

MRM-Strike Forms Tutorial

Chairpersons – Managing Members



Hi again, this tutorial is for the elected Chairperson of your strike benefits committee. If and when a members' information has changed since you uploaded the membership list into MRM-Strike Forms, this tutorial will help you change that information in the system.

Amending member information

CUPE-SCFP *** TEST SITE *** Sharon

Minimize

Strike Forms

Dashboard

Strikes

Reports

Manage Members

My Timesheets

Strike Calendar

Strike Locations

Scan QR Code

Show my QR Code

Strikes Strike L.2843

Notification of Strike Commencement - Form B

This form must be sent immediately and simultaneously when strike action commences.

Local Union No. Name of Employer Town/City Province

03-Feb-2026 Start Time

Strike began

Strike headquarter location address

#Street * City * Province * Postal Code

Email address * Phone *

Correspondence to the local (including strike pay cheque) should be addressed to:

Name * Position *

Form B

Form C

Form D

Form E Pending

Form F Completed

Form G Pending

Form H

Locations

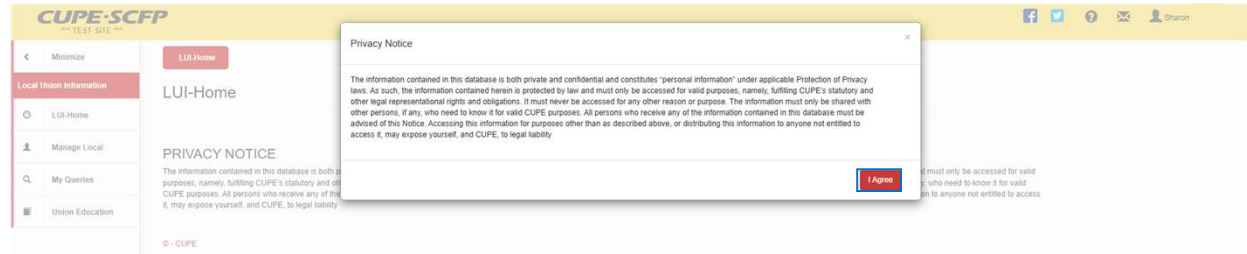
Shift Schedules

Manage Strike Committee

Member Communication

After signing in, click on Manage Members.

Amending members information



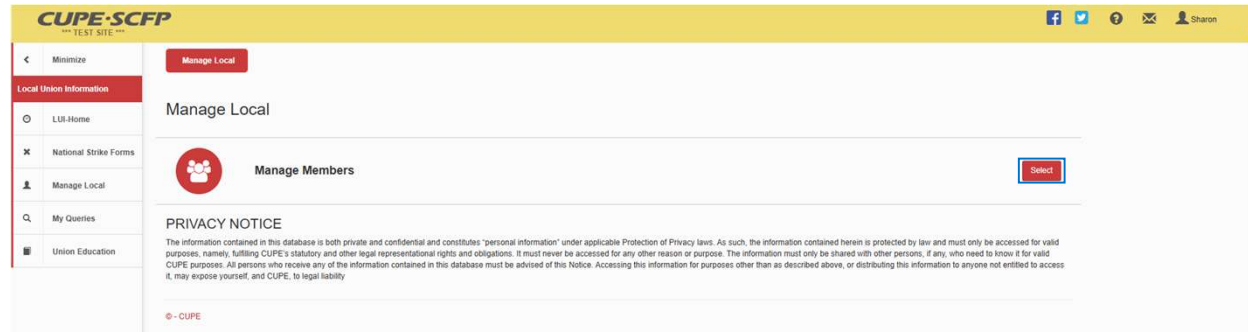
You will be redirected to a website called MRM-LUI, which stands for Local Union Information. It will look something like this. Click “I Agree” to the Privacy Notice.

Amending members information



You will arrive at a page like this which contains the details of your local. You need to click on Manage Local.

