



Information for Tutors, Leaders, Coordinators and Presenters

2025 Term 1: Monday 03 February – Friday 11 April

2025 Term 2: Monday 28 April – Friday 4 July

2025 Term 3: Monday 21 July – Friday 26 September

2025 Term 4: Monday 13 October – Friday 05 December

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1. Welcome

The Board of U3A Inner North (U3AIN) welcomes you as a Tutor, Leader, Coordinator or Presenter. The term Tutor is used for simplicity throughout this handbook.

We are excited by your enthusiasm and desire to provide your knowledge and expertise to our membership. The program for each year is broadly based and will continue to be a success as the result of your commitment.

This handbook is provided as a reference which we hope will assist you with administrative matters, the use of technology and how to access facilities. Together with the Tutor training session held prior to term one each year, we hope you can provide your course or activity easily and with minimum stress.

The Board looks forward to hearing from you during the year informally, as well as through events.

2. About U3A and U3A Inner North

U3A (University of the Third Age) is an international volunteer organisation providing educational, creative and leisure opportunities in a friendly environment for people over 50 who are no longer in full-time employment.

Each U3A in South Australia is independent and run by an elected Board/Committee of members. Everyone is encouraged to contribute voluntarily to the running of their local U3A to ensure it is an active and vibrant organisation.

U3A Inner North Inc (previously known as U3A Prospect Inc) was established in 2018.

At the end of December 2024, U3A Inner North (U3AIN) had a membership of 355.

3. Key Contacts for U3AIN

For 2025 the U3AIN key contacts mentioned in this handbook are:

Role	Name	Contact Details	Purpose
President	Wayne Turner	president@u3ainnernorth.org.au	Approval for expenditure Feedback
Program Manager	Sue McMillan	program@u3ainnernorth.org.au	Class changes, cancellations
Membership Officer	Janet Bradshaw/ Linda Christy	Membership@u3ainnernorth.org.au	All membership enquiries and assistance
Admin Officer	Trish Benson	admin@u3ainnernorth.org.au	General admin and support incl IT

4. Venues

Most classes are held at the Enfield Community Centre (ECC). The rooms are as follows, with the maximum number of people allowed in the room, including the tutor(s):

- Meeting Room 1 (MR1) – 50
- Meeting Room 2 (MR2) – 60
- Hall - 160
- Stadium - 300.

Other activities are held externally.

ECC is owned and run by Port Adelaide Enfield Council. There is one paid staff member (currently Monique Williams-Buscumb) who is usually on the premises from 8am to 4pm. She is assisted by volunteers.

There are many other organisations/clubs/groups who use the ECC during the week and on the weekends.

4.1 Access to ECC

Access to the ECC for U3A Inner North activities is generally Monday to Friday 9:00am – 4:30pm.

Tutors who have activities at the beginning or end of the day need to remember the opening and closing of ECC building procedure and a key tag will be authorised and provided for that purpose. Other keys for cupboards will also be authorised, where appropriate. Contact the Admin Officer if you need or have lost keys.

Opening ECC

An ECC staff member is usually at ECC before 9am to disarm the security system and to switch the door to automatic.

Contact the Admin Officer if you need access to the building and no ECC staff, or other U3AIN keyholder are present at the time.

If you are a keyholder for the building, and you arrive **before** ECC staff:

- the centre alarm needs to be turned off with the key tag. The alarm is on the eastern wall in the foyer between the kitchen and the stadium. To turn the alarm off, wave the tag around the front of the box on the wall (the red light should go to green)
- If access to the locked back room is required, the alarm to the ECC Office needs to be switched off. To turn this alarm off, wave the tag around the front of the box which is on the left of the ECC office door.

Closing ECC

ECC staff usually advise when they are leaving the premises and they switch off the automatic door and arm the front office.

If the ECC staff have left the premises and you need to access the locked back room (e.g. to put the TV or computer away) you need to turn off the alarm activated by the ECC staff office door (bottom alarm), otherwise the alarm will go off as the back room is linked to the office alarm. (Please note red light = alarm on; green light = alarm off). If you have deactivated the alarm so you can go into the locked back door you then need to arm the alarm by the ECC staff office door when you leave (bottom alarm).

You do not have to arm the centre alarm if you're the last person to leave as many clubs attend ECC after hours. However, check that all lights and air-conditioners are off and close your room door.

To leave ECC, press the green button near the front door and the door will open.

4.2 Issues at ECC

Please contact the Admin Officer for issues related to the venue. If the issue is serious (e.g. safety, WHS matter), advise ECC staff immediately (if available) then the Admin Officer, or in their absence the U3AIN President.

5. Systems used by U3AIN

5.1 MyU3A Database System

U3AIN uses the MyU3A Database System. This holds information regarding classes and members. This is kept up to date as changes to classes occur.

Tutors have access to the system via the Tutor Portal so they can among other things, access their classes, attendees, and send emails to their class members. This is covered further in section 'Database Instructions for Tutors'.

5.2 ECC Booking System

U3AIN uses the ECC booking system called Spacetoco, to add, modify and cancel classes. Updates to the booking system are done by the U3AIN's Admin Officer or Program Manager.

All classes are charged to U3AIN, which subsequently come out of members fees. This is our largest expense and as such it is important to manage these costs so that we keep our membership fees low.

If you need to cancel or change a class, please contact the Admin Officer. Refer Section 10 "Tutor Absence / Class cancellation".

6. Class Information

6.1 Class Timetable

Each day, ECC staff post a timetable of the use of all rooms all for that day, on the window of the office. This shows U3AIN classes and the associated room.

You can also see which room your class is allocated to via the Tutor Portal.

