

# Membership Registry

## Local Presidents' Usage Guide



Nova Scotia Teachers Union

## TABLE OF CONTENTS

|                                                      |    |
|------------------------------------------------------|----|
| Contents .....                                       | 1  |
| Foreword .....                                       | 3  |
| Introduction .....                                   | 4  |
| Site Management Instructions - NSTU Presidents.....  | 5  |
| Edit Local Information .....                         | 6  |
| Site Table .....                                     | 6  |
| Assigning Reps .....                                 | 7  |
| Updating a site list.....                            | 9  |
| Employment Status .....                              | 9  |
| Employment Status – New Site.....                    | 9  |
| Member Missing from Site – in the Registry .....     | 10 |
| Member Missing from Site – NOT in the Registry ..... | 12 |
| Saving and Submitting.....                           | 12 |
| Saving Changes .....                                 | 12 |
| Submitting Completed Information.....                | 12 |
| Local Executive List .....                           | 13 |
| Searching & Emailing .....                           | 17 |
| Searching .....                                      | 17 |
| Saving Queries .....                                 | 19 |
| Filters - Preset.....                                | 20 |
| Filters - NSTU Reps (“More”).....                    | 23 |
| Filters - Additional Information.....                | 25 |
| Employment Status .....                              | 25 |
| Membership Status.....                               | 25 |
| Saved Queries .....                                  | 25 |
| Sending Emails.....                                  | 26 |
| Personalizing Messages .....                         | 27 |
| Attachments.....                                     | 28 |
| Confirmations .....                                  | 28 |

|                                                              |    |
|--------------------------------------------------------------|----|
| Site Management Instructions - NSTU Representatives .....    | 29 |
| Edit Site.....                                               | 30 |
| Member Missing from Site – in the Registry .....             | 32 |
| Member Missing from Site – NOT in the Registry .....         | 33 |
| Saving and Submitting .....                                  | 34 |
| Saving Changes .....                                         | 34 |
| Submitting Completed Information.....                        | 34 |
| FIRST TIME USERS - Personal Profile Access Instructions..... | 35 |

## 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 ([btufts@staff.nstu.ca](mailto:btufts@staff.nstu.ca)) or by phone 902-477-5621, 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. Ideally, all site updates would 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.

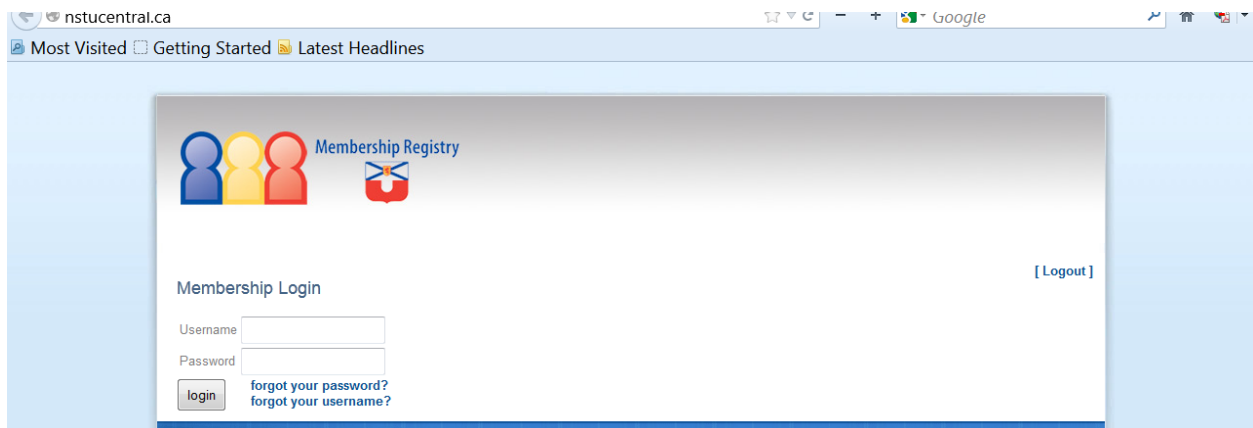
This Guide also provides instructions for updating your Local Executive list and searching and sending emails to members of your Local from within the Membership Registry.

## SITE MANAGEMENT INSTRUCTIONS - NSTU PRESIDENTS

Proceed to the NSTU website ([www.nstu.ca](http://www.nstu.ca)) and access your personal profile in the NSTU Membership Registry.

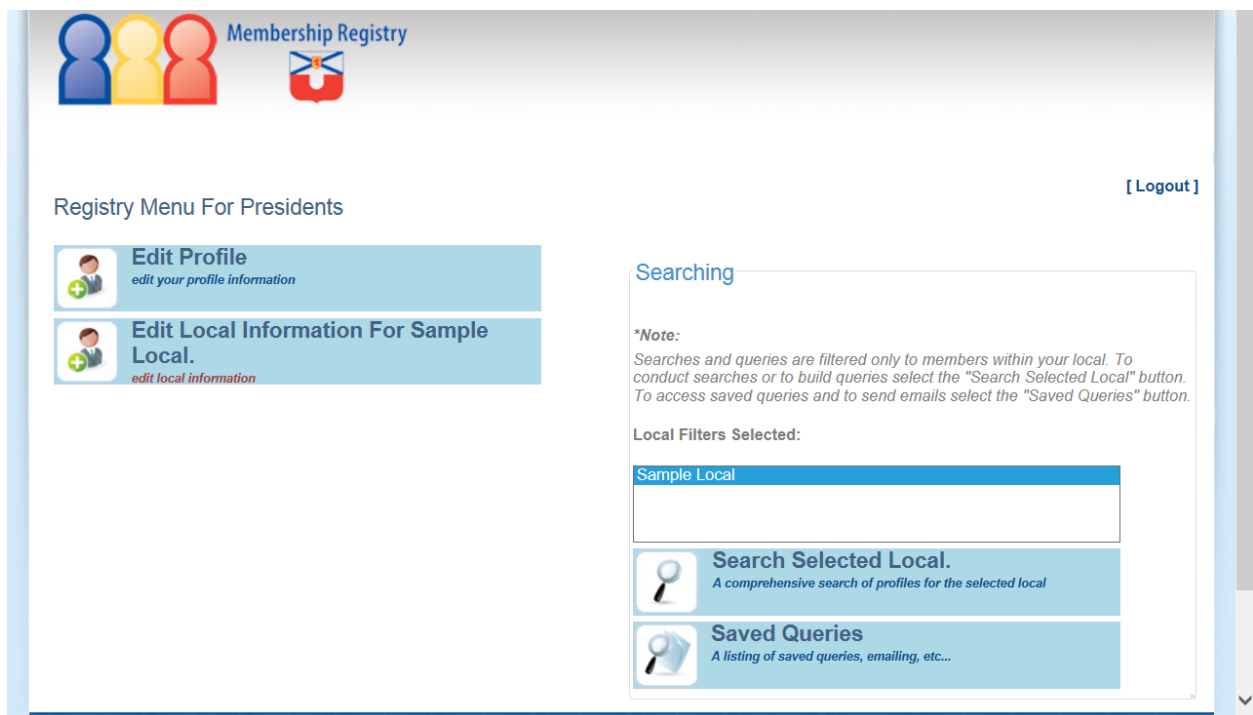
Access to the Membership Registry is available by clicking on the icon (  ) located at the top of the homepage or through the Membership Registry page which is located under the menu item "The NSTU" submenu item "Membership."

**(Important Note:** Access to your profile is based on your NSTU web account username and password.)



The screenshot shows a web browser window with the address bar displaying "nstucentral.ca". The page title is "Most Visited Getting Started Latest Headlines". The main content area is titled "Membership Registry" and features a login form. The form includes fields for "Username" and "Password", a "login" button, and links for "forgot your password?" and "forgot your username?". A "[ Logout ]" link is located in the top right corner of the form area.

Once you login a homepage will appear. As Local President, you will be able to access your personal profile, information on your Local or search and email within your Local.



The screenshot shows the "Membership Registry" homepage for a Local President. The page features a "Registry Menu For Presidents" on the left with two main options: "Edit Profile" (edit your profile information) and "Edit Local Information For Sample Local" (edit local information). On the right, there is a "Searching" section with a note: "Searches and queries are filtered only to members within your local. To conduct searches or to build queries select the 'Search Selected Local' button. To access saved queries and to send emails select the 'Saved Queries' button." Below the note, there is a "Local Filters Selected:" section with a dropdown menu showing "Sample Local". At the bottom, there are two buttons: "Search Selected Local" (A comprehensive search of profiles for the selected local) and "Saved Queries" (A listing of saved queries, emailing, etc...).

## EDIT LOCAL INFORMATION

If you click on this button, the next screen that appears will have the name and the number of members in the Local displayed at the top of the page.

### SITE TABLE

There are two tabs available on this page. The first tab “Sites” displays a table listing all the sites in the Local (displayed alphabetically). The second column in the site table displays whether or not updates have been completed and submitted. (This column will be reset by administration after the numbers have been pulled every December and March.) The “Last Updated” column will display the last date an update was made to the site list. The “Members” column displays the number of members at the site and the last column displays those members who are identified as “primary” reps for the site.

