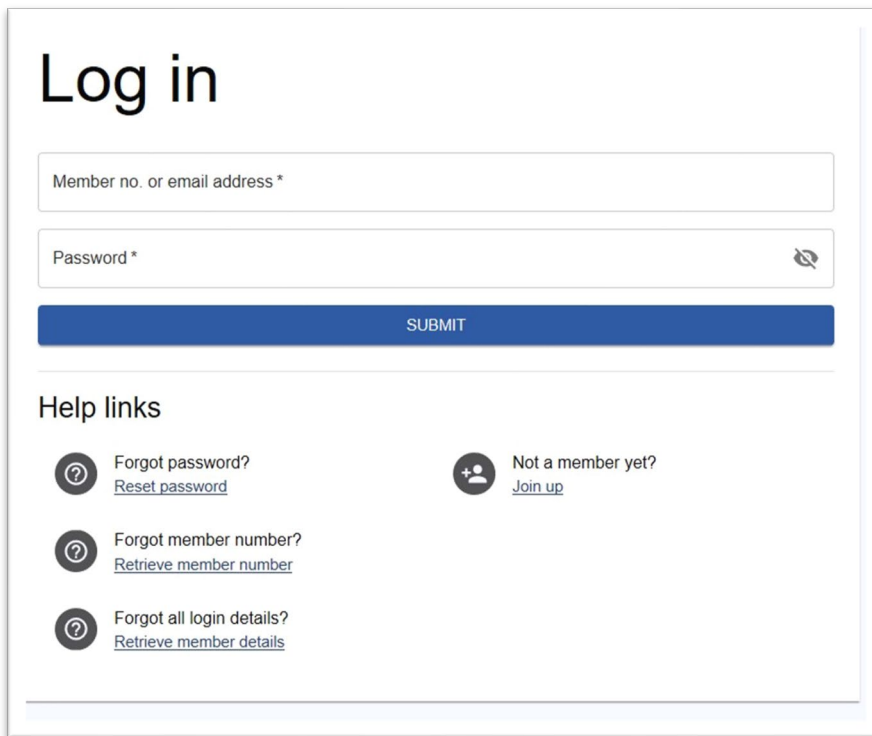


Report an Absence from a Course/Activity

1. Go to <https://u3amoorleigh.org.au/> website
2. Click on **LOGIN** -> **Existing Member Login** menu item (top right of the page)
3. The following page appears

Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.



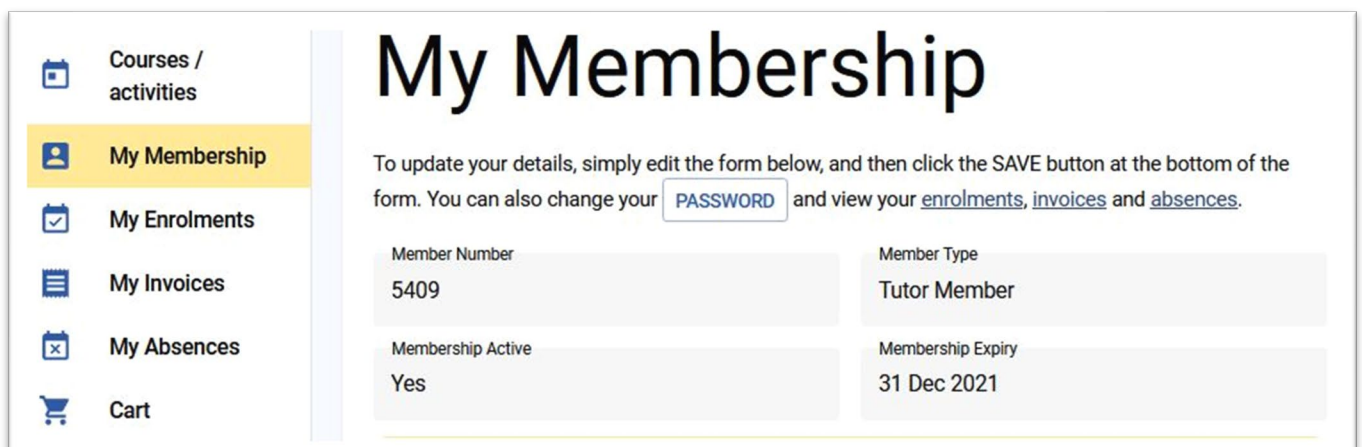
The screenshot shows a login page with the following elements:

- Log in** header
- Input field: Member no. or email address *
- Input field: Password * (with an eye icon for visibility toggle)
- SUBMIT** button
- Help links** section with four items:
 - Forgot password? [Reset password](#)
 - Forgot member number? [Retrieve member number](#)
 - Forgot all login details? [Retrieve member details](#)
 - Not a member yet? [Join up](#)

4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

5. After successful login you will see **My Membership** details (incomplete screen shown)



The screenshot shows the 'My Membership' page with a sidebar and main content area:

- Sidebar:** Courses / activities, My Membership (highlighted), My Enrolments, My Invoices, My Absences, Cart
- Main Content:**
 - # My Membership
 - Text: To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your **PASSWORD** and view your [enrolments](#), [invoices](#) and [absences](#).
 - Form fields:
 - Member Number: 5409
 - Member Type: Tutor Member
 - Membership Active: Yes
 - Membership Expiry: 31 Dec 2021

- Click on **My Absences** in the Menu on the left

My Absences

Submit Absences

Select Courses / activity
T21403: Test Course 3

Select Reason *
Holiday

Start Date *
23/09/2021

Finish Date *
23/09/2021

SUBMIT

- Select the Course or All Courses applicable
- Select Reason for the absence. This is optional and the default is "Other"
- Select the date range applicable
- Click **SUBMIT** and the absence will be recorded
- Once an Absence is recorded it will be displayed on the same page under Current Absences

Current Absences

| Courses / activity | Courses / activity Code | Start Date | Finish Date | Reason |
|--------------------|-------------------------|-------------|-------------|---------|
| Test Course 3 | T21403 | 23 Sep 2021 | 23 Sep 2021 | Holiday |

Notes

When a member (or office on behalf of the member) reports an absence, an email will be sent to the member, the tutor / leader, the Course Coordinator and the administrator.

If you (the member) need to make a change to your reported absence, please advise Course Coordinator with the details. Members/tutors are not able to update absence data.

Course Coordinator is responsible for updating a member's absences.

The member can view their reported absences at any time by selecting **My Absences**.