

Manage Group Members

(Last Reviewed 11th Nov 2023)

A video demonstrating this is available here [Managing Group Members](#)

Background

This screen allows leaders to:

- Add/remove members from their group list at any time
- Update emergency contact information for the member
- Copy/paste emails to their own email program

The benefit of adding members to your group is that their contact information will be included on attendance and contact registers, as discussed in 'Group Documents'. For members, both the leader and the trustees will be able to see if we have active members who have yet to pay their subs for a given year.

Malvern/Other Members

- 'Malvern' Members are those members who pay their subscriptions to Malvern U3A. This will be most, for some groups all, of your members.
- 'Other' Members will commonly be members of other U3As whom we don't have a membership record for.

Malvern Members

Use the [Malvern Members](#) button to manage your list of Malvern members. There is no risk in adding/removing the 'wrong' member. If you make a mistake, just remove/add the member back.

Clicking the [Add Member to Group](#) button will take you to a screen where you can search for members by their name, email or member number. Once you have found your member, clicking the add person will add that member to your list for the year.

Removal is as simple as clicking the [Remove Member from Group](#) button.

Member Emergency Contact

Some groups benefit by having access to emergency contact information for their attendees. Members with access to the dashboard can add/update this as part of their personal membership record. Not all members will actively use the system, so group leaders have also been given permission to update just this part of the member record by clicking the [Edit Member Contact information](#) button on this page. Once recorded for a member, this will be available for any group that person is a member of.

To print out a list of members with any contact information, see the Group Contact Register available from the Group Documents page.

Other Members

Use the [Other Members](#) button to manage non-Malvern U3A members who attend your group.

Our systems cannot know anything about these people. For example, we do not have access to people who may be members of say Worcester or Ledbury u3a. When you click [Add Other Member to Group](#), the screen asks you to record basic contact information - name, email, phone and where appropriate emergency contact. There is also a generic remarks/notes field to record anything else useful to you. Some leaders like to record a membership number from another U3A. You are welcome to do this here.

Group Emails

Group emails are emails recorded for any member. Clicking the [Group Emails](#) button will take you to a screen displaying the emails with a semicolon between each email. Providing a list of emails with a semicolon seems to be the most commonly accepted.

You can copy this list using the [Copy to Clipboard](#) button and paste directly into your email program or anywhere else you would like to save this.

Subsets of members

It is possible to email a subset of members. To do this you can download the contact register and filter the list of members in your spreadsheet programme. A description of how to do this is included on the 'Group Documents' Help page.

Starting list of members

The starting list of members is based on returns sent in by leaders around Nov 2022. For many groups, this will have changed. This screen allows you to add or remove members as you desire. If a leader has not previously provided a list, or the list is significantly out of date, please contact the webmanager to discuss options.