Sample Local (5 Members) [Logout]

Navigation  
Go To [Home](#)

**Sites** Local Executive

| Site                         | Status     | Last Update | Members | Primary Rep(s)     |
|------------------------------|------------|-------------|---------|--------------------|
| <a href="#">Pretend Site</a> | incomplete | 20/11/2013  | 2       | • Imaginary, Sally |
| <a href="#">Sample Site</a>  | incomplete | 20/11/2013  | 3       | • Fictitious, John |

If you click on the name of the site, a new screen will appear where you will be able to assign reps or update the site list.

Membership List For Pretend Site [Logout]

Navigation  
Go To [Home](#)

[Save](#)

NSTU Representative Member List

(Start typing to search)

[Add](#) :

| Professional # | Username | Name             | Rep Level |                        |
|----------------|----------|------------------|-----------|------------------------|
| 145678         |          | Sally, Imaginary |           | <a href="#">remove</a> |

Alternate Representative Member List

(Start typing to search)

[Add](#) :

Professional # Username Name

☐ Submit Completed Information

Members:

(Start typing to search)

[Add](#) ☐ Display Active Employment Status Only

| Professional # | Username    | Name             | Current Employment Status                                                   |                          |
|----------------|-------------|------------------|-----------------------------------------------------------------------------|--------------------------|
| 123457         | fictitiousj | Fictitious, Jane | <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retired | <input type="checkbox"/> |
| 145678         |             | Imaginary, Sally | <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retired | <input type="checkbox"/> |

## ASSIGNING REPS

It is important to note that NSTU Reps do not have the ability to self-identify on their profile. The responsibility to ensure the accuracy of NSTU rep assignments lies with Local Presidents.

At the top of the site screen you will be able to either assign reps to the site, or if a member is no longer the rep, remove them. (Note: Removing them as a rep does not remove them from the site list.) To add a member as a primary rep, simply type their Professional or NSCC employee number in the field in the “NSTU Representative Member List” section. Once the name appears, click on the name and then press “Add”. Once the name appears on the list, press “Save”. The same method applies when assigning or removing NSTU reps in the “Alternate Representative Member List” section. (Note: If the name is not holding after you save, please ensure that the member you are assigning as rep has been attached to a site.) See the next three screenshots.

The screenshot displays the 'Membership Registry' interface. At the top, there are three colored person icons (blue, yellow, red) and the text 'Membership Registry'. A '[Logout]' link is in the top right. Below this is the title 'Membership List For Pretend Site'. A 'Navigation' bar contains a 'Go To Home' link. A 'Save' button is located below the navigation bar. The main section is titled 'NSTU Representative Member List'. It features a search input field with '12345' entered. A dropdown menu is open, showing a list of members: 'Jane, Fictitious - fictitiousj', 'John, Fictitious - jfictitious', 'Sally, Imaginary - null', 'Kevin, Invented - kinvented', and 'Beverley, Quillan - bquillan'. A red arrow points to the first option, 'Jane, Fictitious - fictitiousj'. Below the dropdown is an 'Add' button. Underneath the 'Add' button is a label 'Professional # Username Name'. A checkbox labeled 'Submit Completed Information' is also present. At the bottom, there is a 'Members:' section with a search input field and an 'Add' button. To the right of the search field is a checkbox labeled 'Display Active Employment Status Only'. Below this is a table with columns 'Professional #', 'Username', 'Name', and 'Current Employment Status'. The table contains two rows: one for '123457', 'fictitiousj', 'Fictitious, Jane' with 'Active' selected, and another for '145678', 'Imaginary, Sally' with 'Active' selected. Both rows have a 'Retired' checkbox.

Membership Registry

[Logout]

Membership List For Pretend Site

Navigation

Go To [Home](#)

Save

NSTU Representative Member List

12345 x

Jane, Fictitious - fictitiousj

John, Fictitious - jfictitious

Sally, Imaginary - null

Kevin, Invented - kinvented

Beverley, Quillan - bquillan

(Start typing to search)

Add

Professional # Username Name

☐ Submit Completed Information

Members:

(Start typing to search) Add ☐ Display Active Employment Status Only

| Professional # | Username         | Name             | Current Employment Status               |
|----------------|------------------|------------------|-----------------------------------------|
| 123457         | fictitiousj      | Fictitious, Jane | Active Retired <input type="checkbox"/> |
| 145678         | Imaginary, Sally |                  | Active Retired <input type="checkbox"/> |

## Membership List For Pretend Site

## Navigation

Go To [Home](#)[Save](#)

## NSTU Representative Member List

Jane, Fictitious - fictitic x

(Start typing to search)

[Add](#) :

| Professional # | Username | Name             | Rep Level |                        |
|----------------|----------|------------------|-----------|------------------------|
| 145678         |          | Sally, Imaginary |           | <a href="#">remove</a> |

## Alternate Representative Member List

(Start typing to search)

[Add](#) :

Professional # Username Name

☐ Submit Completed Information

## Members:

(Start typing to search)

[Add](#)☐ Display Active Employment Status Only

| Professional # | Username    | Name             | Current Employment Status |                                  |
|----------------|-------------|------------------|---------------------------|----------------------------------|
| 123457         | fictitiousj | Fictitious, Jane | <a href="#">Active</a>    | Retired <input type="checkbox"/> |

## Membership List For Pretend Site

## Navigation

Go To [Home](#)[Save](#)

## NSTU Representative Member List

Jane, Fictitious - fictitiousj

(Start typing to search)

[Add](#) :

| Professional # | Username    | Name             | Rep Level |                        |
|----------------|-------------|------------------|-----------|------------------------|
| 145678         |             | Sally, Imaginary |           | <a href="#">remove</a> |
| 123457         | fictitiousj | Jane, Fictitious |           | <a href="#">remove</a> |

## Alternate Representative Member List

(Start typing to search)

[Add](#) :

Professional # Username Name

☐ Submit Completed Information

## Members:

(Start typing to search)

[Add](#)☐ Display Active Employment Status Only

| Professional # | Username    | Name             | Current Employment Status |                                  |
|----------------|-------------|------------------|---------------------------|----------------------------------|
| 123457         | fictitiousj | Fictitious, Jane | <a href="#">Active</a>    | Retired <input type="checkbox"/> |

## UPDATING A SITE LIST

### 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 could select “Unknown” from the dropdown list.

The screenshot shows the 'Alternate Representative Member List' interface. At the top, there is a search bar with the placeholder text '(Start typing NSCC or Professional Number to search)'. Below the search bar is an 'Add' button. The main table has columns for 'Professional #', 'Username', and 'Name'. A dropdown menu is open, showing various employment status options: N/A, Active, Job Share, Leave of Absence, Deferred Leave, Permanent Part-time, Full Time Study, Paid Sick Leave, Unpaid Sick Leave, Maternity Leave, Parental Leave, Substitute, Secondment, In-Province Teacher Exchange, Leave For Injury On Duty, NSCC Auxiliary, NSCC Term, Inactive, New Site, and Unknown. To the right of the table, there is a checkbox for 'Display Active Employment Status Only' and three 'Retired' checkboxes.

| Professional # | Username    | Name              | Employment Status | Retired                  |
|----------------|-------------|-------------------|-------------------|--------------------------|
| 123456         | jfictitious | Fictitious, John  | Active            | <input type="checkbox"/> |
| 156789         | kinvented   | Invented, Kevin   | Deferred Leave    | <input type="checkbox"/> |
| 134567         | bquillan    | Quillan, Beverley | NSCC Auxiliary    | <input type="checkbox"/> |

### 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.)

The screenshot shows the 'Alternate Representative Member List' interface. At the top, there is a search bar with the placeholder text '(Start typing NSCC or Professional Number to search)'. Below the search bar is an 'Add' button. The main table has columns for 'Professional #', 'Username', 'Name', 'Current Employment Status', and 'Retired'. A dropdown menu is open for the 'Current Employment Status' column, showing options: New Site, Deferred Leave, and Active. To the right of the table, there is a checkbox for 'Display Active Employment Status Only' and three 'Retired' checkboxes. A new field is visible next to the 'New Site' option, with the placeholder text '(type to search)'.

| Professional # | Username    | Name              | Current Employment Status | Retired                  |
|----------------|-------------|-------------------|---------------------------|--------------------------|
| 123456         | jfictitious | Fictitious, John  | New Site                  | <input type="checkbox"/> |
| 156789         | kinvented   | Invented, Kevin   | Deferred Leave            | <input type="checkbox"/> |
| 134567         | bquillan    | Quillan, Beverley | Active                    | <input type="checkbox"/> |

**Alternate Representative Member List**

(Start typing NSCC or Professional Number to search)

**Add** :

Professional # Username Name

☐ Submit Completed Information, Press the Save button above after checking the box

**Members:**

(Start typing NSCC or Professional Number to search)  **Add** ☐ Display Active Employment Status Only

| Professional # | Username    | Name              | Current Employment Status | Retired                  |
|----------------|-------------|-------------------|---------------------------|--------------------------|
| 123456         | jfictitious | Fictitious, John  | New Site                  | <input type="checkbox"/> |
| 156789         | kinvented   | Invented, Kevin   | Deferred Leave            | <input type="checkbox"/> |
| 134567         | bquillan    | Quillan, Beverley | Active                    | <input type="checkbox"/> |

lock

- Lockeport Elementary School - undefined
- Lockeport Regional High School - undefined
- Lockview High School - undefined

**Alternate Representative Member List**

(Start typing NSCC or Professional Number to search)

**Add** :

Professional # Username Name

☐ Submit Completed Information, Press the Save button above after checking the box

**Members:**

(Start typing NSCC or Professional Number to search)  **Add** ☐ Display Active Employment Status Only

| Professional # | Username    | Name              | Current Employment Status | Retired                                       |
|----------------|-------------|-------------------|---------------------------|-----------------------------------------------|
| 123456         | jfictitious | Fictitious, John  | New Site                  | <input type="checkbox"/> Lockview High School |
| 156789         | kinvented   | Invented, Kevin   | Deferred Leave            | <input type="checkbox"/>                      |
| 134567         | bquillan    | Quillan, Beverley | Active                    | <input type="checkbox"/>                      |

Once you select “Save” the member will be moved to the site you indicated and will appear on that site list.