Amending members information



You will arrive at this screen. Click on Select.

Amending members information

The screenshot displays the CUPE-SCFP Members management interface. The top navigation bar is yellow and includes the CUPE-SCFP logo, a 'TEST SITE' label, and social media icons. A user profile for 'Sharon' is visible in the top right. The left sidebar contains a 'Local Union Information' section with links to 'LUL-Home', 'National Strike Forms', 'Manage Local', 'My Queries', and 'Union Education'. The main content area is divided into three panels: 'Search Members', 'Add a Member', and 'Import Members'. The 'Search Members' panel is highlighted with a blue border and contains a search form with fields for 'Name' (containing 'Amy'), 'Units' (containing '2043'), and an 'Advanced Search' section. A red 'Search' button is at the bottom right of this panel. The 'Add a Member' panel has fields for 'First Name' and 'Last Name' and a red 'Add' button. The 'Import Members' panel has a 'File Name' field, a 'Document to upload' section with a 'Choose File' button, and red buttons for 'Download Template', 'Search', and 'Import'.

Navigate to the section on the left to search for the member's name. Try first name only, then click search.

Amending members information

The screenshot displays the CUPE-SCFP Members management interface. The top navigation bar includes the CUPE-SCFP logo, a 'TEST SITE' indicator, and social media links. The left sidebar contains navigation options: Minimize, Local Union Information, LUI-Home, National Strike Forms, Manage Local, My Queries, and Union Education. The main content area is divided into three panels: Search Members, Add a Member, and Import Members. The Search Members panel is active, showing a search form with fields for Name, Local Union #, and Units. Below the search form is an 'Advanced Search' link and a 'Search' button. The Search Results section at the bottom displays a table of search results for 'Amy'. The table has columns for Name, Status, Role, Belongs to more than one unit, Current Dues Status, Opt-In Date, and Opt-Out Date. Two results are shown: 'Amy' (Active, Unit THE LETHBRIDGE SCHOOL DIVISION) and 'Amy' (Active, Vice-President H&S Local 2843). The second result is highlighted with a blue border and a blue arrow pointing to the 'Amy' name.

Search Results

Export Results To Excel

☐	Name	Status	Role	Belongs to more than one unit	Current Dues Status	Opt-In Date	Opt-Out Date
☐	Amy	Active	Unit THE LETHBRIDGE SCHOOL DIVISION				
☒	Amy	Active	Vice-President H&S Local 2843				

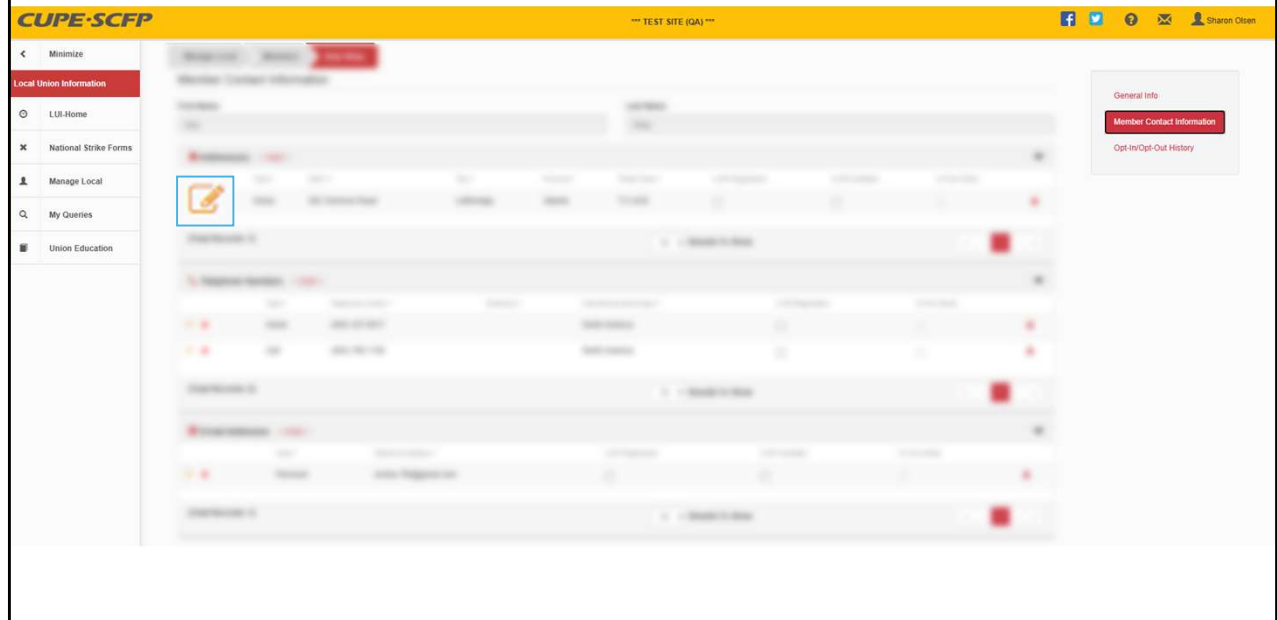
Select the “correct” Amy by clicking on the arrow next to their name.

