

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.

The screenshot shows the 'test event Event' page on the u3a website. The page features a header with the u3a logo and the slogan 'learn, laugh, live System & District'. Below the header is a navigation menu with links: Home, Join, Groups, Group Organisers, Events, Contact, About Us, Members, Login, and Logout. The main content area displays event details for 'test event Event'. The details are organized into two columns. The left column lists: Date: 24 Mar 2024, Duration (hours):, and Maximum Attendees: 15. The right column lists: Time: 10:00, Location:, and Guests Allowed?: No. A toolbar with various icons is located above the details, and an 'Edit' button is at the bottom right. Four callout boxes with arrows point to specific elements: 'Your Event Date & Time' points to the date, 'Maximum Attendees' points to the maximum attendees value, 'Location of Event' points to the location field, and 'Manage Attendees' points to the 'Manage Attendees' icon in the toolbar.

u3a
learn, laugh, live

learn, laugh, live
System & District

Home Join Groups Group Organisers Events Contact About Us Members Login Logout

test event Event

Event Details

Date: 24 Mar 2024
Duration (hours):
Maximum Attendees: 15

Time: 10:00
Location:
Guests Allowed?: No

Edit

Your Event Date & Time

Maximum Attendees

Location of Event

Manage Attendees

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

Members

Search Members... Search Members... Save Waiting List Order

393 - Len Abraham
148 - Reg Agger
350 - Jean Aldwinckle
552 - Sue Aldworth
32 - Susan Alexander
478 - Audrey Allen
684 - Jennifer Always

Available Members (413) Attendees (0/15) Waiting List (0/0)

Add the event attendees from the list on the left to the list in the middle using either the arrow buttons or by double clicking on the name. You can select multiple members at a time by holding down the Ctrl key. Use the checkboxes next to the names in the middle column to specify the Event Organisers. If the event capacity has been reached members will be added to the waiting list in the right column. They can be added to the event as soon as the number of members in the middle column is less than the event capacity.

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.

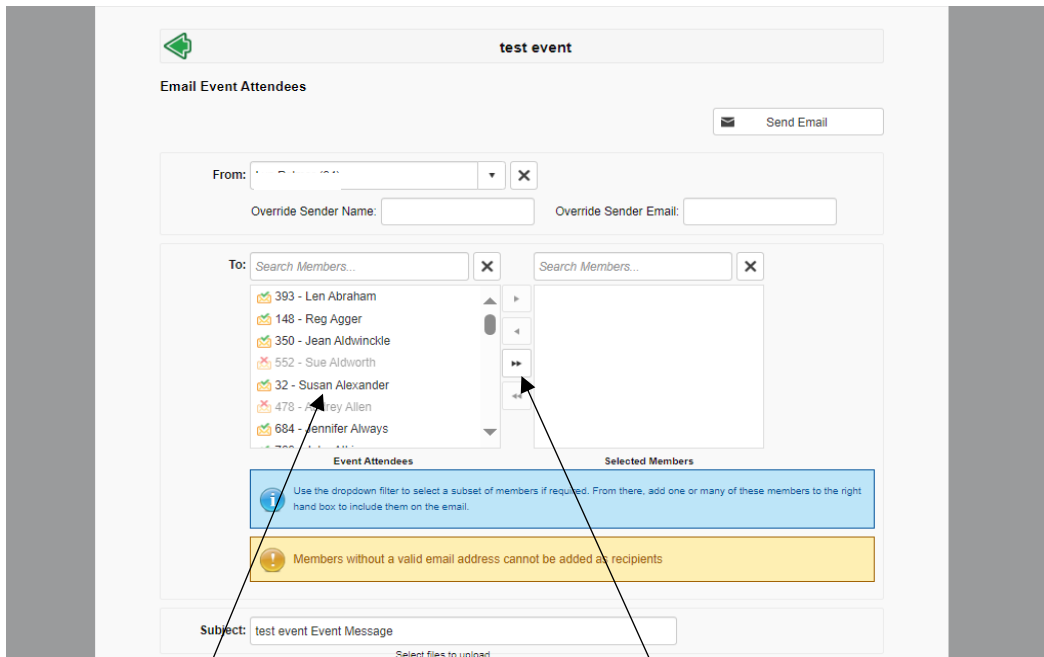
Home Groups Group Organisers Events Contact Members Logout

test event Event

Event Details

Date: 24 Mar 2024 Time: 10:00
Duration (hours): Location:
Maximum Attendees: 15 Guests Allowed?: No

11. On the next screen, click on the 'Compose New Email' box, and the following screen should appear.

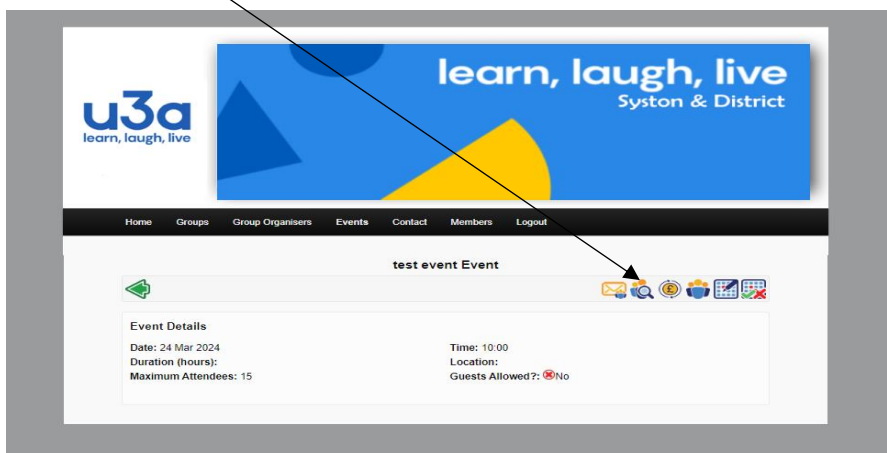


This will be the list of all your attendees

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