## Member Missing from Site – in the Registry

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

### Alternate Representative Member List

(Start typing NSCC or Professional Number to search)

Add :

Professional # Username Name

☐ Submit Completed Information, Press the Save button above after checking the box

#### Members:

(Start typing NSCC or Professional Number to search)

12345 x

Add

☐ Display Active Employment Status Only

Professional # Username Name

Current Em

123456 jfictitious Fictitious, John  
156789 kinvented Invented, Kevin  
134567 bqullan Quillan, Beverley

Active  
Deferred L  
Active

Jane, Fictitious - fictitiousj  
John, Fictitious - jfictitious  
Sally, Imaginary - null  
Kevin, Invented - kinvented  
Beverley, Quillan - bqullan

### Alternate Representative Member List

(Start typing NSCC or Professional Number to search)

Add :

Professional # Username Name

☐ Submit Completed Information, Press the Save button above after checking the box

#### Members:

(Start typing NSCC or Professional Number to search)

Sally, Imaginary - null x

Add

☐ Display Active Employment Status Only

Professional # Username Name

Current Employment Status

123456 jfictitious Fictitious, John  
156789 kinvented Invented, Kevin  
134567 bqullan Quillan, Beverley

Active Retired ☐  
Deferred Leave Retired ☐  
Active Retired ☐

### Alternate Representative Member List

(Start typing NSCC or Professional Number to search)

Add :

Professional # Username Name

☐ Submit Completed Information, Press the Save button above after checking the box

#### Members:

(Start typing NSCC or Professional Number to search)

Sally, Imaginary - null

Add

☐ Display Active Employment Status Only

Professional # Username Name

Current Employment Status

123456 jfictitious Fictitious, John  
156789 kinvented Invented, Kevin  
134567 bqullan Quillan, Beverley  
145678 Imaginary, Sally

Active Retired ☐  
Deferred Leave Retired ☐  
Active Retired ☐  
Active Retired ☐

### Alternate Representative Member List

(Start typing NSCC or Professional Number to search)

Add :

Professional # Username Name

☐ Submit Completed Information, Press the Save button above after checking the box

#### Members:

(Start typing NSCC or Professional Number to search)

Add

☐ Display Active Employment Status Only

Professional # Username Name

Current Employment Status

123456 jfictitious Fictitious, John  
145678 Imaginary, Sally  
156789 kinvented Invented, Kevin  
134567 bqullan Quillan, Beverley

Active Retired ☐  
Active Retired ☐  
Deferred Leave Retired ☐  
Active Retired ☐

## Member Missing from Site – NOT in the Registry

If the member is NOT in the Membership Registry 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.”)

## SAVING AND SUBMITTING

### 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, the 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” (arrow one) then press “Save” (arrow two).

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

The screenshot shows a web interface titled "Membership List For Pretend Site". At the top, there is a "Navigation" section with a "Go To Home" link. Below this is a "Save" button, which is highlighted by an orange arrow labeled "two". The main content area is divided into two sections: "NSTU Representative Member List" and "Alternate Representative Member List". Each section has a search bar and an "Add" button. Below the "NSTU Representative Member List" is a table with columns for Professional #, Username, Name, and Rep Level. The table contains two rows of data. Below the "Alternate Representative Member List" is a checkbox labeled "Submit Completed Information, Press the Save button above after checking the box", which is highlighted by an orange arrow labeled "one". Below this checkbox is a "Members:" section with a search bar and an "Add" button. To the right of the "Add" button is a checkbox labeled "Display Active Employment Status Only". Below this is a table with columns for Professional #, Username, Name, Current Employment Status, and Retired. The table contains two rows of data.

| Professional # | Username    | Name             | Rep Level | Current Employment Status | Retired                  |
|----------------|-------------|------------------|-----------|---------------------------|--------------------------|
| 123457         | fictitiousj | Jane, Fictitious |           | Active                    | <input type="checkbox"/> |
| 123456         | jfictitious | John, Fictitious |           | Active                    | <input type="checkbox"/> |

| Professional # | Username    | Name             | Current Employment Status | Retired                  |
|----------------|-------------|------------------|---------------------------|--------------------------|
| 123457         | fictitiousj | Fictitious, Jane | Active                    | <input type="checkbox"/> |
| 145678         |             | Imaginary, Sally | Active                    | <input type="checkbox"/> |

## LOCAL EXECUTIVE LIST

Local Presidents have the ability to update the Local Executive List within the Membership Registry.

Upon logging in to your profile you will be presented with the homepage below. Click on the “Edit Local Information For . . .” button.



Membership Registry

[ Logout ]

Registry Menu For Presidents

-  **Edit Profile**  
edit your profile information
-  **Edit Local Information For Sample Local.**  
edit local information

**Searching**

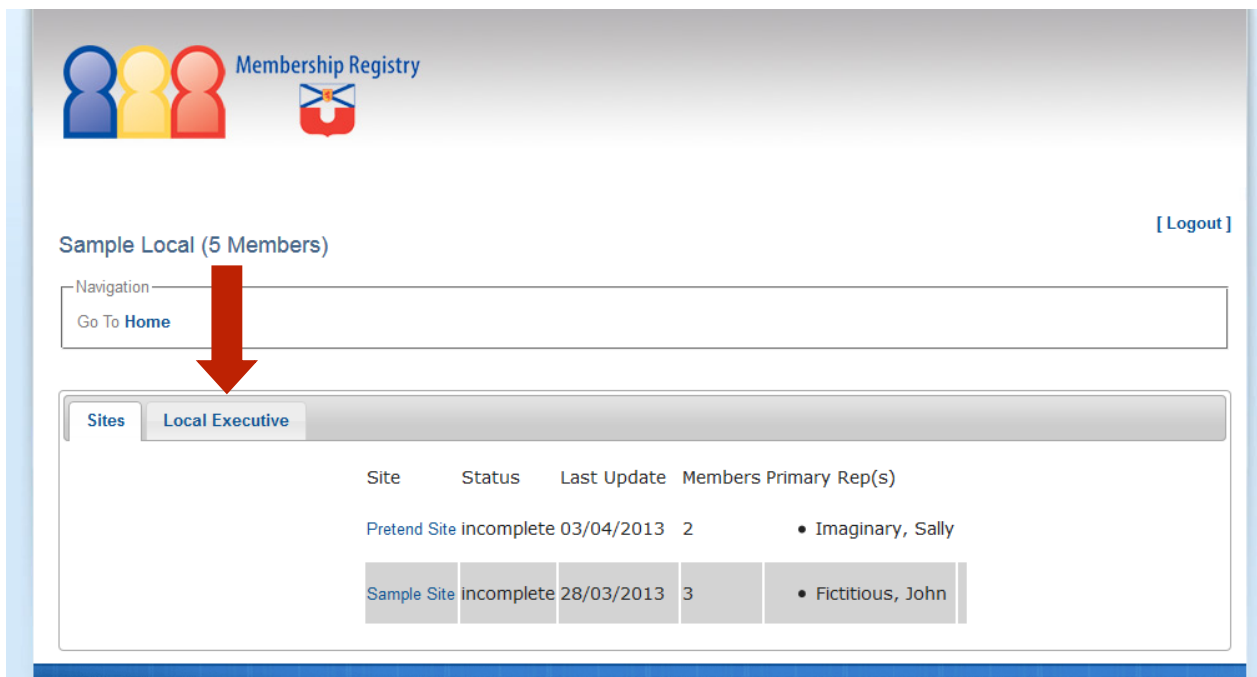
*\*Note*  
Searches and queries are filtered only to members within your local. To conduct searches or to build queries select the "Search Selected Local" button. To access saved queries and to send emails select the "Saved Queries" button.

