

To register online for an MGEU Education Course or other MGEU event, visit **thesource.mgeu.ca** (or scan the code on the right) and log into your account.



2 From the Menu, select *Courses/Events*.

Home Page My Profile Make	Changes > Courses/Events > Education Documents Forms > Meetings Contacts
Your Info	List of Courses/Events List of Courses/Events Course/Event Calendar Quick Links
Jane Doe A new initiative by your Union to keep you updated on what's	

3 The *List of Courses/Events* window displays *Registered Events* and events you are eligible to apply for. Look for the event you wish to apply for under *Available Events* and select the event title.

In the example on the right, the available event is called **We Are The MGEU**, but your event list will probably be different, depending on the union position you hold and the courses / events you've already attended. **Registered Events** There are no recently registered events to show **Available Events** Hide available events We Are the MGE We Are the MGEU 019 9:00 AM - 12/13/2019 4:30 PM Dates 09/01/2019 8:00 AM Registration opens on Registration closes on 11/12/2019 4:30 PM MGEU Office - Portage la Prairie Location 214 Saskatchewan Ave E Portage la Prairie MB R1N 0K9 Course - Steward Training Туре Abroad overview of the MGEU, including: • Who we are: diversity of MGEU membership • What we believe: core values • What we do. primary functions • Roles of active members, elected leadership and staff • Communication within the MGEU •...

4	View the event description. Check the dates
	and location to make sure this is the event you
	want to attend. Select Next .

DESCRIPTION	ROLE AND QUESTIONS	FINAL REVIEW	FINISHED!
		I	< PREVIOUS
We Are the MGEU			Ũ
Registration opens on	09/01/2019 8:00 AM		
Registration closes on	11/12/2019 4:30 PM		
Dates	12/12/2019 9:00 AM - 1	2/13/2019 4:30 PM	
Location	MGEU Office - Portage	la Prairie	
Туре	Course - Steward Train	ing	

5 Set your role, if necessary (in most cases it should be left as *Participant*) and answer the questions required to apply. Select *Next* to proceed.

DESCRIPTION	ROLE AND QUESTIONS	FINAL REVIEW	FINIS	HEDI
			<< PREVIOUS	NEXT >>
We Are the MGEU				
Registration opens on	09/01/2019 8:00 AM	09/01/2019 8:00 AM		
Registration closes on	11/12/2019 4:30 PM			
Dates	12/12/2019 9:00 AM - 1	12/12/2019 9:00 AM - 12/13/2019 4:30 PM		
Location	MGEU Office - Portage	MGEU Office - Portage la Prairie		
Туре	Course - Steward Train	Course - Steward Training		
Role Participant				-
Sessions				
Questions				
-1. Will you require time off fr	om work? *			•

6 Check over everything you've entered. If you need to make a change, hit *Previous*. If not, select *Submit*.

DESCRIPTION	ROLE AND QUESTIONS	FINAL REVIEW	FINISHED!
		~	
This is your last chance to review your	registration before submitting it.	Please look over what you have che	osen and make sure it is correct.
We Are the MGEU			
Registration opens on	09/01/2019 8:00 AM		
Registration closes on	11/12/2019 4:30 PM		
Dates	12/12/2019 9:00 AM -	12/13/2019 4:30 PM	
Location	MGEU Office - Portage	a Prairie	
Туре	Course - Steward Train	ing	
Role			
Participant			
Questions			
1. Will you require time off from we Yes	ork?		
2. If yes, indicate date(s) December 12 - 13, 2019			

7 A confirmation screen will appear, and you will be sent an email confirming your application has been submitted. Once your application has been accepted, the union will send you further details, approximately a month before the course date. If you have additional events you wish to register for, repeat steps 2 through 6.

Have a question? CONTACT US

MGEU Resource Centre 204-982-6438 (toll-free 1-866-982-6438) email: resourcecentre@mgeu.ca MGEU.ca

Thank you, Jane Doe. Your registration has been submitted for.			
We Are the MGEU			
Registration opens on	09/01/2019 8:00 AM		
Registration closes on	11/12/2019 4:30 PM		
Dates	12/12/2019 9:00 AM - 12/13/2019 4:30 PM		
Location	MGEU Office - Portage la Prairie		
Туре	Course - Steward Training		
Role			
Participant			
Questions			
1. Will you require time off for Yes	1. Will you require time off from work? Yes		
2. If yes, indicate date(s) December 12 - 13, 2019	2. If yes, indicate date(s) December 12 - 13, 2019		
3. If yes, indicate time(s) 8am to 5pm both days	3. If yes, indicate time(s) 8am to 5pm both days		
4. I understand that if I fail to attend this entire event without a legitimate reason or notice, no reimbursement will be made for wage recovery and expenses. Yes <u>Course/Event Listings</u>			
You will be contacted with further info once your registration has been processed.			