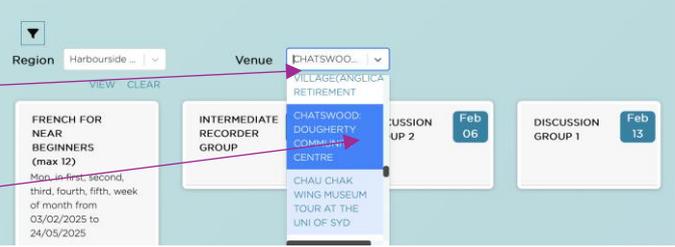# MITION PROCESS (number REG002)
How to enrol a member in a presentation

A guide to be used by Regional Course coordinators, Venue coordinators and Booking Secretaries
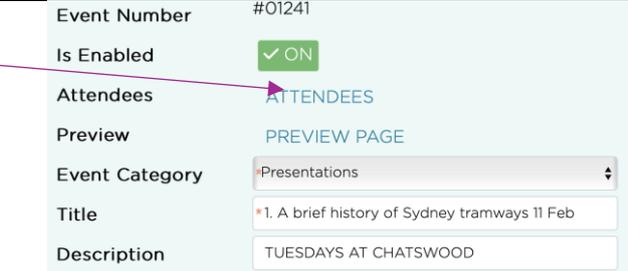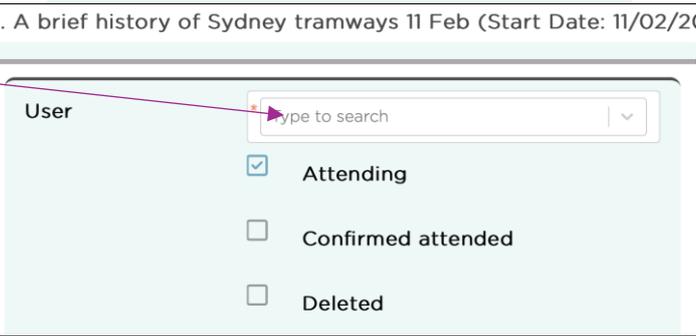
Author/Reference: Rosemarie Einstein

Date: 23 April 2025

Summary:

Step 1	Log in to: sydneyu3a.org using your username and password, or your membership number and password	
Step 2	• Choose **Presentations** from the list at the top of the screen	A full list of all available presentations appears
Step 3	• Refine the search for the presentation 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 presentation • This displays the details of the presentation – time, date, description and more • At the bottom of the screen, click on the blue **EDIT** button	 • As you scroll down this screen, it also shows all of the other presentations that will be given at regular intervals on this day of the week at this venue and the option to view those.

Step 6	• Near the top left of the screen click on Attendees • The next screen displays the list of people attending	Event Number #01241 Is Enabled ✓ ON Attendees ATTENDEES Preview PREVIEW PAGE Event Category *Presentations Title *1. A brief history of Sydney tramways 11 Feb Description TUESDAYS AT CHATSWOOD
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	1. A brief history of Sydney tramways 11 Feb (Start Date: 11/02/20 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