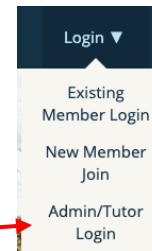


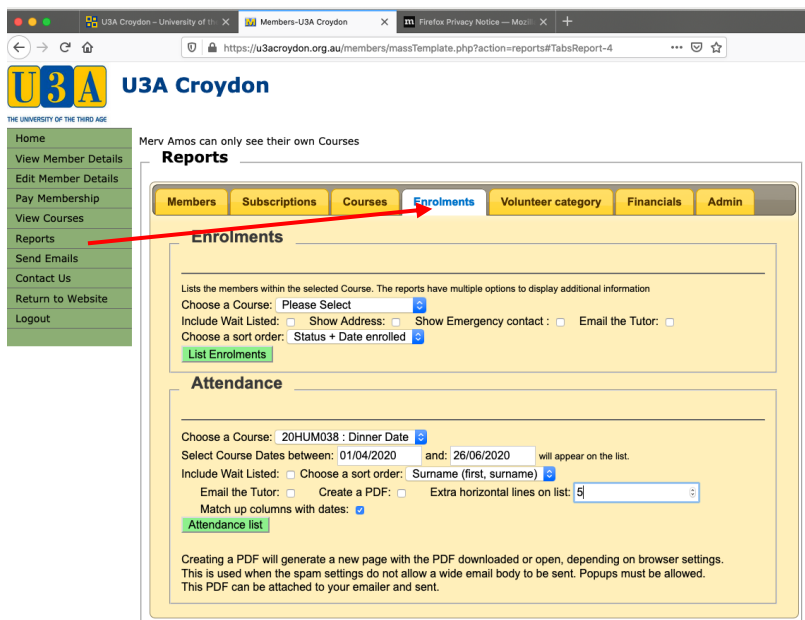
PRINTING ATTENDANCE LISTS FOR TUTORS

2: LOGIN FROM [HTTPS://U3ACROYDON.ORG.AU/](https://u3acroydon.org.au/)



SELECT ON THE LEFT-HAND SIDE “REPORTS”

A. Open Enrolments tab



U3A Network Victoria INC Member Database System provided under license from Soft Sys Membership Software Version: 5.48 18/03/2020 U3A Croymdon Inc.

B. Scroll to bottom of page

- i. **Attendance List**
- ii. Choose a Course from drop down list (This should already be listed)
- iii. Enter Dates from start of Term to end of Term
- iv. Choose a sort order eg Surname, (first, surname)
- v. Add extra horizontal lines on the list. Eg: 5 (This allows you to add any new members)
- vi. Check other boxes if required. Eg: Email Tutor or Create a PDF
- vii. Select **Attendance List** and print