



REGISTRATION PROCESS (REG007)

How To Print an Attendance List

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

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Summary: Log in/select event, course or presentation/ /select item of interest/select Edit/select Attendees/select Print

		Notes
Step 1	Log in to: sydneyu3a.org using your username and password, or your membership number and password	
Step 2	<ul style="list-style-type: none"> Choose Events, Presentations or Courses from the menu across the top of the screen. You will see the full list of the upcoming events, presentations or courses 	
Step 3	<p>A full list of all the upcoming items will be displayed. You can narrow the choices:</p> <p>If you know</p> <ul style="list-style-type: none"> the region that is hosting the item or the venue where it is being held you can click on the appropriate drop down menu 	
Step 4	<ul style="list-style-type: none"> Click on the item of interest and its details will be displayed Click on EDIT, at the bottom right of the screen 	
Step 5	<ul style="list-style-type: none"> Click on ATTENDEES <p>The membership number, name and email addresses of attendees will be displayed</p>	

There are now two ways of printing an attendance list.

For a presentations, where participants may differ each time, click on the **Print** button (Step 6)

For courses, where members attend regularly for a number of weeks, click on **Attendance**

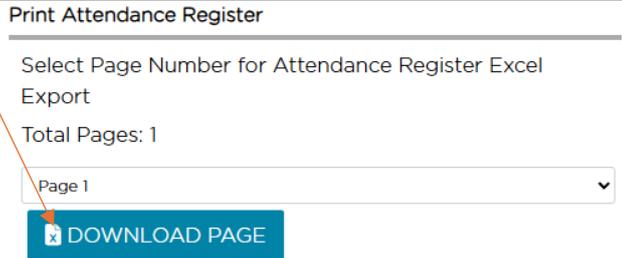
Register to download a grid of 20 weeks in Excel format (Steps 8 onwards)



Steps 6 and 7 are a feature most useful for one-off events or presentations where the participants may change - a quick list across the screen in alphabetical order

Step 6	<ul style="list-style-type: none"> Click on PRINT 	
Step 7	<ul style="list-style-type: none"> Click on the printer icon on the top right corner of the screen If the printer icon does not display, Ctrl-P (PC) and Cmd-P (Mac) allow access to the print function. The name and membership number of attendees will be printed (you can ignore the words Status: Active) 	

Steps 8 onwards demonstrate downloading an attendance sheet with participants filled in and a grid for 20 weeks

Step 8	<ul style="list-style-type: none"> Click on Attendance Register 	
Step 9	<ul style="list-style-type: none"> Click on Download page to download an Excel csv file Open the downloaded page You are now working in Excel 	

**You may wish to sort the names into alphabetical order. The following process is carried out within Excel
Other spreadsheets may be similar**



Step 10

- Select the columns NO HEADINGS - 4 columns only
 - Family Name
 - First Name
 - Membership Number
 - Membership Expiry Date

Note:
You must select **the data only**, all four columns, otherwise the membership numbers and expiry will be assigned to the wrong person.

The grey cells have been selected - **note: no headings, no row numbers**

Members Enrolled					1	2
Number	Family Name	First Name	Membership Number	Membership Expiry Date		
1	Alcock	Ann	12345	30/05/2026		
2	Einspinner	Anne	12353	02/05/2026		
3	Dhupelia	Barbara	12352	29/01/2026		
4	Ferguson	Eliza	12355	02/07/2026		
5	Armstrong	Jeanette	12347	11/01/2026		
6	George	Jeanette	12356	26/01/2026		
7	Armstrong	Jo	12346	11/01/2026		
8	Einstein	Joanne	12354	16/09/2026		
9	Campey	Judy	12348	17/03/2026		
10	Deakin	Mary	12351	24/06/2026		
11	Cox	Norma	12349	05/02/2026		
12	Craig	Susan	12350	09/11/2026		

Step 11

- Click on **DATA** on the top menu
- Click on **Sort**
- You will be asked which column
- Choose **Column B** (surname) and then **OK**
- Save** the Excel spreadsheet