

Procedures on how to register online to an MTS event

Go to the MyProfile members' area of our website at <https://memberlink.mbteach.org>



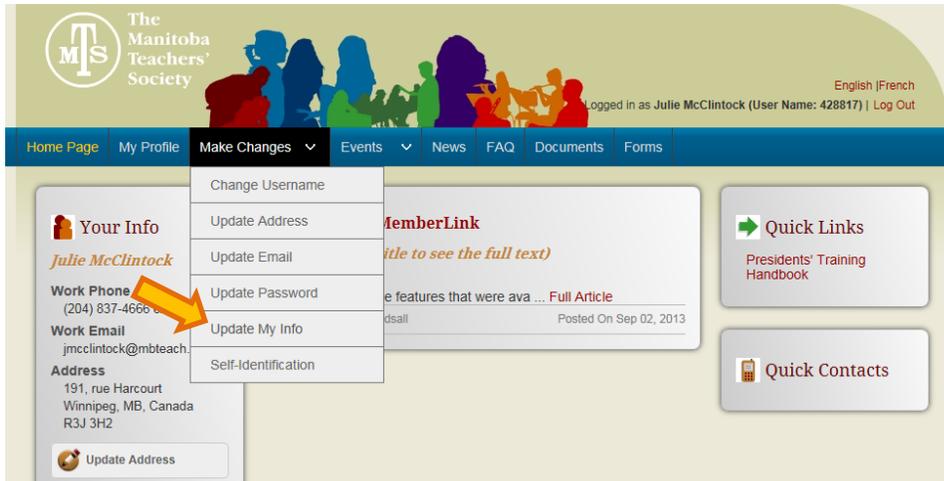
If this is your first visit to the MyProfile site, you will need to follow these four steps:

1. Click on the red button named "Sign Up Now";
2. Fill out the four required fields;

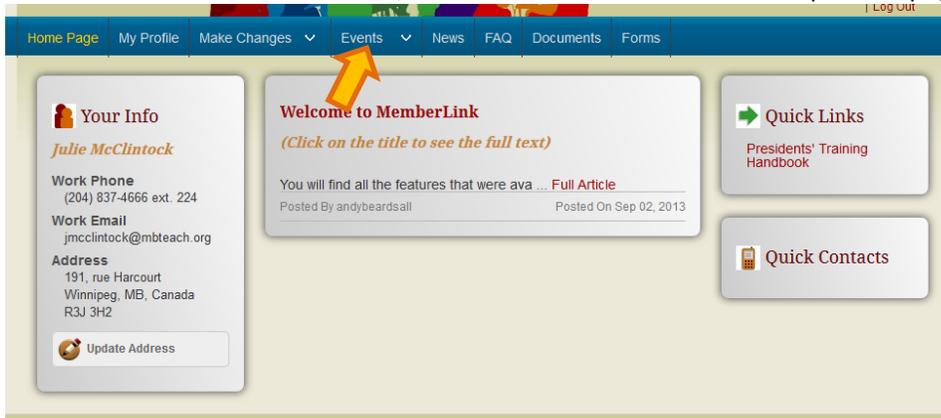
3. If you are a member of the Manitoba Teachers' Society, enter your MTS membership number* under Option 1. If you are not an MTS member and have never entered the site previously, fill out all the fields under Option 2;
**If you are a member and do not know your MTS number, please use the "Forgot your MTS Number?" link on the right side of the page. Or, you can contact the Information Management department at 204-837-4666, ext. 331 or toll free at 1-866-494-5747, ext. 331.*
4. Click the red button labeled "Register". You will receive an email, to the address you provided, indicating that you now have access to the site.

Once you have logged in, your home page will open.

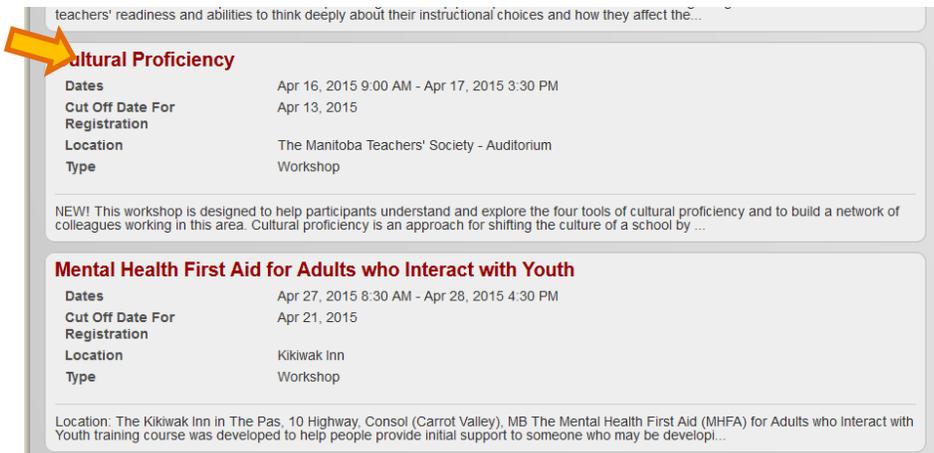
Please ensure your profile information is up to date including your food allergies or restrictions. MTS will use this information whenever there is a meal provided at an event. You can find your food restrictions under the “Make Changes” tab at the top of the page, then click “Update My Info”. Also verify that the email we have on file for you is correct, since this is where the email confirmation will be sent.



