# **Membership Registry**

# Usage Guide NSTU Reps





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# Contents

Contents 1
Foreword2
Introduction
Personal Profile Access Instructions 4
Site Management Instructions5
Edit Site6
Employment Status
Employment Status – New Site7
Missing from Site8
Missing from Site – Not in the System10
Saving Changes
Submitting Completed Information11
Sending Emails
Personalizing Messages12
Subject
Attachments14
Send

# Foreword

This Usage Guide contains basic information and is not intended as full and comprehensive instructions.

Should you have any questions or if you require any assistance contact Bev Tufts by email (<u>btufts@staff.nstu.ca</u>) or by phone 477-5621, 1 (800) 565-6788.

# Introduction

NSTU Representatives should be updating the membership registry online and in real time. When updating the site list, the changes are made to the database immediately ensuring the Union's membership information is current and accurate.

Individual members can also update all their personal, employment, assignment and contact information.

Membership figures are pulled from the Registry on the first Monday in December and the first Monday in March each year. NSTU representatives are responsible for ensuring the accuracy of the site information within the Membership Registry. All site updates should be completed at least one week prior to each of the above mentioned dates and may be completed any time prior to that point. The following instructions are intended to assist you with this process. For your convenience we have also included separate site management instructions for NSTU reps and instructions for members to access their individual profile. Should you require additional information please contact NSTU Central Office.

# Personal Profile Access Instructions

- Proceed to the NSTU website (<u>www.nstu.ca</u>). Access to the Membership Registry is available by clicking on the icon (<u>P</u>) located on the homepage or through the Membership Registry page which is located under the menu item "The NSTU" submenu item "Membership."
- 2) The next screen will be the login page. Login to your profile is based on your NSTU web account username and password.
  - 3) If you do not have an NSTU web account, activation has been automated. You may activate a free account from the NSTU website. Simply follow this link (<u>http://www.nstu.ca/the-nstu/communications/nstu-web-account/</u>) to the page containing activation information. Please read the information on the page carefully before activating your account.

# Site Management Instructions

Proceed to the NSTU website (<u>www.nstu.ca</u>) and access your personal profile in the NSTU Membership Registry. Access to the Membership Registry is available by clicking on the icon ( located on the homepage or through the Membership Registry page which is located under the menu item "The NSTU" submenu item "Membership." (**Important Note**: Access to your profile is based on your NSTU web account username and password.)



Once you login a homepage will appear. As an NSTU Rep you will be presented with two options. You may either "Edit Profile" (your personal information) or "Edit Site". (Please Note: NSTU Reps do not have the ability to self-identify. Local Presidents will identify these assignments.)

Registry Manu For	embership Registry		[Logout]
Edit Profile	ormation	Edit Site	
	©2012 NSTU. All Rights Re Power	served. <u>Contact Privacy Policy Terms And Conditions</u> ad by NSTU Registry (1.0.0.135)	

#### EDIT SITE

If you click on "Edit Site" you will be presented with the following screen:

Membership Registry	
Membershin List For Test Site No.1	[Logout]
Navigation	
Save	
Submit Completed Information	
Members:	
(Start typing to search)	
Professional # Username Name Current Employment Status	
123456 jfictitious Fictitious, Johnnie Active  Retired	
123456789 jamestest222 test, test Active Retired	

#### **Employment Status**

If a member on the list is no longer at the site, and you know the reason why, you should click on "Employment Status" and select the reason. If the member has retired please check the "Retired" box. If you are uncertain of the reason they are no longer at the site you may select "Unknown" from the dropdown list.

Membership List For	Test Site No 1	[Logout]
-Navigation	Leave of Absence	
Go To Home	Deferred Leave Permanent Part-time	
	Full Time Study Paid Sick Leave	
Save	Unpaid Sick Leave Maternity Leave	
	Parental Leave Substitute	
Submit Completed Inform	In-Province Teacher Exchange	
Members:	Leave For Injury On Duty NSCC Auxiliary	
(Start typing to search)	NSCC Term	nent Status Only
Professional # Username	Name Unknown	
	Gundalowiti	

### **Employment Status – New Site**

If you select "New Site" from the dropdown list another field will appear. Once you begin to type a site name into the field it will present you with options. Click on the name of the site and it will pop into the field. (See the next three screenshots.)

