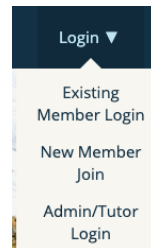


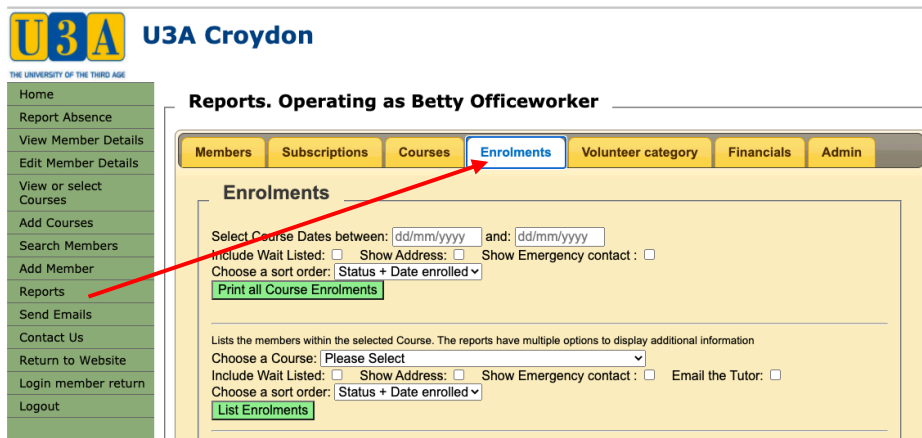
PRINTING CLASS LISTS FOR TUTORS

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



1. SELECT ON THE LEFT-HAND SIDE “REPORTS”

A. Open Enrolments tab



2. LIST ENROLMENTS

- i. List Enrolments
- ii. Choose a Course from drop down list (This should already be listed)
- iii. Select “include Wait Listed”
- iv. Then select “List Enrolments”
- v. This will give you a list of all members enrolled in your class including the email addresses
- vi. Check for those members with an email as

noemail@u3acroydon.org.au

NB: Used when we need an urgent message sent out to all Members. We ask that the No Email members on your class list to be contacted by the Tutors to keep them informed