Amending members information

The screenshot shows the CUPE-SCFP web application interface. At the top is a yellow header with the CUPE-SCFP logo on the left, the text "*** TEST SITE (QA) ***" in the center, and social media icons and a "Sharon" user profile on the right. Below the header is a navigation bar with "Manage Local", "Members", and "Am" (highlighted in red). On the left is a sidebar menu titled "Local Union Information" with options: "LUI Home", "National Strike Forms", "Manage Local", "My Queries", and "Union Education". The main content area is titled "Member Information" and contains a form with the following fields: "First Name*" (text input), "Last Name*" (text input), "Also known as" (text input), "Gender" (dropdown menu), "Language*" (dropdown menu with "English" selected), "Salutation" (dropdown menu), and "Status*" (dropdown menu with "Active" selected). At the bottom right of the form are "Save" and "Cancel" buttons. On the right side of the form is a "General Info" sidebar with a red header, containing "Member Contact Information" (highlighted with a blue box) and "Opt-In/Opt-Out History".

This is the tab where you can amend last names, genders, etc. If you make any changes click save. For other changes, click on Member Contact Information on the right-hand menu.

Amending members information



This is where you can amend phone numbers, emails, addresses, etc. Simply click on the pencil next to the data you wish to change and click save.

Navigating back to MRM-Strike Forms

The screenshot displays the CUPE-SCFP Members management interface. The top navigation bar is yellow with the CUPE-SCFP logo and social media icons. The left sidebar contains a 'Minimize' button and a list of menu items: 'Local Union Information', 'LUB Home', 'National Strike Forms' (highlighted with a red box), 'Manage Local', 'My Queries', and 'Union Education'. The main content area is divided into three panels: 'Search Members', 'Add a Member', and 'Import Members'. The 'Search Members' panel includes fields for 'Name', 'Local Union #', and 'Units', with a 'Search' button. The 'Add a Member' panel includes fields for 'First Name' and 'Last Name', with an 'Add' button. The 'Import Members' panel includes a 'File Name' field and a 'Choose File' button. Below the panels is a 'PRIVACY NOTICE' section with a copyright notice for CUPE.

CUPE-SCFP
-- TEST SITE --

Manage Local Members

Local Union Information

Local Union #

Units

Advanced Search

Search

Add a Member

First Name

Last Name

Add

Import Members

File Name

Document to upload

Choose File

Download Template Search Import

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When you are finished, click on National Strike Forms on the left-hand menu. You can do this as often as you need to.

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UNION EDUCATION

That's all. Good luck in your upcoming strike. If you encounter issues with this step, email MRM-LUI@cupe.ca.