Local Filters Selected:

Sample Local

-  **Search Selected Local.**  
A comprehensive search of profiles for the selected local
-  **Saved Queries**  
A listing of saved queries, emailing, etc...

Once the screen below appears, click on the “Local Executive” tab:



Membership Registry

[ Logout ]

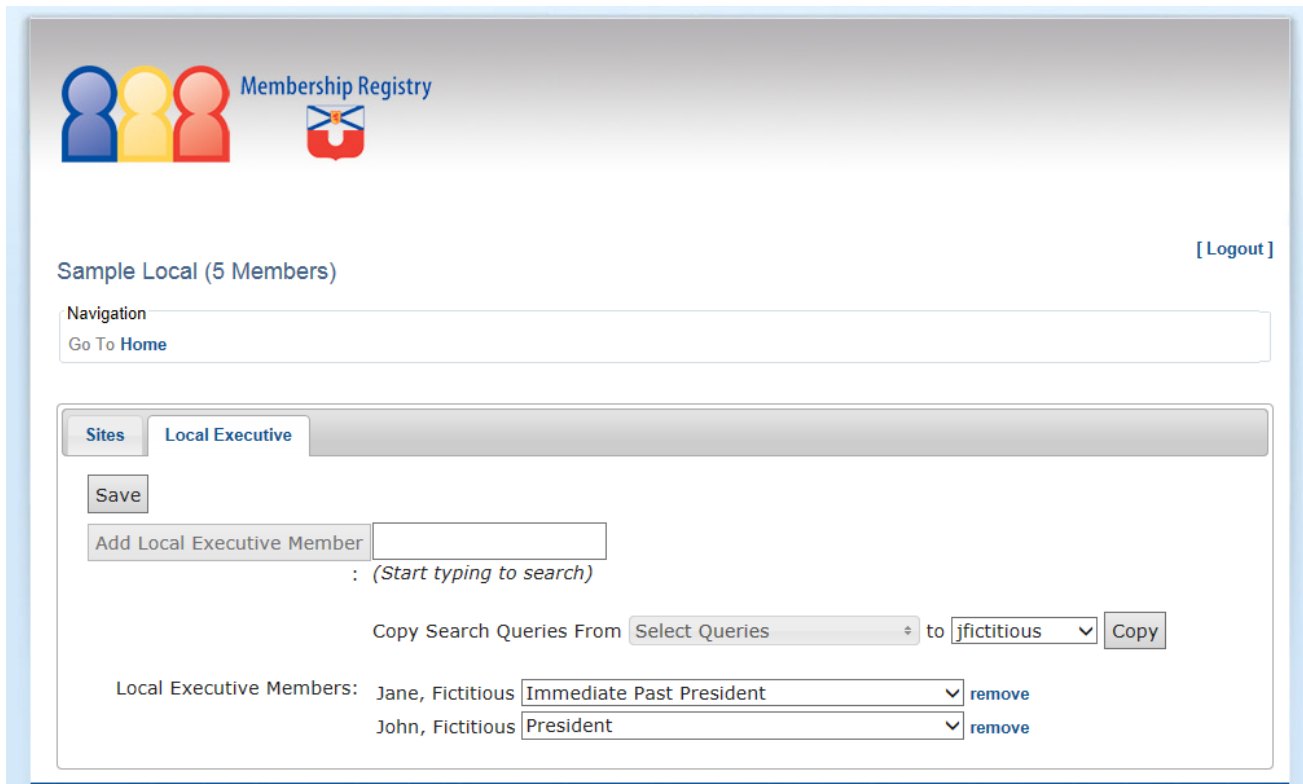
Sample Local (5 Members)

Navigation  
Go To [Home](#)

**Sites** **Local Executive**

| Site         | Status     | Last Update | Members | Primary Rep(s)     |
|--------------|------------|-------------|---------|--------------------|
| Pretend Site | incomplete | 03/04/2013  | 2       | • Imaginary, Sally |
| Sample Site  | incomplete | 28/03/2013  | 3       | • Fictitious, John |

The next screen will display the members who are identified, within the Registry, as holding office on the Executive for your Local.



Membership Registry

[ Logout ]

Sample Local (5 Members)

Navigation  
Go To [Home](#)

Sites Local Executive

Save

Add Local Executive Member

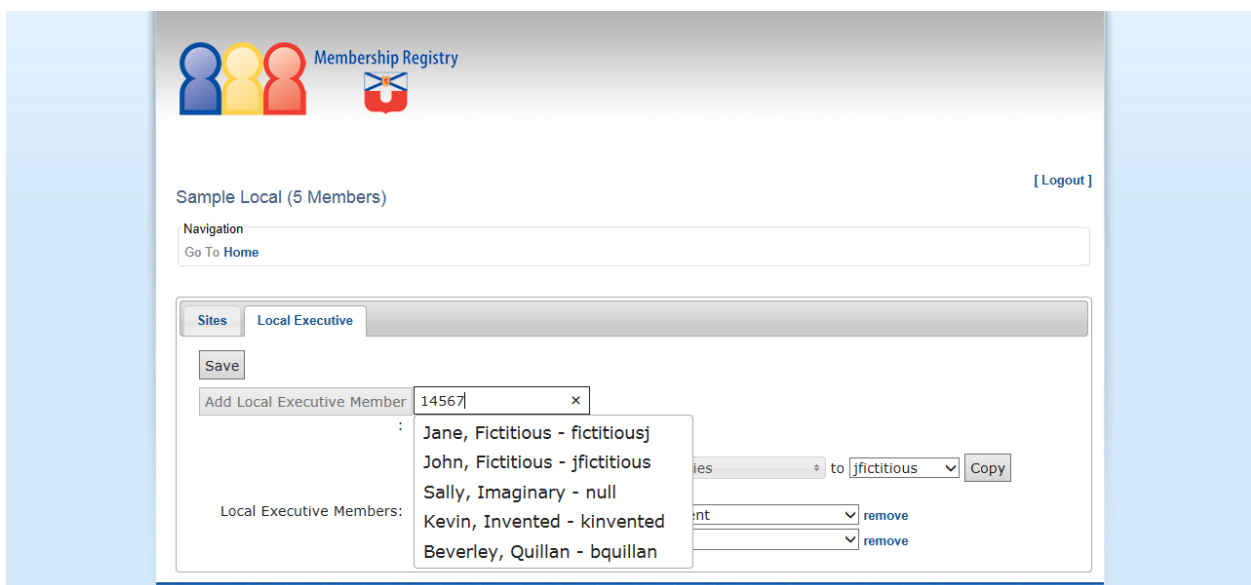
: (Start typing to search)

Copy Search Queries From  to

Local Executive Members:

|                  |                                                       |                                       |
|------------------|-------------------------------------------------------|---------------------------------------|
| Jane, Fictitious | <input type="text" value="Immediate Past President"/> | <input type="button" value="remove"/> |
| John, Fictitious | <input type="text" value="President"/>                | <input type="button" value="remove"/> |

To add a member to your Local Executive, start typing their professional number or NSCC employee number into the “Add Local Executive Member” field. 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. The system will input their NSTU username.



Membership Registry

[ Logout ]

Sample Local (5 Members)

Navigation  
Go To [Home](#)

Sites Local Executive

Save

Add Local Executive Member

:

Local Executive Members:

|                  |                                                       |                                       |
|------------------|-------------------------------------------------------|---------------------------------------|
| Jane, Fictitious | <input type="text" value="Immediate Past President"/> | <input type="button" value="remove"/> |
| John, Fictitious | <input type="text" value="President"/>                | <input type="button" value="remove"/> |

In this section of the Membership Registry, the system will not input a member who does not have an NSTU username. For example in the screen shot above, if you attempt to select Sally Imaginary, who does not have an NSTU username, the system will not accept it. If; however, you select Kevin Invented, it will accept the username, see next screen shot.

Membership Registry

Sample Local (5 Members) [Logout]

Navigation  
Go To [Home](#)

**Sites** Local Executive

Save

Add Local Executive Member kinvented x  
: (Start typing to search)

Copy Search Queries From Select Queries to jfictitious Copy

Local Executive Members:

|                  |                          |        |
|------------------|--------------------------|--------|
| Jane, Fictitious | Immediate Past President | remove |
| John, Fictitious | President                | remove |

Once the username appears in the field, select the “Add Local Executive Member” button. This will place the individual on your list of Local Executive Members.

Membership Registry

Sample Local (5 Members) [Logout]

Navigation  
Go To [Home](#)

**Sites** Local Executive

Save

Add Local Executive Member kinvented x  
: (Start typing to search)

Copy Search Queries From Select Queries to jfictitious Copy

Local Executive Members:

|                  |                          |        |
|------------------|--------------------------|--------|
| Jane, Fictitious | Immediate Past President | remove |
| John, Fictitious | President                | remove |
| Kevin, Invented  | N/A                      | remove |

Once the member is on the list, select the down arrow on the field next to the name. This will present you with a dropdown list of Local offices. Select the appropriate office from the list.