Contacting class members

It is advisable to contact your group by email a few days before each class as a reminder. Section 16.11 describes how to email your class. You should include your private email address when you use the MyU3A tutor email because the system does not allow for reply emails.

If you do not want to use your personal email address, it is recommended to create a different email account for this purpose.

Unfortunately, the system does not allow you to send attachments with emails, so you would need to send this via your personal email, or request the Admin Officer to do this for you.

It is also advisable to keep phone numbers of your group - this could be important in the case of small group outings or field trips.

A list of your groups contact details is available via the Tutor portal under 'Tutor Info'.

Tutors have a duty of care regarding privacy of member contact details. Therefore, the list must be kept safe, information not shared and is to be shredded when the class finishes for the year.

Contacting members on the waiting list

Members who are on waiting lists are unable to see their position in the list.

Tutors should review their waiting lists regularly.

It is courtesy to contact members who are on the waiting list. An example is "This is a courtesy email to advise you that you are on the waiting list for class XX. If a vacancy occurs, members are added to the class in the order of enrolment, and at this time you are nn in the list".

Note: Some Tutors elect to have their class size larger than they originally anticipated. Where this occurs, Tutors must ensure the number of attendees does not exceed the number allowed in the room due to insurance and fire and safety requirements;

- Meeting Room 1 (MR1) – 50
- Meeting Room 2 (MR2) – 60

- Hall - 60
- Stadium - 300.

Non-attendance

U3AIN considers that if a member misses 3 classes in a row without apology, then that class position is considered vacant. Whilst this is only a real problem if there are members on your waiting list, Tutors can, if they wish, follow-up with non-attendees by email, or alternatively ask the Admin Officer to do it for them.

6.2 Ongoing Member Enrolment

When a member enrolls in a class a copy of their confirmation email is sent as follows.

- From 1st Jan to the start of Term 1 – from the Admin Officer. This is so Tutors are not inundated with the emails on initial enrolment, before start of classes for the year.
- After the start of Term 1 – the confirmation email is sent to the Tutor listed in the MyU3A Database system. This is so you are aware of new members joining your classes/activities. If you do not want to receive these emails, contact the Admin Officer.

The MyU3A Database system allows new members to enrol in your course at any time, even mid-term, unless there is a waiting list. Please advise the Admin Officer if you do not want mid-term enrolments. The number of students can be capped at the current limit.

6.3 Attendance Sheet and Emergency Contacts

The attendance sheet, along with the Emergency Contact List should be printed before your first class from the MyU3A database and brought to each class.

Refer:

Section “16.4 How to print a class roll for marking attendances.”

Section “16.3 How to print your student’s emergency contact”

Please note that emergency contact information is confidential. The list must be kept safe and is to be shredded when the class finishes for the year.

Tutors are required to keep an up-to-date attendance sheet of your class.

The names of all class participants must be recorded on the printed attendance sheet at every session. Please check your list at the end of each session that the record is accurate. You can check the MyU3A database for any member who has registered an apology or has withdrawn from the class.

Remember that new members can join any time so please check your attendee list to the MyU3A database and advise the Admin Officer if there are attendees who have not enrolled, or if someone is consistently absent without notification.

U3AIN will need to keep the records and statistics on class attendance for various reasons including insurance and obtaining grants.

Therefore, at some stage (i.e. end of your one-off sessions or end of each term), please record the attendance on the database – refer “16.5. Recording Attendances in the database”, and return the printed forms to the Admin Officer. This must be handed to the Admin Manager or a photo or scan taken of your class attendance list and emailed to admin. The Admin Manager will contact tutors if the attendance sheet(s) have not been forwarded.

If you have difficulty updating the MyU3A database please contact the Admin Officer.

7. U3A Equipment

7.1 Storage and Equipment

There is limited storage space at ECC.

There is limited storage space at ECC. Currently U3AIN has one unlocked cupboard above the sink on the left-hand side in the small kitchen which hold badges, white board markers and coffee cups.

Programs, blank enrolment forms and registration forms are kept in the drawer next to the sink.

There is also limited storage space for U3A equipment which is kept in the locked back room. Please contact the Admin Officer if you require a key to this cupboard.

The equipment includes:

- Smart TV
- Projector
- Two - laptops
- PA System
- Headphones set
- Mahjong tables

Please bring to your classes any other equipment you might require including whiteboard markers and erasers (however these can be provided if requested – contact the Admin Officer).

Please inform U3AIN Admin of any technological or maintenance problems. Always have a “Plan B” in case the technology should fail.

Setting up

- Put on lights/air-conditioner
- Put out attendance sheet with a pen
- Set up tables and chairs
- Bring equipment from locked back room (if you have booked it).
- Ensure all - attendees have signed in.
- Ensure all attendees have name tags (new members will find theirs in the kitchen cupboard)

Packing up

- Put everything back as you found it (unless a following group requires what you have)
- Ensure attendance sheet is accurate and take home for next time and/or to provide to Admin (refer section ‘Attendance Sheets’)
- Pack back-room equipment properly (if used) and lock the cupboard
- Turn off the air conditioner and lights

How to pack U3A equipment

The laptop bags, the projector bag and a technology tub are found in the locked U3AIN cupboard in the locked back room. The TV sits against the wall in that room.

Each laptop bag should contain

- Laptop (older HP or newer ACER)
- Laptop power cord and power pack
- Mouse – ACER has a cordless mouse (which needs batteries) - switched off!

Projector bag should contain

- Projector
- Projector Power cord
- HDMI 4K cable

The technology tub should contain

- Extension cords
- Webcam
- The wireless laser pointer in its box (needs batteries) - switched off!
- Spare Power board
- Spare batteries
- Spare wired mouse
- Spare power pack
- Other mysterious items...

