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

Go to the "MyProfile/Members' Area" on our website at mbteach.org located in the grey task bar.



Enter your MTS Number and password in the "Sign In" area. If you forgot your MTS Number or Password, use the links provided on the right hand side.

Manitoba Teachers' Society		English (French
First Time Here? Sign Up Now	Sign In MTS Number Password	wer with your people

If this is your first visit to the MyProfile/Members' Area site, you will need to follow these steps:

- 1. Click on the red button named "Sign Up Now" shown above;
- 2. Click on yes or no depending on if you are an MTS member or not;
- If you clicked on yes, you will need to fill out some information. If you do not know your MTS Number, please click on "Click here to look up your MTS Number" where you will need to enter your Full Name & Email Address. If you are a new MTS Member please click on "Click here if you are a new MTS member" where you will need to fill in some information. (See on next page)
- 4. If you clicked on no, you will need to fill out some information. (See on next page)
- 5. Click the red button labeled "**Register**" after following the steps on the next page. You will receive an email, to the address you provided, indicating that you now have access to the site.

M	The Teachers' Society	English (French
	Are you an MTS member? Yes No	
Yes	Tradic Frank	No
Registration Please fill in all of the required fields to register.		<b>Registration</b> Please fill in all of the required fields to register.
	If you are a new MTS member, click on Click here if you are a new MTS member	Email Type       ▼         Email          Address Line 1          Address Line 2          (Optional)          Postal Code          City          State/Prov          Required          First Name*          Last Name*          Password*
Number (Username) click on   "Click here to look up your MTS   number" <b>Forgot your username</b> If you do not have on file with us, you will need to contact our membership office directly.    First Name*    Last Name*    Submit	Please fill in all of the required fields to register.  Email Email Address Line 1 Address Line 2 (Optional) Postal Code City State/Prov Required	No Password Entered Confirm Password* Register
<pre>**Your MTS number/Username will be   sent to the email you enter**</pre>	First Name*	

No Password Entered

Register

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

Take a moment to 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 in which you are registered. 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.

ultural Proficienc	y .			
Dates	Apr 16, 2015 9:00 AM - Apr 17, 2015 3:30 PM			
Cut Off Date For Registration	Apr 13, 2015			
Location	The Manitoba Teachers' Society - Auditorium			
Type Workshop				
EW! This workshop is desi olleagues working in this a	, gned to help participants understand and explore the four tools of cultural proficiency and to build a network of ea. Cultural proficiency is an approach for shifting the culture of a school by			
EW! This workshop is desi olleagues working in this an <b>flental Health First</b>	gned to help participants understand and explore the four tools of cultural proficiency and to build a network of ea. Cultural proficiency is an approach for shifting the culture of a school by Aid for Adults who Interact with Youth			
EW! This workshop is desi olleagues working in this a	, gned to help participants understand and explore the four tools of cultural proficiency and to build a network of ea. Cultural proficiency is an approach for shifting the culture of a school by			
EW! This workshop is desi olleagues working in this an <b>1ental Health First</b>	gned to help participants understand and explore the four tools of cultural proficiency and to build a network of ea. Cultural proficiency is an approach for shifting the culture of a school by Aid for Adults who Interact with Youth			
EWI This workshop is desi olleagues working in this an <b>lental Health First</b> Dates Cut Off Date For	and to help participants understand and explore the four tools of cultural proficiency and to build a network of ea. Cultural proficiency is an approach for shifting the culture of a school by Aid for Adults who Interact with Youth Apr 27, 2015 8:30 AM - Apr 28, 2015 4:30 PM			

Note: If you want to see the full description of an event, simply click on the description and it will expand to show more information. If a payment is part of the registration process, please have your credit card/or PayPal information ready before you proceed.

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 unique and may require more time to upload for viewing.

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 from <u>no-reply@mbteach.org</u> 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 will need to go back to "Events" and choose the icon "Pay Now" on the right hand side.

		PayPal	₩ \$180.00 CAD ∨	
<b>₽ PayPal</b> ≒ \$180.00 CAD ∨		Pay with credit or Visa Debit card We don't share your financial details with the merchant.		
Pay with PayPal English ~		Country Canada	~	PayPal is the safe, easy way to pay
As a member, your eligible purchases are covered by PayPal Buyer Protection.	PayPal	<b>115 115 115</b>		No matter where you shop, we keep your financial information secure.
Email	PayPal is the safer,	Card number		
Password	easier way to pay. No matter where you shop, we keep your financial information secure.	Expires	CSC =	
Stay logged in for faster checkout ?	intancial mornation secure.	First name	Last name	
Log In		Billing address		
Having trouble logging in?		Address line 1		
or		Address line 2		
Pay with Credit Card or Visa Debit		City		
		Province	~	
Cancel and return to The Manitoba Teachers' Society.	Policies Terms Privacy Feedback © 1999 - 2017 🔒	Postal code		

- If you choose "Pay Later", be aware that:
  - your registration will not be completed unless a payment is received;
  - 2) 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;
  - 3) when you are ready to pay, return to the list of events. The events in which you are registered will be listed first. You will find the "Pay Now" link on the right side of the event.
- Read your confirmation email thoroughly for important information regarding your event.
- You will receive a second email as a confirmation of payment and it will come directly from PayPal. This is also your receipt. This email will be sent to the email you provided to PayPal upon payment.