Membership Registry

[\[ Logout \]](#)

### Sample Local (5 Members)

Navigation

Go To [Home](#)

Sites

Local Executive

Save

Add Local Executive Member

kinvented

: (Start typing to search)

Copy Search Queries From

Local Executive Members:

Jane, Fictitious

John, Fictitious

Kevin, Invented

N/A

President

President (acting)

Immediate Past President

VP Communications (PA, PR)

VP Public Relations

VP Public Affairs

VP Ec. Welfare

Community College VP Ec. Welfare - Faculty

Community College VP Ec. Welfare - PS

VP PD

Secretary

Treasurer

Members-at-Large

Provincial Executive Member

Local Liaison

Social

Resolutions

Webmaster

New Member Contact

Substitute Liaison

Equity Liaison

Nominations

Wellness

NSTU Reps

ctitious

Copy

remove

remove

remove

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100%


Membership Registry

[\[ Logout \]](#)

### Sample Local (5 Members)

Navigation

Go To [Home](#)

Sites

Local Executive

Save

Add Local Executive Member

kinvented

: (Start typing to search)

Copy Search Queries From

Local Executive Members:

Jane, Fictitious

John, Fictitious

Kevin, Invented

Kevin, Invented

Select Queries

to

fictitious

Copy

Immediate Past President

President

Treasurer

Webmaster

remove

remove

remove

remove

## SEARCHING & EMAILING

Local Presidents have the ability to perform searches, save queries and email from the Membership Registry.

Upon logging in to your profile you will be presented with a homepage containing access to search options:

The screenshot shows the 'Membership Registry' homepage for Presidents. At the top left are three colored circles (blue, yellow, red) and a logo. The title 'Membership Registry' is at the top right. Below the title is a '[ Logout ]' link. The main content area is titled 'Registry Menu For Presidents' and contains two buttons: 'Edit Profile' (with a plus icon) and 'Edit Local Information For Sample Local.' (with a plus icon). To the right of the menu is a 'Searching' section. It contains a note: '\*Note Searches and queries are filtered only to members within your local. To conduct searches or to build queries select the "Search Selected Local" button. To access saved queries and to send emails select the "Saved Queries" button.' Below the note is a dropdown menu labeled 'Local Filters Selected:' with 'Sample Local' selected. Below the dropdown are two buttons: 'Search Selected Local.' (with a magnifying glass icon) and 'Saved Queries' (with a magnifying glass icon).

## SEARCHING

To conduct searches and to build your queries, click on the "Search Selected Local" button. You will then be presented with the following screen:

The screenshot shows the 'Search Member Profiles' screen. At the top right is a '[ Logout ]' link. The main content area is titled 'Search Member Profiles'. It contains a 'Navigation' section with a 'Go To Home' link. Below the navigation is a 'Search' section with three buttons: 'Add Filter', 'Search', and 'Clear'. Below the search section is a 'List/Query Name' section. It contains a 'Saved Name:' field with a text input box and a 'Save As New Query' button. Below the saved name field is a '(type to search) Query:' field with a text input box and a 'Load Query' button. At the bottom of the screen is a 'Results:' section with a header row: 'First Name Last Name Username Professional # NSCC Number #'.

If you select the "Search" button prior to selecting a filter, it will return all members of your Local.

[ Logout ]

### Search Member Profiles

Navigation  
 Go To [Home](#)

Search

List/Query Name  
 Saved Name:    
 (type to search) Query:

**Results: 5**

Show  entries

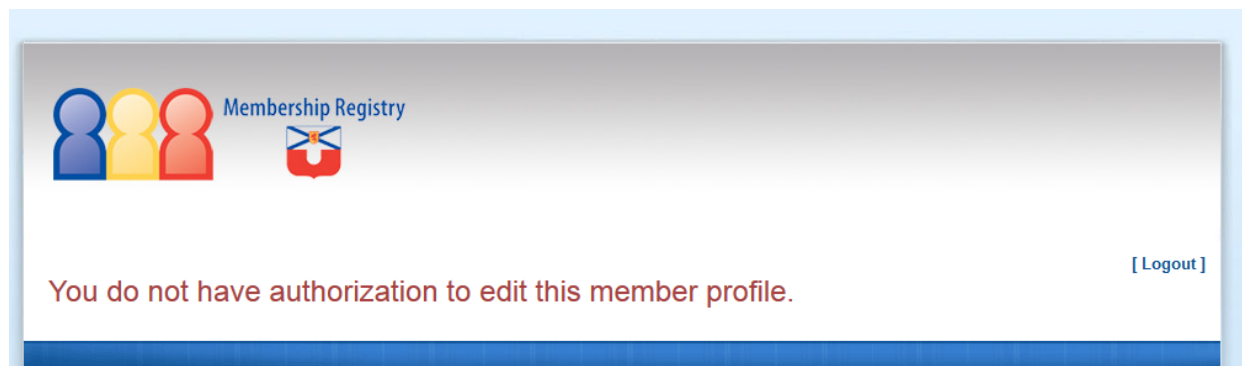
Search:

| First Name | Last Name  | Username    | Professional # | NSCC Number # |
|------------|------------|-------------|----------------|---------------|
| Beverley   | Quillan    | bquillan    | 134567         | 1             |
| Jane       | Fictitious | fictitiousj | 123457         | null          |
| John       | Fictitious | jfictitious | 123456         | null          |
| Kevin      | Invented   | null        | 156789         | null          |
| Sally      | Imaginary  | null        | 145678         | null          |

Showing 1 to 5 of 5 entries

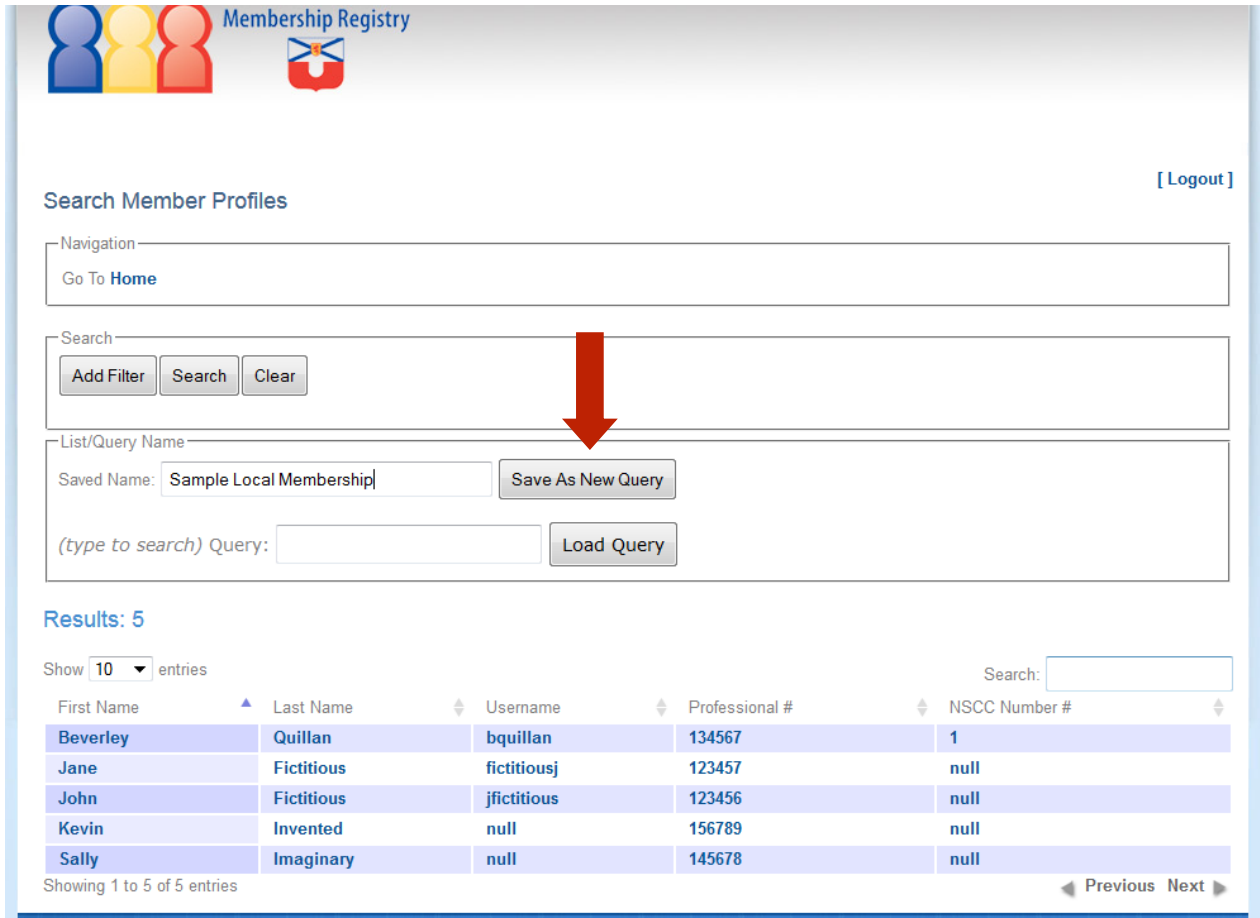
◀ Previous   Next ▶

NOTE: You will **NOT** have the ability to access individual profiles for the members on the list. If you click on anything displayed in the columns, other than your own information, you will be presented with the following screen:



## SAVING QUERIES

In order to access this list in the future, simply type in a name for your query and then select the “Save As New Query” button.



