MITION PROCESS (REG003)
How to enrol a member in a course

A guide to be used by Regional Course coordinators, Venue coordinators and Booking Secretaries
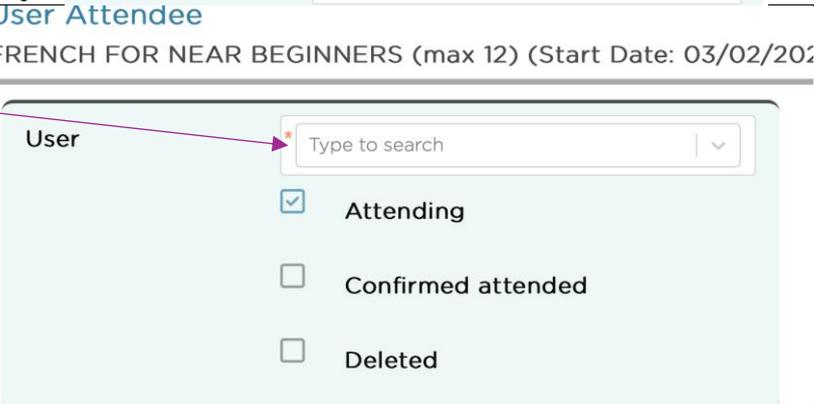
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Summary:

Step 1	Log in to: sydneyu3a.org using your username and password, or your membership number and password	
Step 2	• Choose **Courses** from the list at the top of the screen	A full list of all available courses appears
Step 3	• Refine the search for the course by using the filters – region, or venue • Each filter has a drop down menu with the options • Click on your option	
Step 4	• Alternatively, use the search box to type in the subject of interest	
Step 5	• Click on the selected course • This displays the details of the course – time, date, description and more • At the bottom of the screen, click on the blue **EDIT** button	

Step 6	• Near the top left of the screen click on Attendees • The next screen displays the list of people attending	Event Number #O1224 Is Enabled ✔ ON Attendees → ATTENDEES View VIEW PAGE Event Category *Courses Language - France Title *FRENCH FOR NEAR BEGINNERS (max 12)
Step 7	• Click on the +**New** button • In the **User** box, start typing the name of the member wishing to attend • Click on the member's name	User Attendee FRENCH FOR NEAR BEGINNERS (max 12) (Start Date: 03/02/202 User Type to search |∨ ☑ Attending ☐ Confirmed attended ☐ Deleted
Step 8	• On the bottom of the screen, click **SAVE** • The screen will refresh showing the attendees, including the member just enrolled	You can ignore this panel on the right side of the screen 1 x Member (Free) Create Invoice ⑦ ✕ OFF 1 tickets