TV

- Leave the TV power cord and black power board attached to the TV
- Leave HDMI 4K cable attached behind TV in port marked HDMI 1
- Replace remote on to the Velcro on the back of the TV
- Replace black cotton TV cover over screen
- Park the TV safely against the wall in the back room. This may require some rearrangement of items and furniture as things in that room move.

If you can't find what you want it may still be attached to the TV or in the wrong bag.

Please let U3A Admin know if anything has gone missing!

How to set up the U3A TV and a laptop using the HDMI cable

- To turn the TV on, put the power plug into the power outlet. (The power cord plugs into the right side behind the TV but should already be there.) You may need to use the power board (which could be in the Tub) if you also want the laptop attached to the mains. The TV remote is kept on the back of the TV, stuck with Velcro.
- The TV should come on automatically, if not press the button "TV" on the remote.
- Plug the 4K HDMI cable into the laptop. The other end should already be in place in the HDMI 1 port behind the TV on the left-hand side. If the cable is not in the TV already, look in the Tub.
- Turn on laptop (button top left side of keyboard on the older HP laptop, or top right side of keyboard on the newer ACER laptop). (NB If you are using the older HP U3A laptop, it does not show a light to

indicate that you have turned it on, and there are a few seconds delay before the screen changes from black, so at first you may think it is not working.) Insert your USB into the laptop.

- This should now work, but if there are problems, open Windows File Explorer on the laptop and search for the USB on the left side of the screen.
- A cordless mouse (needing batteries) or a wired mouse can be used with the new ACER laptop but remember to turn the cordless mouse off!

7.2 How to use the Wireless Laser Pointer/Controller

- Take the pointer's USB out of the pointer and put it into the computer.
- Switch on the pointer (tiny on/off switch)
- Point it at the computer to change the slides of your presentation.
- Use the green laser pointer as needed. NB It doesn't work on the TV screen, only on the wall!!
- At the end of the presentation, take the pointer's USB out of the computer and slot it back into the pointer.
- Switch off the pointer.
- Spare batteries are kept in the Tub.

7.3 How to connect to WIFI

- Click on the internet symbol (like a globe) very bottom right of laptop.
- Options appear on upper right. Click on City of PAE WIFI – connect automatically.
- There is no password.
- A disclaimer will appear - just cancel this and you should be on.

Note: The ECC WIFI is not secure so should be limited in its use for your security.

7.4 Setting up the projector and U3A laptop

- You have to project onto a wall
- Take projector, laptop and tub out of locked U3A cupboard.
- Connect projector and laptop to power (use extension cord and power board) - push cords under the table so as not to be a trip hazard.
- Use the 4K HDMI cable to connect projector and laptop to each other. This cable should be kept in the projector bag.
- Turn on laptop (button top left side of keyboard on the older HP laptop, or top right side of keyboard on the newer ACER laptop). (NB If you are using the older HP U3A laptop, it does not show a light to indicate that you have turned it on, and there are a few seconds delay before the screen changes from black, so at first you may think it is not working.)
- Turn on "startup" button on projector.
- Make sure you open the lens! Adjust the height of projector (button underneath at the front will move the stand up and down). Note when you pack the projector away, you need to put the stand down.
- Insert the USB into laptop.

- You should now be able to connect to the presentation through the USB. However, if that doesn't work, open Windows File Explorer on the laptop (or use shortcut – press Windows key +E) to find the USB (on the left side of the screen).
- A cordless mouse (needing batteries) or a wired mouse can be used with the new ACER laptop but remember to turn the cordless mouse off!

7.5 U3A Inner North PA systems

We have several options for voice augmentation. (*Please be aware that “speaking loudly” does not overcome issues with sound systems. There are many types of deafness, most of which cannot be addressed by “speaking loudly”*). There are two Public Address (PA) speakers in boxes at the bottom of the locked grey cupboard, marked A and B.

- PA Speaker A is for use by the Circle Dance group ONLY on Tuesday mornings. It runs from the mains and is used with a big wireless microphone (with 2 AA batteries) and a headset microphone in a pink box. The Circle Dancing Tutors are responsible for recharging this headset.
- PA Speaker B (the bigger one) is for general use. It can be used with different microphones.

Note:

- All PA microphones need to be close to the mouth to be effective and to minimise feedback.
- To avoid feedback noise, make sure the PA speaker/amplifier is well in front of the presenter or well to the side of the presenter.
- PA Speaker B has 2 volume controls at the back and only the MIC.VOL needs to be turned up when using the MIC IN. socket.
- User setup instruction booklets are all kept in the individual boxes.
- Spare batteries are in the plastic accessories tub.

7.6 Microphone options

- **Option 1** is to use PA Speaker B and the big hand-held microphone which work together from the mains, so the microphone does not need recharging. The big microphone plugs into the PA speaker MIC IN and runs via a 3.5 metre cord. This microphone can be hand-held or placed on a table with the adjustable little stand (both the microphone and the stand are kept in the plastic accessories tub.)

NOTE: Options 2,3,4 below allow for total movement around a meeting but are more complicated to set up and use.

- **Option 2** is to use the wireless microphones in Box 4. This kit has a microphone transmitter (and a spare transmitter) and one dual receiver each running on 2x AA batteries. If you choose to use this kit you will need to read the enclosed instructions carefully to become familiar with its setup and use as you need to correctly set multiple volume controls. There is a lapel microphone in the kit. Optional “over the ear” microphones can be found in a coloured box in the plastic accessories tub.

NOTE: Options 3,4 should be read if options 1 and 2 are unsatisfactory.

