Use of Simple Membership by Event Organisers

1. Go to www.systonu3a.org.uk

2. Click on 'Login' on the black Menu bar

3. Enter your username

4. If you have logged on before, enter your password and continue at 6 below, otherwise you will need to click on 'Forgot password' and then on the next screen, click on 'Reset Password'. You will now be sent an email. Click on the link in the email.

5. You will now be shown a webpage that allows you to create a new password. Note the rules shown for passwords. Once this is accepted, you can login in again with your new password.

6. Now click on 'Events' on the black Menu bar

7. Click on your event, which will have been created for you by the Event Coordinator, and the following screen should appear.

8. Click on the Icon for 'Manage attendees' (shown above) and the following screen should appear.

Your Name should appear here, in green, denoting that you are the Event Organiser

Complete list of U3A Members

Right Arrow

9. Select from the complete list of members the member that is going to attend your event, and then click on the Right Arrow (shown above). Repeat this for all members attending. Then click on the X in top right of this window to close the screen (this will save the data)

10. You are now able to email all your attendees by clicking on the icon shown below.
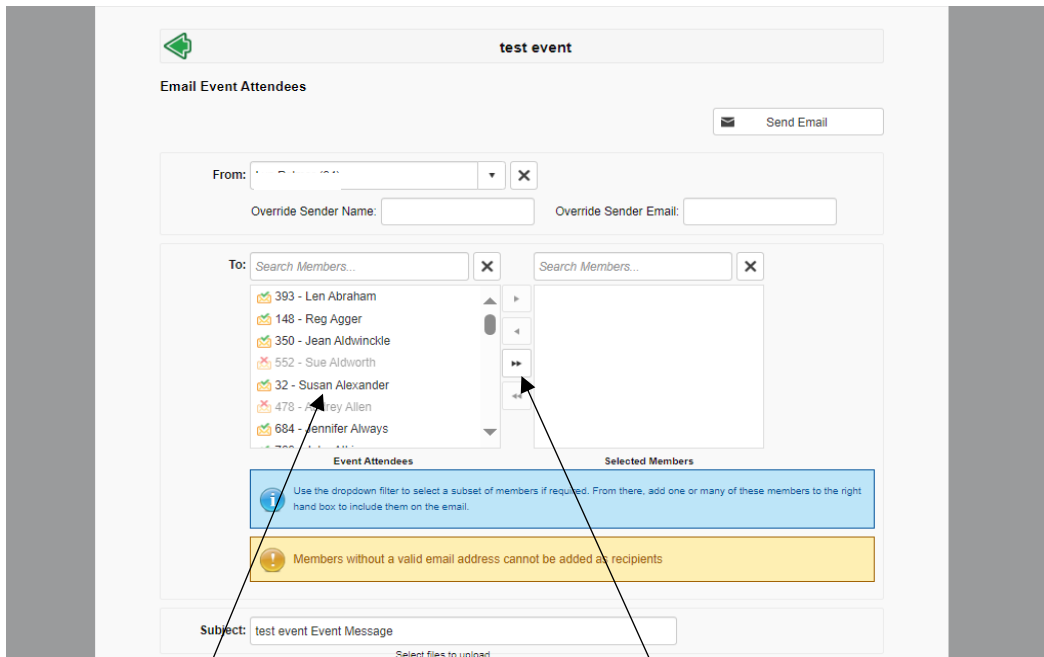
11. On the next screen, click on the 'Compose New Email' box, and the following screen should appear.


This will be the list of all your attendees

To send an email to everyone, click on the double arrow, or just select certain individuals and use the single right arrow above the double arrow.

NB if an attendee's name is 'greyed out', this means they do not have an email address and will need to be contacted by another method. **It is a good idea to include yourself in the list of recipients so that you get a copy of the email as well for your records.**

12. Fill in the Subject and type your message in the box provided below, then click on 'Send email'

13. Click on this icon to get a list of all your attendees, their telephone numbers and also their Emergency Contact details, which you can print and should have with you for the event.
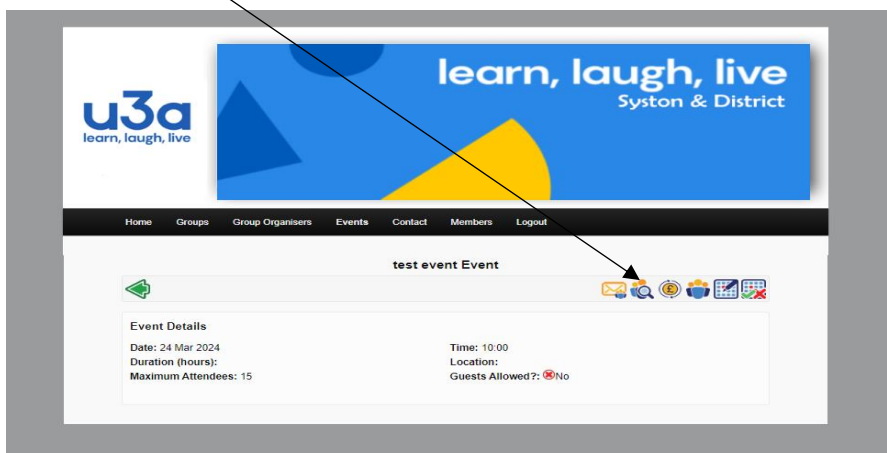
14. When finished, click on 'Logout' on the black Menu bar