

THE SOURCE FOR WORKPLACE REPS

WHAT IS THE SOURCE?

THE SOURCE is an online membership information tool. It was designed just for elected MGEU workplace representatives (i.e. Local presidents, vice-presidents, stewards and members-at-large) to provide them with the information they need to figure out what's happening in their union and help them grow in their role.

THE SOURCE exchanges and displays information to and from the MGEU database in order to help workplace reps submit their expenses to the union, register for events, stay on top of their training opportunities, and keep tabs on what's happening in their MGEU Local, Area, and Component.

contact us...

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GETTING STARTED

- 1 Go to www.mgeu.ca and click on THE SOURCE **Login** button on the left side of the page or visit thesource.mgeu.ca.



- 2 As a first time user, click the **Sign Up Now** button. You'll need your 5 or 6 digit MGEU member ID number, which you can find on your MGEU membership card.

- 3 On the **Registration** page you'll be asked to provide your member ID number as well as your first and last name. Your username can be your member ID number or your personal e-mail address. Choose a strong password and hit the **Register** button.



- 4 You'll be automatically logged in and directed to THE SOURCE home screen. Use the tabs (**My Profile, Make Changes, Events, Education, Documents, Forms, Contact and Meetings**) to navigate the site.

QUESTIONS ABOUT THE SOURCE?

Q - Why does THE SOURCE require me to log-in?

A - Because the information displayed on the site is personalized to you, it must be kept secure and password-protected.

Q - What kinds of things am I going to be able to do on this site that I can't already do on the MGEU website?

A - There's a lot going on in THE SOURCE which allows MGEU members to interact with their union in a whole new way. For instance, members will now be able to submit their union expenses and register for events / courses online.

Q - Can I still do things the old-fashioned way?

A - Yes. You can still use phone, fax or mail to submit expenses or register for events. However, going online has its advantages. For example, member expense claims can be processed quicker by submitting them through THE SOURCE.

Q - Can any MGEU member sign up for THE SOURCE?

A - The site is only available to those who hold an elected position in the union.

Q - Will THE SOURCE work on my smartphone or tablet?

A - The site has been designed to be mobile-friendly and will display on most tablets and smartphones. If your device's browser won't display the site properly, let us know and we'll work on a fix.

WHAT YOU'LL FIND IN THE SOURCE

- Meetings**
 See the meetings that you're invited to attend – like Local meetings and Area Council meetings.



- Documents**
 Looking for the minutes from any union meeting you've attended? Want to see the latest newsletter sent to your Component? All this and more is at your fingertips in the **Documents** tab.



- Events**
 There are two types of events displayed: **Registered** and **Available**. **Registered** shows the events you've already signed up for, while **Available** will show you the events you are eligible to attend, such as union education courses.



- Expenses**
 There's now a faster way to submit your member expense claims. Go to the **Forms** tab and select the **Expense Claim Form**. Fill in all appropriate fields. Some fields require attached receipts - you can scan and attach those files (.pdf or .jpeg format) fax them in, or mail them. Once you hit **Submit** you'll receive a confirmation message on your screen and an e-mail containing a reference number. List this number on receipts submitted by mail or fax.



SIGN UP TO WIN AN IPAD!

Sign up for THE SOURCE before January 31, 2014 and you'll be automatically entered for the chance to win an iPad Air.

Draw Date: February 3, 2014