To see the list of available events, click on the “Events” tab at the top of the page.



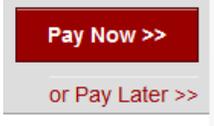
Choose an event simply by clicking on the name of the event. This will bring you to the registration area of that event.



Note: If you want to see the full description of an event, simply click on the description and it will expand.

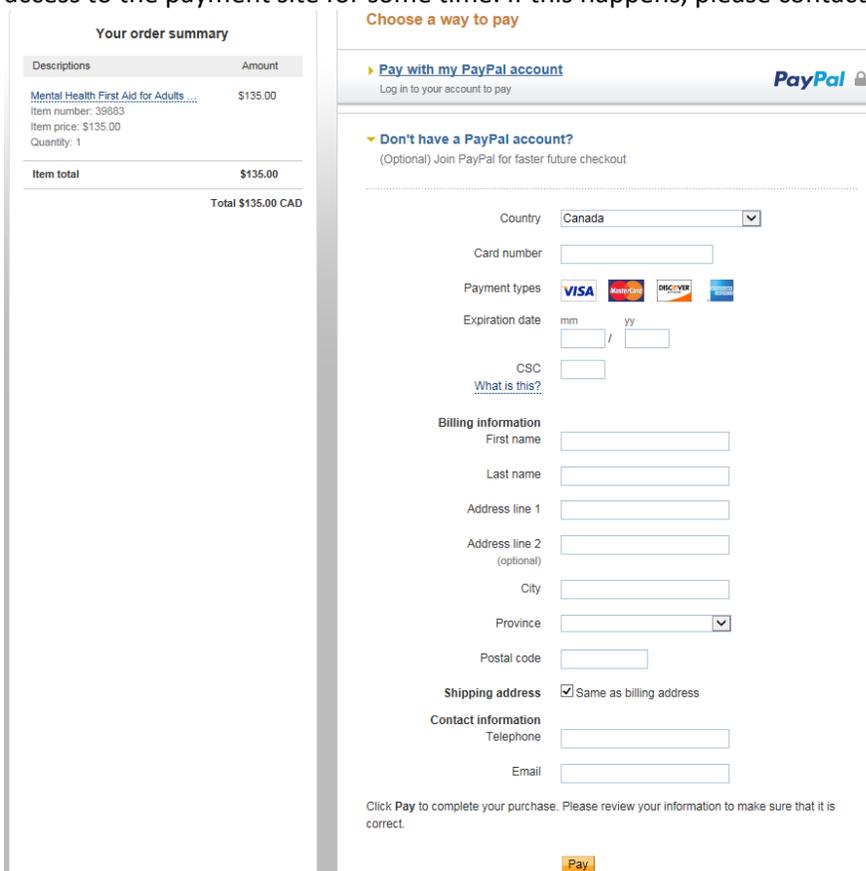
Once you are in the registration area of the event, please be patient. The system can be slow when moving from one page to the next, depending on the complexity of the event. Each event is different and some may have more pages to navigate through than others.

The last page (“Final Review” page) will let you review your registration details. If all is correct, you can submit your registration or, when there is a fee, make one of two choices:



When you submit your registration by clicking either “Pay Now” or “Pay Later”, you will receive an email to acknowledge that we have received your registration.

- Choosing “Pay Now” will bring you to the secure PayPal site. Please have your payment information ready. Otherwise, if it takes too long for you to retrieve it, the session will time out and you may lose access to the payment site for some time. If this happens, please contact us.



The screenshot shows a payment interface. On the left is a table titled "Your order summary" with columns "Descriptions" and "Amount". It lists "Mental Health First Aid for Adults ..." for \$135.00, with item number 39683, item price \$135.00, and quantity 1. The total is \$135.00 CAD. On the right is the "Choose a way to pay" section. It has a "Pay with my PayPal account" button and a "Don't have a PayPal account?" section with a link to join. The form includes fields for Country (Canada), Card number, Payment types (VISA, MasterCard, Discover, American Express), Expiration date (mm/yy), CSC, Billing information (First name, Last name, Address line 1, Address line 2, City, Province, Postal code), Shipping address (checked as same as billing), and Contact information (Telephone, Email). A "Pay" button is at the bottom.

- If you choose “Pay Later”, please keep in mind that your registration will not be completed unless a payment is received. Also, please read your confirmation email thoroughly. Depending on the event, there may be a clause indicating that your registration will be automatically removed if we do not receive your payment by a certain date. When you are ready to pay, go back to the list of events. The ones in which you are registered will be listed first. You will find the “Pay Now” link on the right side of the event.

You will receive a second email as a confirmation of payment and it will come directly from PayPal. This email will be sent to the email you provided to PayPal as you were paying.