- **Option 3** is to use the headset microphone in Box 2 in the plastic accessories tub (pink). If you choose to use this, you will need to read the enclosed instructions to become familiar with its use.
- **Option 4** is to use the lapel microphone in Box 3 in the plastic accessories tub. If you choose to use this, you will need to read the enclosed instructions to become familiar with its use.

NOTE: Options 3 & 4 headset and lapel microphones have rechargeable batteries, so they need to be taken home to be charged after each use. Anyone using these microphones needs to take responsibility for battery recharging but as there are other options available, it should not be an issue if the microphone is not returned for a week. Please let U3AIN Admin know if you are taking any items home for recharging so we know where they are.

There is also an older small PA speaker with a headset (Box 1 in the plastic accessories tub). This is only suitable to use if you have a very small audience. If you want to use this, you will need to read the instructions to become familiar with its use. You will also need to take responsibility for battery recharging after each use.

7.7 How to manage multiple screens with PowerPoint

- Press Windows key (bottom left of keyboard) and P. This is a shortcut and will open a side panel called Project and give you the option to change screen settings.
- The other way to do this is R click on screen, go to display settings, then find Multiple Displays, then choose between duplicate or extend. There are 2 other options you are unlikely to need.
- Use the duplicate setting if you want both screens to be exactly the same.
- On duplicate screen setting, the mouse will appear in the same place on the second screen as on the main screen, but not on extend screen setting. (Similarly, for You-Tube clip.)
- When you use presenter view in PowerPoint it will change to the extend screen setting. It is as if the second screen was adjacent to and continuous with the main screen. This seems to happen automatically.
- (In presenter view you may need to revert to the duplicate screen to play a YouTube clip (or it may do it automatically?), or you can drag.)
- You can drag a You-Tube clip across to the second screen if you want it to be visible there.
- Similarly, to use the mouse with extend screen you have to drag it and use it on the second screen.
- Note that you can only drag to the right. ...
- Note that there is no default screen. The laptop will remain where it was last time it was changed i.e. if someone else changes the setting you may need to change it back).
- Remember the shortcut – Windows button plus P.

Another hint

For some reason you don't get what's on the computer screen appearing on the TV screen until you start the slide show; just click "slide show", then "from beginning" and everything seems to start.

8. Your First Session at ECC

U3AIN is charged for the use of rooms at ECC. This means that if your session is booked through the ECC Booking System from 9.30 to 11am, you can only access the room at 9.30 for set up and packing must be completed by 11am. ECC have the right, and have charged U3AIN when Tutors have not adhered to this requirement. If you require additional time for setup, clean up, please contact the Program Manager.

Bring your printed Attendance Sheet and Emergency Contact Lists to class.

Your attendance sheet should be placed on a table near your door for attendees to check off their names, or you can tick names off on arrival.

At the first session, and for all new members throughout the year, explain the location of the toilets, the First Aid box, the fire extinguishers and Fire Exits, and the site of the meeting point in the event of an evacuation.

Introduce yourself and explain your interest in your subject, give a brief overview of the course/session, discuss any course materials and any other relevant information as appropriate.

If the course is ongoing, give participants your email address (your phone number is optional depending on whether you prefer to communicate by email or text). Ask them to contact you directly about all matters connected specifically to your course and to send you an apology if they are unable to attend a session. An apology is essential for some classes but not so for others so make sure that your class members know your preference.

The meeting room should be left as it was found unless you have an arrangement with the next group.

Remember to have available at each session

- Attendance sheet
- List of attendees personal and emergency contacts (confidential)

Before you leave

- Check attendance roll is accurate
- Safely put away all our equipment, tables and chairs
- Turn off heaters and air-conditioners
- Turn off all lights
- Close the door

9. Your First Session Externally

Bring your printed Attendance Sheet and Emergency Contact Lists to class, and mark off attendance.

At the first session explain relevant information to the external event e.g. toilets, safety etc

10. Tutor Absence / Class cancellation

Planned Tutor absences during the term are always possible. A Tutor may be able to put alternative arrangements in place or the class could be cancelled for a short time.

If you are handing over Tutor responsibilities because of an absence, remind the proxy tutor of key information including attendance sheet and Emergency Contact list.

Unplanned absences can also occur which may require the class to be cancelled.

If you need to cancel or change a class, please contact the Program Manager. Although not always possible to give suitable notice, please be aware that a minimum of 16 days' notice is required so your class can be updated on the ECC booking system, avoiding room charges.

The Tutor is to advise their students of any cancellations or changes, unless this is not possible, in which case, please advise the U3AIN Admin Officer or Program Manager.

11. Health and Safety

An incident form must be filled out when a significant accident or event occurs. These can be found in the drawer adjacent to the kitchen sink. This is to be completed and emailed to the Admin Officer as soon as possible, so the President can be advised, and appropriate investigation initiated.

If a member collapses at a U3AIN course or event, it is our policy to call an ambulance. Members are advised to ensure they have adequate personal Ambulance Insurance to cover any call-out costs and to ensure their Emergency Contacts are aware of their medical needs.

Carers of members with disabilities are welcome to accompany those members to U3A Inner North classes and events but are requested to remain with their client. U3A Inner North is not in a position to provide assistance should it be needed.

12. Social Interaction

Tutors play a pivotal role in establishing a climate in which class members can enjoy their time learning together in a social setting. Tutors should welcome new members and be introduced to the class. Tutors may wish to encourage discussion, allow time for conversation or just have a class break.

U3AIN does not provide tea/coffee etc, however you are welcome to arrange this with your students as hot water is available in the kitchen. Students need to bring their own cup/mug.