The screenshot shows the 'Membership Registry' interface. At the top, there is a logo with three stylized figures in blue, yellow, and red, followed by the text 'Membership Registry'. Below this is a navigation bar with a '[ Logout ]' link. The main section is titled 'Search Member Profiles'. It contains a 'Navigation' section with a 'Go To Home' link. Below that is a 'Search' section with 'Add Filter', 'Search', and 'Clear' buttons. A large red arrow points down to the 'List/Query Name' section, which has a 'Saved Name' field containing 'Sample Local Membership' and a 'Save As New Query' button. Below this is a '(type to search) Query:' field with a 'Load Query' button. The 'Results: 5' section shows a table of 5 entries. The table has columns for First Name, Last Name, Username, Professional #, and NSCC Number #. The entries are: Beverley Quillan (bquillan, 134567, 1), Jane Fictitious (fictitiousj, 123457, null), John Fictitious (jfictitious, 123456, null), Kevin Invented (null, 156789, null), and Sally Imaginary (null, 145678, null). At the bottom, it says 'Showing 1 to 5 of 5 entries' and has 'Previous' and 'Next' navigation links.

Membership Registry

[ Logout ]

Search Member Profiles

Navigation

Go To [Home](#)

Search

Add Filter Search Clear

List/Query Name

Saved Name:  Save As New Query

(type to search) Query:  Load Query

Results: 5

Show  entries

Search:

| First Name | Last Name  | Username    | Professional # | NSCC Number # |
|------------|------------|-------------|----------------|---------------|
| Beverley   | Quillan    | bquillan    | 134567         | 1             |
| Jane       | Fictitious | fictitiousj | 123457         | null          |
| John       | Fictitious | jfictitious | 123456         | null          |
| Kevin      | Invented   | null        | 156789         | null          |
| Sally      | Imaginary  | null        | 145678         | null          |

Showing 1 to 5 of 5 entries

Previous Next

Once you have selected the button, the screen will change to indicate that the Search Query has been saved (see arrow in screen shot below).

[ Logout ]

### Search Member Profiles

Navigation  
 Go To [Home](#)

Search  
 Add Filter Search Clear

List/Query Name  
 Search Query Sample Local Membership saved.  
 Saved Name:  Save As New Query  
 (type to search) Query:  Load Query

Results: 5  
 Show  entries

| First Name | Last Name  | Username    | Professional # | NSCC Number # |
|------------|------------|-------------|----------------|---------------|
| Beverley   | Quillan    | bquillan    | 134567         | 1             |
| Jane       | Fictitious | fictitiousj | 123457         | null          |
| John       | Fictitious | jfictitious | 123456         | null          |
| Kevin      | Invented   | null        | 156789         | null          |
| Sally      | Imaginary  | null        | 145678         | null          |

Showing 1 to 5 of 5 entries
 Previous Next

## FILTERS - PRESET

To search your Local based on a particular criteria (for example by site) simply select the “Add Filter” button, this will display a filter field, clicking on the down arrow will provide a list of filters:

[ Logout ]

### Search Member Profiles

Navigation  
 Go To [Home](#)

Search  
 Add Filter Search Clear

List/Query Name  
 Saved Name:  Save As New Query  
 (type to search) Query:  Load Query

Results: 5  
 Show  entries

X Select a field: 

- Select a field:
- WebMailEmail
- First Name
- Middle Name
- Last Name
- Common Name
- Professional Number
- NSCC Employee Number
- Primary Site
- Secondary Site
- Employment Status
- Membership Status
- More...

First Name Last Name Username Professional # NSCC Number #

If you scroll down and select “Primary Site” it will present you with a box where you will type the name of the site you wish to find. As you start to type, it will present you with options. These options will narrow down as you continue to type.

## Search Member Profiles

[ Logout ]

Navigation

Go To [Home](#)

Search

Add Filter

Search

Clear

X

Primary Site

sam

Search

**Sambro - Ketch Harbour Consolidated**

3725 Old Sambro Road, Sambro More details P - 6

**Sample Site**

More details

List/Query Name

Saved Name:

(type to search) Query:

Load Query

Results: 0

First Name Last Name Username Professional # NSCC Number #

Simply click on the one you require. Once the site has appeared (to the right of the “Search” button) click on the “Search” button above (between the “Add Filter” and “Clear” buttons). See arrow:

## Search Member Profiles

[ Logout ]

Navigation

Go To [Home](#)

Search

Add Filter

Search

Clear

X

Primary Site

samp

Search

Sample Site

More details X

(Start typing to search)

List/Query Name

Saved Name:

Save As New Query

(type to search) Query:

Load Query

Results: 0

First Name Last Name Username Professional # NSCC Number #

The results will appear in a table at the bottom of the screen:

**Search Member Profiles** [Logout]

Navigation  
Go To [Home](#)

Search  
Add Filter Search Clear

X Primary Site sam Search [Sample Site](#) [More details](#) X  
(Start typing to search)

List/Query Name  
Saved Name: Save As New Query  
(type to search) Query: Load Query

**Results: 3**

Show 10 entries Search:

| First Name | Last Name  | Username    | Professional # | NSCC Number # |
|------------|------------|-------------|----------------|---------------|
| John       | Fictitious | jfictitious | 123456         | null          |
| Kevin      | Invented   | null        | 156789         | null          |
| Beverley   | Quillan    | bquillan    | 134567         | 1             |

Showing 0 to 0 of 0 entries Previous Next

If you wish to search by name, you have the ability to set parameters on your filters:

**Search Member Profiles** [Logout]

Navigation  
Go To [Home](#)

Search  
Add Filter Search Clear

X Last Name Equals quillan  
X First Name Equals

List/Query Name  
Saved Name: Save As New Query  
(type to search) Query: Load Query

**Results: 0**

Show 10 entries Search:

| First Name | Last Name | Username | Professional # | NSCC Number # |
|------------|-----------|----------|----------------|---------------|
|------------|-----------|----------|----------------|---------------|

Showing 0 to 0 of 0 entries Previous Next

## FILTERS - NSTU REPS (“MORE”)

To search for NSTU reps, select “more” from the dropdown filter list. A window will appear on the screen. Once you start to type NSTU in the field it will display the choices “NSTU Rep” and “NSTU Secondary Rep”.

The screenshot shows the 'Search Member Profiles' interface. At the top right is a '[ Logout ]' link. Below the title is a 'Navigation' section with a 'Go To Home' link. The 'Search' section contains 'Add Filter', 'Search', and 'Clear' buttons. A dropdown menu is open, showing 'More...' selected. A modal window titled 'Search for more fields' is displayed, containing a text input with 'NSTU' and a list of suggestions: 'NSTU Rep' and 'NSTU Secondary Rep'. Below the modal, there is a 'List/Query Name' section with a 'Saved Name:' field and a '(type to search) Query:' field with a 'Load Query' button. The 'Results: 0' section shows 'Show 10 entries' and a table header with columns: First Name, Last Name, Username, Professional #, NSCC Number #, and Search:. The table shows 'Showing 0 to 0 of 0 entries' and 'Previous Next' navigation links.

Select “NSTU Rep”. This will populate the filter and provide you with filtering options.

The screenshot shows the 'Search Member Profiles' interface with the 'NSTU Rep' filter selected. The 'Search' section now shows 'Add Filter', 'Search', and 'Clear' buttons. The dropdown menu is open, showing 'NSTU Rep' selected. A modal window titled 'Search for more fields' is displayed, containing a text input with 'NSTU Rep' and a list of suggestions: 'Alternate Rep', 'No', and 'Primary Rep'. Below the modal, there is a 'List/Query Name' section with a 'Saved Name:' field and a 'Save As New Query' button. The '(type to search) Query:' field has a dropdown menu with 'Equals', 'Not equals', and 'Not equals' options. The 'Results: 0' section shows 'Show 10 entries' and a table header with columns: First Name, Last Name, Username, Professional #, NSCC Number #, and Search:. The table shows 'Showing 0 to 0 of 0 entries' and 'Previous Next' navigation links.

(S-1)

(S-2)

Page 24

## FILTERS - ADDITIONAL INFORMATION

### Employment Status

Please be advised that the search engine will only return “Active” members of your Local. Certain categories under “Employment Status” do not fall under this category; therefore, you will not receive any results if you select them. For example; although the category “Substitute” appears under “Employment Status”, substitutes are not active members so you will not receive any results if you select that category. You would; however, be able to conduct a search to find all the members of your Local who are on “Deferred” as they continue to hold active membership.

### Membership Status

As referenced above, the system will only return “Active” members; therefore, there is no need to utilize this filter.

## SAVED QUERIES

To view your queries select “Saved Queries” on the Homepage.

