## Procedures on how to register online to an MTS event

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

| Manitoba<br>Teachers'<br>Society |  |   | English  French |
|----------------------------------|--|---|-----------------|
|                                  | Sharing power v  | with your peopl                                     | e               |
| First Time Here?<br>Sign Up Now  | Sign In<br>MTS Number<br>Password<br>Login Remember Me | Forgot your MTS<br>Number?<br>Forgot your password? |                 |

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;

| Registration   |
|--|
| Please fill in all of the required fields, and Option 1 or Option 2 to register. |
| Required   |
| First Name*  |
| Last Name*   |
| Password*  |
| Very Weak  |
| Confirm Password*  |
| Option 1   |
| MTS Number   |
| Option 2   |
| Email Type   |
| Email  |
| Address Line 1   |
| Address Line 2<br>(Optional)   |
| Postal Code  |
| City   |
| State/Prov   |
| Register   |

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.

| me rage My Frome Make C   |  |  |
|---|--|--|
| Your Info<br>Julie McClintock   | Welcome to MemberLink<br>(Click on the title to see the full text)                                       | Quick Links  Presidents' Training Unadback |
| Work Phone<br>(204) 837-4666 ext. 224   | You will find all the features that were ava Full Article Posted By andybeardsall Posted On Sep 02, 2013 | Папироок                                   |
| jmcclintock@mbteach.org<br>Address<br>191, rue Harcourt<br>Winninger MB, Canada |  | <b>Quick Contacts</b>                      |
| R3J 3H2   |  |  |

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

| Altural Proficienc  | У  |  |  |  |
|---|--|--|--|--|
| Dates   | Apr 16, 2015 9:00 AM - Apr 17, 2015 3:30 PM  |  |  |  |
| Cut Off Date For<br>Registration  | Apr 13, 2015   |  |  |  |
| Location  | The Manitoba Teachers' Society - Auditorium  |  |  |  |
|   |  |  |  |  |
| Type<br>EW! This workshop is desi<br>Illeagues working in this an<br>Iental Health First  | workshop<br>gned to help participants understand and explore the four tools of cultural proficiency and to build a network o<br>rea. Cultural proficiency is an approach for shifting the culture of a school by<br>Aid for Adults who Interact with Youth   |  |  |  |
| Type<br>EWI This workshop is desi<br>olleagues working in this an<br>Iental Health First<br>Dates   | workshop<br>gned to help participants understand and explore the four tools of cultural proficiency and to build a network o<br>rea. Cultural proficiency is an approach for shifting the culture of a school by<br>Aid for Adults who Interact with Youth<br>Apr 27, 2015 8:30 AM - Apr 28, 2015 4:30 PM                                |  |  |  |
| Type<br>EWI This workshop is desi<br>bleagues working in this ar<br><b>lental Health First</b><br>Dates<br>Cut Off Date For<br>Registration             | workshop<br>gned to help participants understand and explore the four tools of cultural proficiency and to build a network o<br>rea. Cultural proficiency is an approach for shifting the culture of a school by<br>Aid for Adults who Interact with Youth<br>Apr 27, 2015 8:30 AM - Apr 28, 2015 4:30 PM<br>Apr 21, 2015                |  |  |  |
| Type<br>EWI This workshop is desi<br>bleagues working in this ar<br><b>lental Health First</b><br>Dates<br>Cut Off Date For<br>Registration<br>Location | workshop<br>gned to help participants understand and explore the four tools of cultural proficiency and to build a network o<br>rea. Cultural proficiency is an approach for shifting the culture of a school by<br>Aid for Adults who Interact with Youth<br>Apr 27, 2015 8:30 AM - Apr 28, 2015 4:30 PM<br>Apr 21, 2015<br>Kikiwak Inn |  |  |  |

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 then 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.

| Descriptions  | Amount             | Pay with my PayPal account   |  |                    |  |
|---|--------------------|--|--|--------------------|--|
| fental Health First Aid for Adults                      | \$135.00           | Log in to your account to pay                                      |  | PayPal i           |  |
| tem number: 39883<br>tem price: \$135.00<br>Quantity: 1 |                    | Don't have a PayPal accout     (Ontional) Join PayPal for faster f | Don't have a PayPal account? (Optional) Join PayPal for faster future checkout |                    |  |
| tem total   | \$135.00           | (Optional) contra ayr ar for faster f                              |  |                    |  |
|   | Total \$135.00 CAD | Country  | Canada   | •                  |  |
|   |                    | Card number  |  |                    |  |
|   |                    | Payment types  |  |                    |  |
|   |                    | Expiration date  | mm yy  |                    |  |
|   |                    | CSC<br>What is this?   |  |                    |  |
|   |                    | Billing information  |  |                    |  |
|   |                    | First name   |  |                    |  |
|   |                    | Last name  |  |                    |  |
|   |                    | Address line 1   |  |                    |  |
|   |                    | Address line 2<br>(optional)                                       |  |                    |  |
|   |                    | City   |  |                    |  |
|   |                    | Province   | ~  |                    |  |
|   |                    | Postal code  |  |                    |  |
|   |                    | Shipping address   | Same as billing address  |                    |  |
|   |                    | Contact information<br>Telephone                                   |  |                    |  |
|   |                    | Email  |  |                    |  |
|   |                    | Click Pay to complete your purchase<br>correct.                    | e. Please review your information to ma  | ke sure that it is |  |

• 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.