13. Concerns / issues with a member

If you have any concerns or queries regarding a member, you do not have to deal with this yourself particularly if you are uncomfortable doing so. Contact the President to discuss how best to deal with the situation so appropriate action can be taken.

14. U3A Inner North Policies

Current U3AIN policies are available on the website. Tutors are required to be familiar with the following, in particular.

- Carers Accompanying Members Policy
- Code of Conduct
- Hot Weather
- Medical Emergency
- Photography and Publicity
- Privacy Policy
- Constitution

Tutors and members are required to read and abide by these policies. Notice of new/updated policies will be advised via email.

Contact U3AIN Admin if you have any queries.

14.1 Privacy and confidentiality

Tutors are expected to maintain confidentiality and to respect and support their colleagues and class members at all times.

Member personal and emergency contact details are to be kept safe and secure and not to be provided to any other person – any such requests are to be referred to U3AIN Admin Officer or President. At the end of your class for the year, paper copies are to be securely destroyed or returned to the U3AIN Admin Officer.

Any photographs taken at U3A events may be used for publicity purposes. If you do not wish your image to be used, please advise the photographer not to include you and, if possible, move to the sidelines to allow photography of the rest of the group.

14.2 Expenses and reimbursement – course material and equipment

Tutors are responsible for organising and the cost of their own handouts. Tutors can seek reimbursement directly from participants if required for course materials in which case students would pay the Tutor directly.

Course equipment may need to be replaced at times. If this becomes necessary, please email details to the President. Once any such expenditure is approved, please proceed with the purchase obtaining all receipts and submit a [Expense claim individual](#) form for reimbursement.

15. Other Information

- Tea and coffee are not provided by U3AIN, however the use of hot water in the kitchen is available to anyone choosing to bring their own supplies to each class. Everyone is to bring their own mug/cup.
- Tutor can arrange special events e.g. lunches at the cost of the group.
- If you wish to offer an outing or make other time changes please try to keep as much as possible to your scheduled time, remembering any changes you make might suit your members but could impact on another scheduled U3AIN class
- Tutors are not to handle membership money. Please direct all membership enquiries to the Membership Officer or the Admin Officer. However, if someone simply wishes to obtain a blank form, there are membership and enrolment forms in the drawer next to the kitchen sink.
- Name badges are in the cupboard above the sink and can be handed out by the Tutors. Please direct any other queries from members regarding name badges – plastic or metal – to the Membership Officer. *(Where appropriate, members should consider seeking medical advice prior to ordering a metal/magnetic name badge).*

16. Database Instructions for Tutors

16.1 How to log in to the Tutor Portal and access your classes

- Click on the **Tutor Login** link on the website to open the login screen.
- Enter your MyU3A Member ID and your password. If you have forgotten these, go to the Members Login and click on **Forgotten Password/Id**, fill in your email and your details will be emailed to you. Any further problems email the U3AIN Admin Officer.
- When you log in you will get a list of **your classes**.

Class Year	Name	Plc	Rsv	W/L	Enr	From	To	Day	Time	Term	Venue	Suburb
100-01 2022	COMPUTING FOR BEGINNERS	3	0	1	3	07/11/2022	05/12/2022	Mon	0900-1100	4	weekly Enfield Community Centre	Enfield
101-01 2022	CARD MAKING	12	0	0	0	18/10/2022	06/12/2022	Tue	1100-1300	4	wk1.3 Enfield Community Centre	Enfield

Highlights: Inactive Next Year Last Year

Select Back Exit Help u007(1)

Abbreviations:

- **Plc** – maximum number of students in your class
- **Rsv** – reserved – number of places not available for online enrolment (reserved for office allocation)
- **W/L** – waitlisted – number of students on the waitlist.
- **Enr** – number of students enrolled.

Select the class you wish to look at by clicking on the circle to the left of the class ID and then click on Select (as per screen shot above).

The “**Class Profile**” screen appears:

Class Profile
Class: 100-01 **Year:** 2022; [] **COMPUTING FOR BEGINNERS**
 Basic instruction on how to use your computer.
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 **Reserved:** 0 **Requests:** 1 **Enrolled:** 3 Last
Course Phn: 0410 434 048
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
Class Dates: Start: 07/11/2022 End: 05/12/2022
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

Students To adjust students in your class
Tutor Info Your private list of emergency & student contact details
Next Return to your list of classes **Email Class** Email students in this class

Term: 1 2 3 4 **Mark Day** Record student attendances at your class
 Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
 Start Date: **Summary** Summary of forward apologies etc
Exit u007(3)

You'll use the green buttons on this screen to use other functions and you'll be returned here if you click **Done** (or sometimes **Next**) from them.

16.2 How to view your student lists

Click on **Students** on your "Class Profile" screen.

Class Profile
Class: 100-01 **Year:** 2022; [] **COMPUTING FOR BEGINNERS**
 Basic instruction on how to use your computer.
Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 **Reserved:** 0 **Requests:** 1 **Enrolled:** 3 Last
Course Phn: 0410 434 048
Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
Class Dates: Start: 07/11/2022 End: 05/12/2022
Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

Students To adjust students in your class
Tutor Info Your private list of emergency & student contact details
Next Return to your list of classes **Email Class** Email students in this class

Term: 1 2 3 4 **Mark Day** Record student attendances at your class
 Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
 Start Date: **Summary** Summary of forward apologies etc
Exit u007(3)

You will see a list of all enrolled members and any on the waitlist (**Waiting**), for your course.