Membersh	hip List For Test Site No 1	[Logout]
Navigation -		
Go To Hom	10	
Save		
Submit Co	ompleted Information	
Members:		
(Start typing to	io search)	
Professional #	# Usemame Name Current Employment Status	
123456	jfictitious Fictitious, Johnnie New Site	
123456789	iamestest222 test, test Active Active Active	
1234567	regtest1 Test, Damien Active  Retired	
8	Membership Registry	
Membersh Go To Hom	hip List For Test Site No 1	[Logout]
Membersh Go To Hom	hip List For Test Site No 1	[Logout]
Membersh Go To Hom Save	hip List For Test Site No 1  re  ompleted Information	[Logout]
Membersh Navigation- Go To Hom Save Submit Co Members:	hip List For Test Site No 1  re  ompleted Information	[Logout]
Membersh Navigation- Go To Hom Save Submit Co Members: (Start typing to		[Logout]
Membersh Navigation- Go To Hom Save Submit Co Members: (Start typing to Professional #	Add Display Active Employment Status Only # Username Name Current Employment Status	[Logout]
Membersh Navigation- Go To Hom Save Submit Co Members: (Start typing to Professional # 123456		[Logout]
Membersh Navigation- Go To Hom Save Submit Co Members: (Start typing to Professional # 123456		[Logout]
Membersh Navigation- Go To Hom Save Submit Co Members: (Start typing to Professional # 123456		[Logou

Membership Registry	
Membership List For Test Site No 1	[Logout]
-Navigation Go To Home	
Save	
Submit Completed Information Members:	
(Start typing to search) Add	Display Active Employment Status Only
Professional # Usemame Name Current Emp 123456 fictitious Fictitious, Johnnie New Site 123456789 jamestest222 test, test Active	Noyment Status  Retired Lockview High School  Retired Retired
1234567 regtest1 Test, Damien Active	Retired

### **Missing from Site**

If a member is missing from the site enter their professional or NSCC employee number into the field above the list that says "start typing to search". The system will present you with a list of names which will narrow down to a single name once all the digits have been input. (In the case of NSCC Employee numbers the Registry may provide more than one choice if the number you are inputting is part of another Employee number – for example NSCC #329 is within #5329 or #83296). When you see the name to be input, select it. Once it replaces the number in the box select "Add". This will add the member to the bottom of the list. (Note: Once any changes are saved the name will move to the appropriate spot alphabetically.) See the next four screenshots.

88	Membership Registry	
Membership List I	For Test Site No 1	[Logout]
Save Submit Completed I	formation	
Members: (Start typing to search)	12345 Add Display Active Employment Status Only	
Professional # Usernam 123456 jfictitious 123456789 jamestes 1234567 regtest1	Jane, Fictitious - fictitious - Johnnie, Fictitious - jfictitious - test, test - jamestest222 Retired Retir	

Mambara	in List For Tost Site No.1		[Logout]
-Navigation			
Go To Hon	e		
-			
Save			
Submit C	unplated Information		
	inpreces mornation		
Mombore			
Members:			
Members: (Start typing t	search) Jane, Fictitious - fictitiou Add Display	y Active Employment Status Only	
Members: (Start typing t Professional	search) Jane, Fictitious - fictitiou Add Display Username Name Current Employment S	y Active Employment Status Only Status	
Members: (Start typing t Professional 123456	search) Jane, Fictitious - fictitiou Add Display Username Name Current Employment S jfictitious Fictitious, Johnnie Active	y Active Employment Status Only Status Retired	

				Lonout	
Member	ship List For Test Site	No 1		[ Logour	
□ Navigatio	n				T
Go To Ho	ome				
					-
Save					
	Completed Information				
Submit					
Submit					
Member	S:				_
Member (Start typing	s: g to search) Jane, Fictitious -	fictitiou Add Display A	Active Employment Status Only		-
Member (Start typing Profession:	s: g to search) Jane, Fictitious - al # Username Name	fictition Add Display A	Active Employment Status Only		-
Submit Member (Start typing Profession: 123456	g to search) Jane, Fictitious - al # Username Name jfictitious Fictitious, Jo	fictition Add Display A Current Employment Sta hnnie Active	Active Employment Status Only atus		-
(Start typing Profession: 123456 123456789	(s): g to search) Jane, Fictitious - al # Username Name jfictitious Fictitious, Jo jamestest222 test, test	fictitios Add Display A Current Employment Sta Active Active	Active Employment Status Only atus Retired Retired		-
Submit Member (Start typing Profession: 123456 123456789 1234567	(scinpeter information (s: g to search) Jane, Fictitious - al # Username Name jfictitious Fictitious, Jo jamestest222 test, test regtest1 Test, Damier	fictition Add Display A Current Employment Sta hnnie Active Active	Active Employment Status Only atus Retired Retired Retired		_

