

**SeniorNet Nelson Class Notification**

<b>Course Name:</b>		
<b>Start Date:</b>		
<b>End Date:</b>		
<b>Start Time:</b>		
<b>Course Fee:</b>		<b>Signatures:</b>
<b>Tutor's name:</b>		
<b>Assistant Tutor 1:</b>		
<b>Assistant Tutor 2:</b>		

<b>Class ID:</b>  <b>SNAP Entry date:</b>
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	Name	ID No.	Comments	Date of session/s				Operating Systems W10/Mac/Android/iOS	Fee Paid
1.									
2.									
3.									
4.									
5.									
6.									

- Instructions:**
- Tutor: please check that your students are current financial members.**  
 [Sign in to our website **Tutors only** area with the user name **tutor** and the password . . . .] (Contact Course Convenor for password if necessary).  
 Find the list of members on the page and open that link to check the financial status of members.
  - If you still have vacancies a week before the date, please notify Communications Co-ordinator Hilary Carpenter so that a reminder email can be sent out to all members. 027-949-1856 carpenterh010@gmail.com**
  - If you cancel your class please notify SNAP: membership@seniornetnelson.org.nz and Hilary Carpenter (above) and susan.sturrock@gmail.com Thank you.**