Enrolment Status

100-01 2022 COMPUTING FOR BEGINNERS
Tutor: Louise Kennedy 11/11/2022 0431 765 234: 08 8267 9898
Venue: Enfield Community Centre Enfield (Meeting Room 2)
Class Dates: 07/11/2022 thru 05/12/2022 **Sessions:** 0900 - 1100 Mon (weekly) **Sems:** 4

Id	Name	Suburb	Phones	Email	Requested	Accepted
<input type="radio"/> 478	Tom Jones	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/> 479	Dolly Parton	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/> 477	Jack Smith	Prospect	08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/> 476	Mary Smith	Prospect	08 1234 5678	dummy@email.com	11/11/2022 15:10	Waiting

The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.

Highlights: **Withdrawn** **Offer Expired** **Offer In Grace**
 Places=3 Reserved=0 accepted=3 (3) requests=1 (1) Offers=0 Expired=0 withdrawn=0

List Waitlist **Next** **Exit** u007(4)

The **Requested** column shows the date a member was put onto the waitlist.

The **Accepted** column shows the date of enrolment of confirmed members.

The green buttons on the bottom of the page provide the following functions:

- **List Waitlist** lists those on the waitlist along with the dates and times they enrolled.
- **Next** will take you back to the “Class Profile” screen.
- **Exit** returns you to our website.

16.3 How to print your student’s emergency contact

Click on **Tutor Info** from your “Class Profile” screen:

Class Profile
 Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
 Basic instruction on how to use your computer.
 Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
 Course Phn: 0410 434 048
 Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
 Class Dates: Start: 07/11/2022 End: 05/12/2022
 Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

Students To adjust students in your class
Tutor Info Your private list of emergency & student contact details
Next Return to your list of classes **Email Class** Email students in this class

Term: 1 2 3 4 **Mark Day** Record student attendances at your class
 Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
 Start Date: **Summary** Summary of forward apologies etc
Exit u007(3)

You will get a list, in family name order, of all enrolled students together with their health concerns, if recorded, and their emergency contact details. This is an important list and you should always have a printed copy of this in class in case of emergencies. As new students enrol, ensure you obtain an updated list.

Since it contains personal data, this must always be kept in your possession only and is not to be shared with others.

Student Contact Information
 Hi Louise,
 Here is confidential information relating to your students. Please keep for use in emergencies. Medical condition and emergency contacts follow each student's contact details.

Class 100-01 COMPUTING FOR BEGINNERS Enfield Community Centre 540 Regency Road, Enf

Member	Name	Phones	Email	Paid	Status
478	Tom Jones unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Enrolled
479	Dolly Parton unknown	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Enrolled
477	Jack Smith unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Enrolled
476	Mary Smith unknown Jack Smith	08 1234 5678 08 1234 5678	dummy@email.com	Yes	Waitlist

Enrolled: 3: Waitlist: 1
 Tutor: Louise Kennedy 0431 765 234

Print **Done** u007(5)

At the bottom of the screen, you will see two buttons:

- **Print** for a copy to be printed.
You can either print a hardcopy or you can set the Destination as 'Save as PDF', save to your computer and then email the document to yourself, or upload to your mobile.
- **Done** to take you back to the "Class Profile" screen.

16.4 How to print a class roll for marking attendances

From your "Class Profile" screen:

Select the term and click the button **Attendance Report**.

Class Profile
 Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
 Basic instruction on how to use your computer.
 Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
 Course Phn: 0410 434 048
 Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
 Class Dates: Start: 07/11/2022 End: 05/12/2022
 Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

Students To adjust students in your class
Tutor Info Your private list of emergency & student contact details
Next Return to your list of classes **Email Class** Email students in this class

Term: 1 2 3 4 **Mark Day** Record student attendances at your class
 Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
 Start Date: **Summary** Summary of forward apologies etc

Exit u007(3)

The Attendance Report lists all students down the page, one column for each class date. **Only one term's dates will be on the report.**

Scroll down the screen and at the bottom you will see two buttons.

- **Print** to print this page of the class roll for the class sessions.
- **Done** to take you back to the **Class Profile** screen.

Use the printed report to manually record attendances, withdrawals, absences and apologies during your class.

✓ for attended

A for Apology/Absent

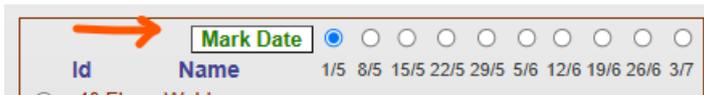
W If the person has withdrawn from your class

Minimally, at the end of each term, record the attendance on the database – refer "16.5. Recording Attendances in the database".

Please also send the completed forms at the end of each term, or end of your course whichever comes first to U3AIN Admin – refer "6.3 Attendance Sheets".

Next, you can bulk update attendance for all other students.

Select the date required at the top of the screen then select **Mark Date**



This will tick all other students as attended.

Mark Class 1/5

54-01 SOCIAL TABLE TENNIS
 Venue: Enfield Community Centre Enfield Room 5 ((Stadium))
 Class Dates: 07/02/2024 to 04/12/2024 Sessions: 0930 - 1100 Wed (weekly) Terms: 1234