Membership Registry	
Membership List For Test Site No 1	
Navigation	
Save	
Submit Completed Information	
(Start typing to search) Add Display Active Employment Status Only	
Professional # Username Name Current Employment Status 123456 jfictitious, Johnnie Active Retired	
123457     fictitious, Jane     Active     Retired       123456789     jamestest222 test, test     Active     Retired	
1234567 regtest1 Test, Damien Active Retired	

#### Missing from Site – Not in the System

If the member is NOT in the system you will receive the message "no match found". If this occurs please ensure that the member completes a "Membership Information" form and submit it to Central Office so that we may input them into the system. Once they have been entered they will automatically appear on your site. **Until the member completes and submits the "Membership Information" form, that person will not be included in the membership database and; therefore, not in the Local's membership numbers.** (NOTE: "Membership Information" forms may now be completed and submitted electronically. The forms are available on the NSTU website on the Membership Registry page, or under the menu item "Communications" – submenu item "Online Forms.")

Membership Registry	r
Membership List For Test Site No 1	[Logout]
Navigation Go To <b>Home</b>	
Save	
Submit Completed Information	
(Start typing to search) 123455	Add Display Active Employment Status Only
Professional # Usernam no match found 123456 jfictitious Fictitious, Johnnie J	urrent Employment Status
123457 fictitiousj Fictitious, Jane	Active  Retired
123456789 jamestest222 test, test	Active Retired

#### SAVING CHANGES

In order to save any changes, you must click the "Save" button at the top of the page. Once this button has been clicked, any updates that have been made are saved.

#### SUBMITTING COMPLETED INFORMATION

When you are satisfied that all the necessary changes have been made to the list simply select the box for "submit completed information" then click the "Save" button.

Note: Additional changes may still be made after both these steps.

#### **Sending Emails**

NSTU Reps now have the ability to send emails to all members of their site through the Membership Registry.

An email button has been added to the Edit Site page.

8	Membership Re	gistry		
Member	ship List For Pretend S	ite		[Logout]
Navigatio	on			
Go To Ho	ome			
Save Se	end Email			
Submit C	Completed Information, Press th	e Save button above after checkin	ig the box	
Member	s:			
(Start typing	g NSCC or Professional Numbe	r to search)	Add 🗆 Display Active Employment Status Only	
Professiona	al#Username Name	Current Employment Status		
	jfictitious Fictitious, John	Active	▼ Retired □	
123456		Antivo	▼ Retired	
123456 123457	fictitiousj Fictitious, Jane	Active		

Once you select the button, the following screen will appear:

Membership Registry	
Email Send To Lists	[Logout]
- Navigation	
Email Progress	
There are 3 unique member(s) from the following lists:       Member Template Field     First Name     Insert     Add Attachment       Subject     send	
$\blacksquare \text{ Source } \blacksquare \square \square \square \blacksquare \blacksquare$	

#### **PERSONALIZING MESSAGES**

If you wish to personalize the message you may do so with the "Member Template Field". Simply select the field, then press "Insert". The field name will appear in the text editor. When the message is sent it will insert the information from the member's profile into the message that they receive. (See next two screen shots.)

Add Attachment       Subject       Isst Name       Inital       Pointe       Commonly Used Name       E 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	E
Add Attachment Subject	E
E Source I C E C E F F W E E E E I F F & H & I C C E F F F W E E E E F F F & H & I C C E F F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F F & H & E F & F & F & H & E F & F & F & F & F & F & F & F & F &	

### **SUBJECT**

Messages sent from the Membership Registry should always include a "Subject".

	Member Template Field First Name Insert Insert Subject Email Example	
ĺ	E Source 및 . Q. E → E ← # 9 ₩ E = = = . B I U → X <sub>2</sub> X <sup>2</sup> H H ← # 9 ₩ E = = = .	
	Styles Vormal V Font V Size Ar Ar & & 2	

#### **A**TTACHMENTS

To send an attachment, click the "Add Attachment" button. This will generate a field and a "Browse" button. When you click on the "Browse" button you will be able to access any documents available through your computer.

Subject	Email Example	Browse_ No file selected.	×
🗏 Source 🔒 🗋	3. (1) 🛷 🖻 🍋 🍋 🔺 🤝	₩• ↔ ₩ ∰ ∅ □□ ∅ ◎	ad 20 💷 🛥 📐
	x² }∃ ⊟ (≣ ∰ 99 %8) ■ 3		🕹 Ω 📇 🕘
[First Name]		: A' (\$ & C)	×

Once you have selected the file(s) you wish to attach the name of the file will appear on the screen next to the "Browse" button.



#### **S**END

Once you have completed the text of your message select the "Send" button.