**MemberList Listings** [\[ Logout \]](#)

Navigation  
Go To [Home](#)

email

Show **10** entries Search:

| Lists                    | Type    | Complete | Description             | Made By     | Last Changed By | Members | Created    |                      |
|--------------------------|---------|----------|-------------------------|-------------|-----------------|---------|------------|----------------------|
| <input type="checkbox"/> | Dynamic | Yes      | Pretend Reps            | fictitiousj | fictitiousj     | 1       | 24/04/2013 | <a href="#">Edit</a> |
| <input type="checkbox"/> | Dynamic | Yes      | Pretend Site Members    | fictitiousj | fictitiousj     | 2       | 24/04/2013 | <a href="#">Edit</a> |
| <input type="checkbox"/> | Dynamic | Yes      | Sample Local Membership | fictitiousj | fictitiousj     | 5       | 24/04/2013 | <a href="#">Edit</a> |
| <input type="checkbox"/> | Dynamic | Yes      | Sample Local Reps       | fictitiousj | fictitiousj     | 2       | 24/04/2013 | <a href="#">Edit</a> |
| <input type="checkbox"/> | Dynamic | Yes      | Sample Site members     | fictitiousj | fictitiousj     | 3       | 24/04/2013 | <a href="#">Edit</a> |

Showing 1 to 5 of 5 entries [Previous](#) [Next](#)

## SENDING EMAILS

To send an email, select the box (or boxes) that appear in the “Lists” column next to the desired query (queries).

MemberList Listings [\[ Logout \]](#)

Navigation  
Go To [Home](#)

Show **10** entries Search:

| Lists                               | Type    | Complete | Description             | Made By     | Last Changed By | Members | Created    |                      |
|-------------------------------------|---------|----------|-------------------------|-------------|-----------------|---------|------------|----------------------|
| <input type="checkbox"/>            | Dynamic | Yes      | Pretend Reps            | fictitiousj | fictitiousj     | 1       | 24/04/2013 | <a href="#">Edit</a> |
| <input type="checkbox"/>            | Dynamic | Yes      | Pretend Site Members    | fictitiousj | fictitiousj     | 2       | 24/04/2013 | <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | Dynamic | Yes      | Sample Local Membership | fictitiousj | fictitiousj     | 5       | 24/04/2013 | <a href="#">Edit</a> |
| <input type="checkbox"/>            | Dynamic | Yes      | Sample Local Reps       | fictitiousj | fictitiousj     | 2       | 24/04/2013 | <a href="#">Edit</a> |
| <input type="checkbox"/>            | Dynamic | Yes      | Sample Site members     | fictitiousj | fictitiousj     | 3       | 24/04/2013 | <a href="#">Edit</a> |

Showing 1 to 5 of 5 entries [Previous](#) [Next](#)

Selecting the “email” button generates the screen below.

Email Send To Lists [\[ Logout \]](#)

Navigation  
Go To [Home](#)

There are 5 unique member(s) from the following lists:

- Sample Local Membership has 5 Member(s)

Member Template Field: **First Name**

Subject:

Rich text editor toolbar and area.

## 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”.

**Email Send To Lists** [\[ Logout \]](#)

Navigation  
Go To [Home](#)

There are 5 unique member(s) from the following lists:

- Sample Local Membership has 5 Member(s)

Member Template Field: **First Name** (dropdown menu open showing: First Name, Last Name, Initial, Province, **Commonly Used Name**, City)

Subject: \_\_\_\_\_

**Insert** **Add Attachment** **send**

Rich text editor toolbar and content area.

**Email Send To Lists** [\[ Logout \]](#)

Navigation  
Go To [Home](#)

There are 5 unique member(s) from the following lists:

- Sample Local Membership has 5 Member(s)

Member Template Field: **Commonly Used Name** (dropdown menu)

Subject: **[Commonly Used Name]**

**Insert** **Add Attachment** **send**

Rich text editor toolbar and content area.

## Attachments

To send an attachment, click the “Add Attachment” button. This will generate a field and a “Browse” button.

The screenshot shows the 'Email Send To Lists' interface. At the top right is a '[ Logout ]' link. Below the title is a 'Navigation' box with a 'Go To Home' link. A message states: 'There are 5 unique member(s) from the following lists:' followed by a bullet point: '• Sample Local Membership has 5 Member(s)'. Below this is a 'Member Template Field' section with a dropdown menu set to 'Last Name' and an 'Insert' button. To the right is an 'Add Attachment' button. Below it is a text input field, a 'Browse...' button with a small 'x' icon, and a red arrow pointing to it. Below the input field is a 'send' button. The 'Subject' field contains the text 'ge from the new system'. At the bottom is a rich text editor with a toolbar and a text area containing '[Commonly Used Name] [Last Name]'.

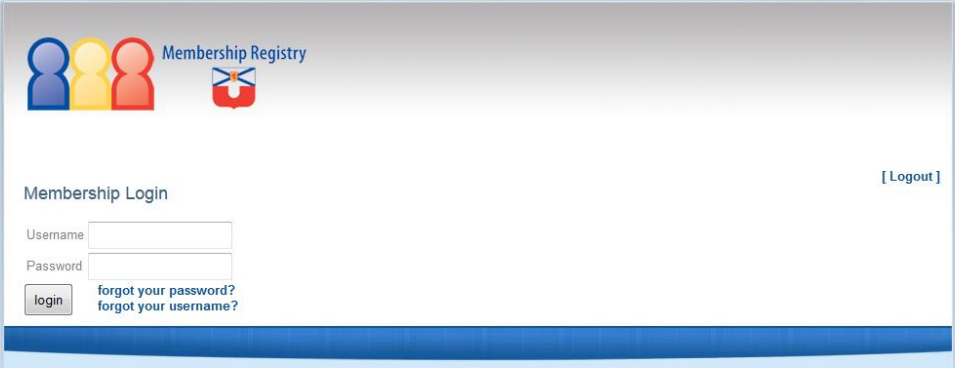
## Confirmations

This system is a component of the Admin system; therefore, email confirmation messages will not be directed to your web account. To ensure you have a copy of any messages you send from the system simply perform a search for yourself and then save the query so it will appear on the “Saved Queries” list. Select that query whenever emailing from the query list.

## SITE MANAGEMENT INSTRUCTIONS - NSTU REPRESENTATIVES

Proceed to the NSTU website ([www.nstu.ca](http://www.nstu.ca)) and access your personal profile in the NSTU Membership Registry.

Access to the Membership Registry is available by clicking on the icon () located at the top of 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.)



Membership Registry

Membership Login

Username

Password

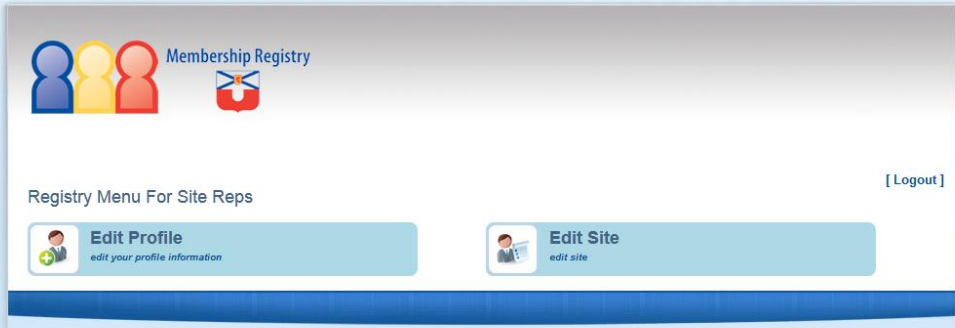
[forgot your password?](#) [forgot your username?](#)

[ Logout ]

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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.)



Membership Registry

Registry Menu For Site Reps

edit your profile information

edit site

[ Logout ]

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

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.

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.) After you save, the member will be moved to the site you indicated and will appear on that site list.


**Membership Registry**

[\[ Logout \]](#)

### Membership List For Test Site No 1

Navigation  
 Go To [Home](#)

☐ Submit Completed Information

#### Members:

(Start typing to search)   ☐ Display Active Employment Status Only

| Professional # | Username     | Name                | Current Employment Status | Retired                                   |
|----------------|--------------|---------------------|---------------------------|-------------------------------------------|
| 123456         | jfictitious  | Fictitious, Johnnie | New Site                  | <input type="checkbox"/> (type to search) |
| 123456789      | jamestest222 | test, test          | Active                    | <input type="checkbox"/>                  |
| 1234567        | regtest1     | Test, Damien        | Active                    | <input type="checkbox"/>                  |


**Membership Registry**

[\[ Logout \]](#)

### Membership List For Test Site No 1

Navigation  
 Go To [Home](#)

☐ Submit Completed Information

#### Members:

(Start typing to search)   ☐ Display Active Employment Status Only

| Professional # | Username     | Name                | Current Employment Status | Retired                                   |
|----------------|--------------|---------------------|---------------------------|-------------------------------------------|
| 123456         | jfictitious  | Fictitious, Johnnie | New Site                  | <input type="checkbox"/> (type to search) |
| 123456789      | jamestest222 | test, test          | Active                    | <input type="checkbox"/>                  |
| 1234567        | regtest1     | Test, Damien        | Active                    | <input type="checkbox"/>                  |

