

# U3A - Membership Administration System

## What is U-MAS?

U-MAS is the U3A Member Administration System recommended by U3A Network Victoria after research throughout the State by an independent consultancy group.

All U3As in Victoria are able to participate in Network's license for **U-MAS**. It is designed specifically to meet the needs of Member U3As and enjoys the support of a team of volunteers from participating U3As.

**U-MAS** is a function rich, easy to use, membership and course administration system specifically tailored for use by U3A organisations. You do not need to be an IT specialist to manage or run this system.

It simplifies the work of the course coordinator and all aspects of membership management.

It supports you to provide:

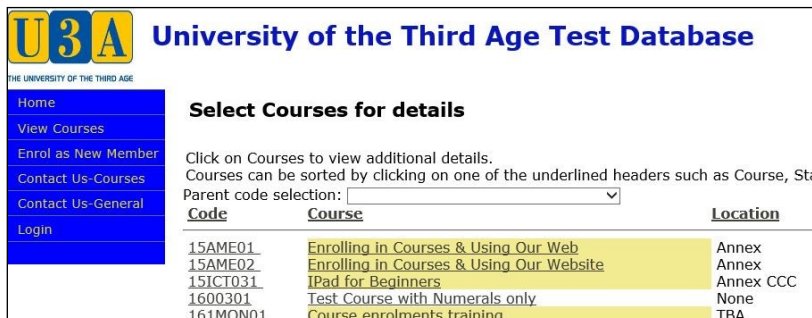
- Increased professionalism in dealing with members and public
- Increased service to members
- Reduction in volunteer hours to manage members and classes (50% - 70% after first full year)
- Easier management of classes and enrolments
- Support for your Treasurer

## What features does U-MAS provide?

- Create and maintain member, course and enrolment records
- Allow your new and existing members to join and enrol in courses on line from anywhere
- Enable your U3A Office staff to assist members without internet connection.
- Extensive search facilities
- Report on Members, Subscriptions, Courses, Enrolments, Volunteers and Financial Reports
- Email members, based on member type, courses enrolled, volunteer category and many more
- Ability to easily tailor settings to suit the needs of your U3A
- Link to your existing U3A website
- Strong security to ensure the protection of member's information is provided

*By 6.00pm on  
Enrolment Day 2,  
over 1000 members  
had enrolled and we  
were all still talking to  
each other!*

*U3A Nunawading*



**U3A University of the Third Age Test Database**

THE UNIVERSITY OF THE THIRD AGE

Home  
View Courses  
Enrol as New Member  
Contact Us-Courses  
Contact Us-General  
Login

**Select Courses for details**

Click on Courses to view additional details.  
Courses can be sorted by clicking on one of the underlined headers such as Course, Start Date, Location, etc.

Parent code selection:

<u>Code</u>	<u>Course</u>	<u>Location</u>
15AME01	Enrolling in Courses & Using Our Web	Annex
15AME02	Enrolling in Courses & Using Our Website	Annex
15ICT031	IPad for Beginners	Annex CCC
1600301	Test Course with Numerals only	None
161MON01	Course enrolments training	TBA

## What support is available?

Whilst the system is designed to be easy for all sometimes support is needed.

**The U-MAS Implementation Team** help with planning, setting up, loading data, and getting started.

**The U3A Network U-MAS User Group** includes a representative from each U3A using U-MAS, led by volunteer experts who provide that friendly support. Each year they run Support Group meetings for our member U3As so we can learn from each other.

## What does it cost?

**Joining fee:** There is no cost to join, to use or to access support for U-MAS.

**For more information, contact the U3A Network Victoria Office.**

Secure 'cloud storage can be arranged if requested by the U3A. Use of a commercial service ensures certainty of operation and the management of enhancements to ensure the system continues to meet the needs of your U3A into the future. This arrangement with your hosting provider has a commercial cost to be paid by your U3A.

## What computer skills do you need?

Only very basic computer skills as well as U3A knowledge are needed to run this system. No programming skills are required. However, a Systems Administrator is essential. Other roles can be learned as **U-MAS** is implemented. It is designed to be easy and helpful for our U3As to use.

Implementation support offered by the **U-MAS** Implementation Team includes help with:

- Data clean-up and loading
- Written guidelines on the implementation project
- Training materials
- Role definitions:

Our suggested personnel definitions have been developed while working with our Member U3As as a guide only. These suggested roles may be combined or allocated according to your U3A structure.

*Having U-MAS early  
in our existence means  
we could administer  
membership and  
course enrolments for  
many members with  
ease.*

*We don't just  
recommend U-MAS,  
we would encourage  
other U3As to  
adopt it!*

*U3A Moreland*

Reports.						
Members	Subscriptions	Courses	Enrolments	Special Interest	Financials	Admin
<b>Members</b>						
<input type="button" value="List Members"/>	Choose a sort order: Surname		▼	Active members only: <input checked="" type="checkbox"/> unchecked for Inactive		
Surname between: <input type="text"/>		and		<input type="text" value="zzzzzzzzzz"/>		
<input type="button" value="List Member Type"/>						

**Ready to join? Want to know more?**

**Contact: The U-MAS Implementation Team Leader  
via the U3A Network Office**

**Phone: 9670 3659**

**[info@u3avictoria.com.au](mailto:info@u3avictoria.com.au)**