates after: dd/mm/yyyy
[Download New Enrolment CSV](#)

Choose a Course: Please Select
Filter by: Wait Listed
[Download Enrolment Emails](#)

Type here to search
2:50 PM
5/02/2021

Go to the attendance report

The screenshot shows a web browser window with the URL `gleneirau3a.org.au/members/massTemplate.php?action=reports#TabsReport-4`. The page contains several form sections:

- Absence Management:** Includes fields for 'Amount less than:', 'Parent code selection:' (set to 'None'), and 'Select Course Dates between:' (with date pickers for 'dd/mm/yyyy'). A green button labeled 'List Unpaid (Group) Enrolments' is present.
- Absence Management (continued):** Includes 'Select an Absence Start Date:' (05/02/2021) and 'Finish Date:' (05/02/2021). Other options include 'One member only:' (Optional), 'Choose a sort order:' (Course code), and a checked checkbox for 'Include Only absent dates, not course dates?'. A green button labeled 'List Absences' is present.
- Attendance:** Includes 'Select Course Dates between:' (01/02/2021 and 26/11/2021), 'Include Wait Listed:' (unchecked), 'Choose a sort order:' (Surname (first, surname)), and a checked checkbox for 'Match up columns with dates:'. A green button labeled 'Print all Course Attendance Lists' is present.
- Attendance (continued):** Includes 'Choose a Course:' (21GAM01 : Scrabble), 'Select Course Dates between:' (01/02/2021 and 26/02/2021), 'Include Wait Listed:' (unchecked), 'Choose a sort order:' (Surname (first, surname)), 'Email the Tutor:' (unchecked), 'Create a PDF:' (unchecked), and a checked checkbox for 'Match up columns with dates:'. A green button labeled 'Attendance list' is present.

An orange callout box with a white border and a large arrow pointing left contains the text: "Enter your course title, dates and sort order, then press 'Attendance List'".

At the bottom of the browser window, a yellow footer bar reads: "U3A Network Vic INC membership management system provided under license from Soft Sys Membership Software Version: 6.00 20/11/2020 Glen Eira University of the Third Age".

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the date "5/02/2021" and time "2:51 PM".

Print attendance roll

Members-Glen Eira U3A

gleneirau3a.org.au/members/massTemplate.php?action=reports#TabsReport-4

Amount less than:

Attendance Class List - Google Chrome

gleneirau3a.org.au/members/listEnrolmentsPrint.php?eventCode=21GAM01&start_date=01/02/2021&finish_date=26/11/2021&sortOrder=surname&wait=off&emailTutor=off&pdfAtt...

Attendance Class List

Course: **21GAM01 Scrabble**

Dates: **01/02/2021 - 19/11/2021** Time: **9.30 - 11.30** Day: **Mon**

Venue and Tutor: **Ghtly Green 3 - Del Stitz**

Name	01/02	08/02	15/02	22/02	01/03	15/03	22/03	29/03	12/04	19/04	26/04	03/05	10/05	17/05	24/05	31/05	07/06	14/06	21/06	28/06	05/07	12/07	19/07	26/07	02/08	09/08	16/08	23/08	30/08	06/09	13/09	20/09	
Ilye Bennett (8003)																																	
Wan Yee Chan (10242)																																	
Evelyn Fabian (8378)																																	
Garry Fabian (8292)																																	
Sandra Farber (8546)																																	
Barbara Game (9920 InActive)																																	
Bronwyn Lowndes (9343)																																	
Helen Mendies (9816 InActive)																																	
Steffi Neufeld (10274)																																	
Monika Saibl (7755)																																	

U3A Network Vic INC

2

Type here to search

3:09 PM 5/02/2021