Id	Name	1/5	8/5	15/5	22/5	29/5	5/6	12/6	19/6	26/6	3/7
<input type="radio"/>	123 Brad Smith	<input checked="" type="checkbox"/>									
<input type="radio"/>	156 Beth Hart	<input checked="" type="checkbox"/>									
<input type="radio"/>	456 Lyn Evans	<input type="checkbox"/>	A	A	A	A	A	A			A
<input type="radio"/>	789 Bill Brown	<input checked="" type="checkbox"/>					A		A		
<input type="radio"/>	958 Lee Jones	<input checked="" type="checkbox"/>						A		A	
<input type="radio"/>	325 Pat Peer	<input checked="" type="checkbox"/>						A		A	
<input type="radio"/>	111 Joel Bird	<input type="checkbox"/>	A	A							
<input type="radio"/>	542 Lilly Green	<input type="checkbox"/>	A	A							
<input type="radio"/>	852 Mel Spice	<input checked="" type="checkbox"/>	A			A		A	A	A	A
<input type="radio"/>	Etc	<input checked="" type="checkbox"/>									A
<input type="radio"/>	Etc	<input checked="" type="checkbox"/>		A							A
<input type="radio"/>		<input checked="" type="checkbox"/>					A	A			
<input type="radio"/>		<input checked="" type="checkbox"/>						A			
<input type="radio"/>		<input checked="" type="checkbox"/>	A	A			A	A			
<input type="radio"/>		<input checked="" type="checkbox"/>	A				A	A			
<input type="radio"/>		<input checked="" type="checkbox"/>	A	A	A		A	A			
<input type="radio"/>		<input checked="" type="checkbox"/>	A		A	A	A				A
<input type="radio"/>		<input checked="" type="checkbox"/>	A	A			A	A			A

Step 3. To mark the roll for the day, Untick any members not present on this day and click **Mark** or click **Cancel**

Mark **Cancel**

If you have made a mistake, select **Cancel**, otherwise select **Mark**.

Repeat for any other dates.

If you need assistance or unable to update online, please contact the Admin Officer.

16.6 How to view and edit your student lists

Click on **Students** on your "Class Profile" screen.

Class Profile

Class: 100-01 Year: 2022; [] COMPUTING FOR BEGINNERS
 Basic instruction on how to use your computer.
 Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
 Course Phn: 0410 434 048
 Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
 Class Dates: Start: 07/11/2022 End: 05/12/2022
 Term: 4 7/11, 14/11, 21/11, 28/11, 5/12.

Students To adjust students in your class
Tutor info Your private list of emergency & student contact details
Next Return to your list of classes **Email Class** Email students in this class

Term: 1 2 3 4 **Mark Day** Record student attendances at your class
 Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
 Start Date: 11/11/2022 **Summary** Summary of forward apologies etc
Exit u007(3)

You will see a list of all enrolled members, and those on the waitlist, for your course (if there are any).

The **Requested** column shows the date this member was put onto the waitlist.

The **Accepted** column shows the date of enrolment of confirmed members of the class.

Enrolment Status

100-01 2022 COMPUTING FOR BEGINNERS
Tutor: Louise Kennedy 11/11/2022 0431 765 234: 08 8267 9898
Venue: Enfield Community Centre Enfield (Meeting Room 2)
Class Dates: 07/11/2022 thru 05/12/2022 **Sessions:** 0900 - 1100 Mon (weekly) **Sems:** 4

Id	Name	Suburb	Phones	Email	Requested	Accepted
<i>The Accept button is now only available on the Waitlist Listing to ensure correct sequence of allocation.</i>						
<input type="radio"/>	478 Tom Jones	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	479 Dolly Parton	Prospect	08 1234 5678 08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	477 Jack Smith	Prospect	08 1234 5678	dummy@email.com		11/11/2022
<input type="radio"/>	476 Mary Smith	Prospect	08 1234 5678	dummy@email.com	11/11/2022 15:10	Waiting

Highlights: Withdrawn Offer Expired Offer In Grace
 Places=3 Reserved=0 accepted=3 (3) requests=1 (1) Offers=0 Expired=0 withdrawn=0

u007(4)

16.7 How to delete a student from your class

Select student and click on **Del/Act**. The student will disappear from your list.

allocation.

552 Sarah Ferguson Prospect 08 1234 5678 08 1234 5678 dummy@email
 551 Jill Jones Prospect 08 1234 5678 08 1234 5678 dummy@email
 553 Charles King Prospect 08 1234 5678 08 1234 5678 dummy@email
 550 Jack Smith Prospect 08 1234 5678 dummy@email

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):
 Move to Class:
 Waitlist:
 Delete/Activate:

16.8 How to add a New Student to your class (or re-instate a deleted student)

Type first three letters of student's surname and click on **Add**.

allocation.

552 Sarah Ferguson Prospect 08 1234 5678 08 1234 5678 dummy@email.com
 553 Charles King Prospect 08 1234 5678 08 1234 5678 dummy@email.com 05/05/2023
 550 Jack Smith Prospect 08 1234 5678 dummy@email.com

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):
 Move to Class:
 Waitlist:
 Delete/Activate:

Select correct name and click on **Select**.

551 (F) Jill Jones Prospe
 212 (M) Kathy Jones Golder

Lines=4

u007(1)

The student will appear on your student list. They will receive an email confirming their enrolment in your class.

16.9 How to transfer a student from your waitlist to your class

Click on **List Waitlist**.

○ 550 Jack Smith Prospect 08 1234 5678 dumm

Highlights: Withdrawn Offer Expired Offer In Grace

Reason

Add (namekey):

Move to Class:

Waitlist:

Delete/Activate:

Places=3 Reserved=0 accepted=3 (2) requests=1 (1) Offers=0 Expired=0 withd

u007(4)

If you have someone on the Waitlist they will not automatically be accepted into the class, you need to add them as per instructions below.

Students on the Waitlist will be in order of date/time of applying for enrolment. Select the person who has been waiting the longest and click on **Accept** to transfer the student to your class.

Wait List

123-01 2023 BEGINNERS SPANISH

Tutor Louise Kennedy 0432 771 257: 08 8266 2296

Venue: Enfield Community Centre Enfield (Meeting Room 2)

Class Dates: 24/07/2023 thru 04/12/2023 Sessions: 1100 - 1200 Mon (weekly) Sems: 34

Id	Name	Suburb	Phones	Email	Date	Time
553	Charles King	Prospect	08 1234 5678 08 1234 5678	dummy@email.com	05/05/2023	1411

Highlights: Online Offer Expired Offer In Grace

Lines=1

The student will then appear on your class list. They will receive an email confirming their enrolment. (You can accept students from the Waitlist even if your class is already full.)