- Lockeport Elementary School - undefined
- Lockeport Regional High School - undefined
- Lockview High School - undefined


**Membership Registry**

[\[ Logout \]](#)

### Membership List For Test Site No 1

Navigation  
 Go To [Home](#)

☐ Submit Completed Information

#### Members:

(Start typing to search)   ☐ Display Active Employment Status Only

| Professional # | Username     | Name                | Current Employment Status | Retired                                              |
|----------------|--------------|---------------------|---------------------------|------------------------------------------------------|
| 123456         | jfictitious  | Fictitious, Johnnie | New Site                  | <input type="checkbox"/> <b>Lockview High School</b> |
| 123456789      | jamestest222 | test, test          | Active                    | <input type="checkbox"/>                             |
| 1234567        | regtest1     | Test, Damien        | Active                    | <input type="checkbox"/>                             |

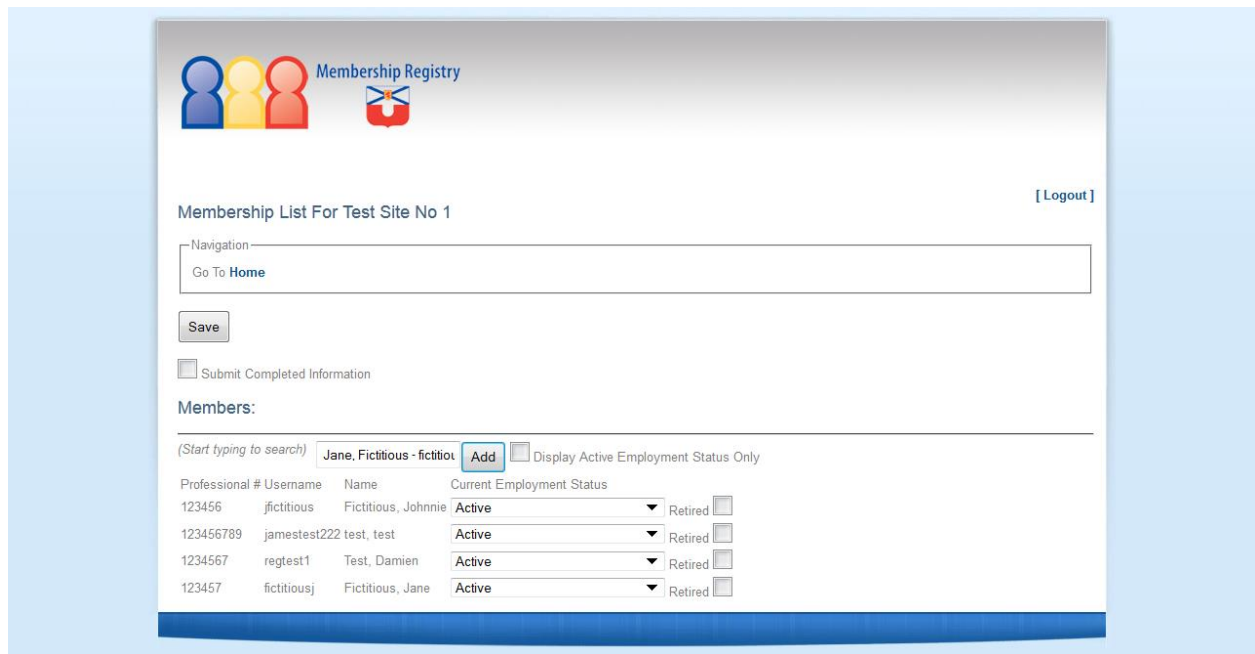
## Member Missing from Site – in the Registry

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.

The screenshot shows the 'Membership Registry' interface for 'Test Site No 1'. At the top, there are three colored person icons (blue, yellow, red) and a logo. A '[ Logout ]' link is in the top right. Below the header, there's a 'Navigation' bar with a 'Go To Home' link. A 'Save' button is visible. A checkbox labeled 'Submit Completed Information' is present. The 'Members:' section has a search bar with the text '(Start typing to search)' and the number '12345' entered. To the right of the search bar is an 'Add' button and a checkbox labeled 'Display Active Employment Status Only'. A dropdown menu is open below the search bar, showing a list of names: 'Jane, Fictitious - fictitiousj', 'Johnnie, Fictitious - fictitious', 'test, test - jamestest222', and 'Damien, Test - regtest1'. To the right of the dropdown, there are three rows, each with a 'Retired' checkbox.

The screenshot shows the 'Membership Registry' interface for 'Test Site No 1' after the search. The search bar now contains 'Jane, Fictitious - fictiot' and the 'Add' button is highlighted. The dropdown menu is closed. The 'Members:' section now displays a table with the following data:

| Professional # | Username     | Name                | Current Employment Status | Retired                  |
|----------------|--------------|---------------------|---------------------------|--------------------------|
| 123456         | fictitious   | Fictitious, Johnnie | Active                    | <input type="checkbox"/> |
| 123456789      | jamestest222 | test, test          | Active                    | <input type="checkbox"/> |
| 1234567        | regtest1     | Test, Damien        | Active                    | <input type="checkbox"/> |



Membership Registry

[ Logout ]

Membership List For Test Site No 1

Navigation

Go To [Home](#)

Save

☐ Submit Completed Information

Members:

(Start typing to search)  [Add](#) ☐ Display Active Employment Status Only

| Professional # | Username     | Name                | Current Employment Status |                                  |
|----------------|--------------|---------------------|---------------------------|----------------------------------|
| 123456         | fictitious   | Fictitious, Johnnie | Active                    | Retired <input type="checkbox"/> |
| 123456789      | jamestest222 | test, test          | Active                    | Retired <input type="checkbox"/> |
| 1234567        | regtest1     | Test, Damien        | Active                    | Retired <input type="checkbox"/> |
| 123457         | fictitiousj  | Fictitious, Jane    | Active                    | Retired <input type="checkbox"/> |



Membership Registry

[ Logout ]

Membership List For Test Site No 1

Navigation

Go To [Home](#)

Save

☐ Submit Completed Information

Members:

(Start typing to search)  [Add](#) ☐ Display Active Employment Status Only

| Professional # | Username     | Name                | Current Employment Status |                                  |
|----------------|--------------|---------------------|---------------------------|----------------------------------|
| 123456         | fictitious   | Fictitious, Johnnie | Active                    | Retired <input type="checkbox"/> |
| 123457         | fictitiousj  | Fictitious, Jane    | Active                    | Retired <input type="checkbox"/> |
| 123456789      | jamestest222 | test, test          | Active                    | Retired <input type="checkbox"/> |
| 1234567        | regtest1     | Test, Damien        | Active                    | Retired <input type="checkbox"/> |

## Member Missing from Site – NOT in the Registry

If the member is NOT in the Membership Registry you will receive the message “no match found”. If this occurs please ensure that the member completes a “Membership Information” form so that we may input their information into the system. Once they have been entered they will automatically appear on your site list. **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

[ Logout ]

Membership List For Test Site No 1

Navigation

Go To [Home](#)

☐ Submit Completed Information

Members:

(Start typing to search)   ☐ Display Active Employment Status Only

| Professional # | Username     | Name                | Current Employment Status | Retired                  |
|----------------|--------------|---------------------|---------------------------|--------------------------|
| 123456         | fictitiousj  | Fictitious, Johnnie | Active                    | <input type="checkbox"/> |
| 123457         | fictitiousj  | Fictitious, Jane    | Active                    | <input type="checkbox"/> |
| 123456789      | jamestest222 | test, test          | Active                    | <input type="checkbox"/> |
| 1234567        | regist1      | Test, Damien        | Active                    | <input type="checkbox"/> |

## Saving and Submitting

### 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” (arrow one) then press “Save” (arrow two).

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

Membership List For Pretend Site

Navigation

Go To [Home](#)

☐ Submit Completed Information, Press the Save button above after checking the box

NSTU Representative Member List

(Start typing NSCC or Professional Number to search)

| Professional # | Username    | Name             | Rep Level | remove                 |
|----------------|-------------|------------------|-----------|------------------------|
| 123457         | fictitiousj | Jane, Fictitious |           | <a href="#">remove</a> |
| 123456         | fictitiousj | John, Fictitious |           | <a href="#">remove</a> |

Alternate Representative Member List

(Start typing NSCC or Professional Number to search)

Professional # Username Name

Current Employment Status

|        |             |                  |        |                          |
|--------|-------------|------------------|--------|--------------------------|
| 123457 | fictitiousj | Fictitious, Jane | Active | <input type="checkbox"/> |
| 145678 |             | Imaginary, Sally | Active | <input type="checkbox"/> |

## FIRST TIME USERS - PERSONAL PROFILE ACCESS INSTRUCTIONS

- 1) Proceed to the NSTU website ([www.nstu.ca](http://www.nstu.ca)). Access to the Membership Registry is available by clicking on the icon () located at the top of 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 (<http://nstu.ca/default.asp?mn=1.56.299>) to the page containing activation information. Please read the information on the page carefully before activating your account.