Click on **Next** to go back to the Class Profile.

16.10 How to check for apologies

Click the button **Summary** on your "Class Profile" screen.

Class Profile

Class: 100-01 Year: 2022: COMPUTING FOR BEGINNERS

Basic instruction on how to use your computer.

Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last

Course Phn: 0410 434 048

Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4

Class Dates: Start: 07/11/2022 End: 05/12/2022

Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

To adjust students in your class

Your private list of emergency & student contact details

Return to your list of classes Email students in this class

Term: 1 2 3 4 Record student attendances at your class

Term: 1 2 3 4 Print a roll for marking attendances

Start Date: 11/11/2022 Summary of forward apologies etc

u007(3)

This will show you if a member has indicated they will be absent from the class on certain dates.

Attendance Summary
 Class 100-01 2022 COMPUTING FOR BEGINNERS
 Mon 0900-1100 Enfield Community Centre (Meeting Room 2) Tutor: Louise Kennedy

Id	Name	14/11	21/11	28/11	5/12
478	Tom Jones				
207	Louise Kennedy				
479	Dolly Parton				
477	Jack Smith		A		

Next Exit u007(17)

Click **Next** to take you back to the **Class Profile** screen.

16.11 How to email your class from the Tutor Portal

Click on the **Email Class** Button.

Class Profile
 Class: 100-01 Year: 2022: [] COMPUTING FOR BEGINNERS
 Basic instruction on how to use your computer.
 Tutor: 11/11 Louise Kennedy (0431 765 234)

Places: 3 Reserved: 0 Requests: 1 Enrolled: 3 Last
 Course Phn: 0410 434 048
 Venue: Enfield Community Centre [(Meeting Room 2)] 540 Regency Road, Enfield Mon (weekly) 0900-1100 Terms:4
 Class Dates: Start: 07/11/2022 End: 05/12/2022
 Term: 4 7/11, 14/11, 21/11, 28/11, 5/12,

Students To adjust students in your class
Tutor info Your private list of emergency & student contact details
Next Return to your list of classes **Email Class** Email students in this class

Term: 1 2 3 4 **Mark Day** Record student attendances at your class
 Term: 1 2 3 4 **Attendance Report** Print a roll for marking attendances
 Start Date: 11/11/2022 **Summary** Summary of forward apologies etc

Exit u007(3)

The Class Email screen will appear.

myu3a01.myu3a.net/home/www/u3ainl

* Subject:

* Email Text:

SendToClass NB! Do not exit the next screen until all members have been listed

Next u007(20)

- Enter a suitable Subject line and the text of the email.
- The emailer program will insert the following two lines automatically to the email, so there is no need to insert a greeting line.

Member: Member id, Given name, Family name

Hi, Given Name

- When satisfied that the Subject and Text are what you want, click on the **SendToClass** button to send the email. Depending on the class size, sending the email may take several minutes. Please do not close the window, leave the page or resend otherwise your students will receive multiple emails.
- A Class List screen will appear. This may display in segments depending on how busy the system is.
- The members of the class are listed with their IDs and whether they are emailed, or the message needs to be posted.
- A summary is then shown giving the number of members on the wait list (these do not receive the email), the number of students enrolled, the number of students emailed, the number of students posted.

Do not leave the page until all class members have been listed.

If you wish for a reply to your email, you must include your personal email address in the text of the email, as the members cannot just send a 'return' email to the sender.

NOTE: the internal email system is very slow. It may seem as if your email didn't send but don't press send again! You can tell if it's still thinking by the little circle going around in the top corner! So go and have a cup of tea, especially if you have a large class, then exit only when all the class members are listed.

To leave the page click on the **Next** Button to return to the Class Profile screen or the **Exit** button to exit from the Tutor Portal.

17. NEED HELP?

You can access HELP information for the MyU3A database by selecting the Help option once you have logged on to the Tutor Portal.



If you need additional help or support at anytime, please contact the U3AIN Admin Officer.

18. Code Of Conduct

U3A Inner North expects that all members, Tutors, and other volunteers will behave in a courteous and civilised manner in all dealings relevant to U3A Inner North. As a member of U3A Inner North, you therefore agree to abide by this Code of Conduct by:

Participating in U3A Inner North activities in a friendly and positive way at all times.

Being honest and ethical in all dealings with U3A Inner North.

Showing respect, courtesy and consideration to everyone you deal with in U3A Inner North and the general public in relation to our activities.

Being punctual and reliable in attending U3A Inner North classes/events/office rosters or other commitments; and forewarning of unavoidable absences, withdrawals from classes and events.

Observing strict confidentiality regarding organisational and member's personal information to which you may have access.

Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, gender, sexuality, culture, religions, age and mental or physical disability.

Not engaging in behaviour that is inappropriate, disruptive or intimidating, as would breach the rights of other persons to participate in a class/event or to carry out their designated role.

Preserving the wellbeing and safety of members, Tutors and presenters, office staff, committee and working group members by:

- Participating safely in each class or activity and abiding by all reasonable directives or prerequisites specified by the Tutor or group leader for that participation.
- Refraining from activities or comments that would place others in a vulnerable situation.
- Not causing any wilful damage to any premises, materials, facilities, or equipment used by U3A Inner North.

Promoting U3A Inner North in a positive manner.

Abiding by this Code of Conduct and all other U3A Inner North published policies and procedures.