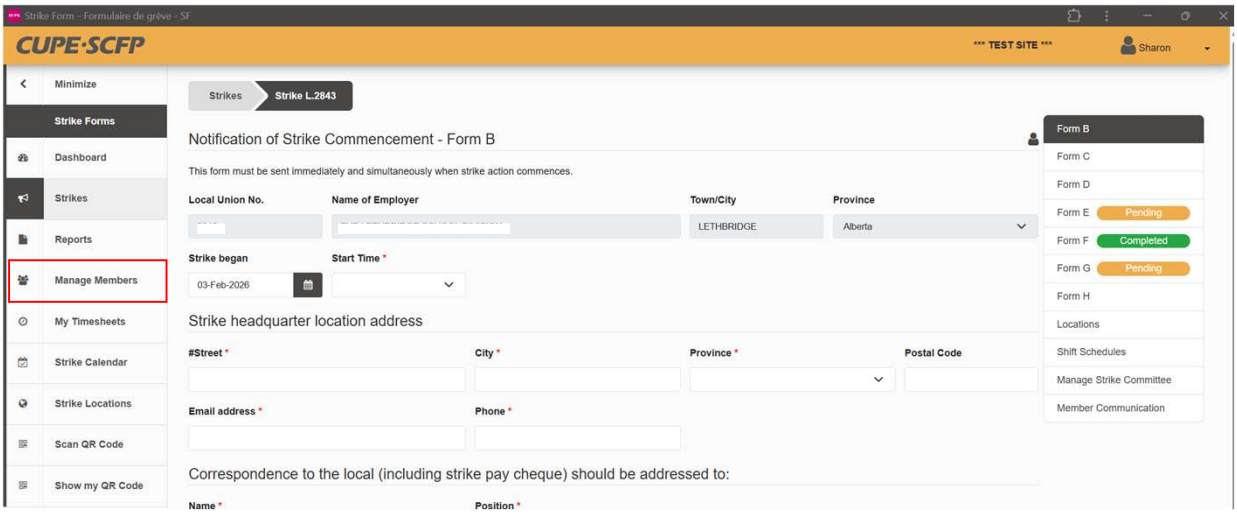
MRM-Strike Forms Tutorial

Chairpersons – Managing Members

SCFP·CUPE ÉDUCATION SYNDICALE UNION EDUCATION

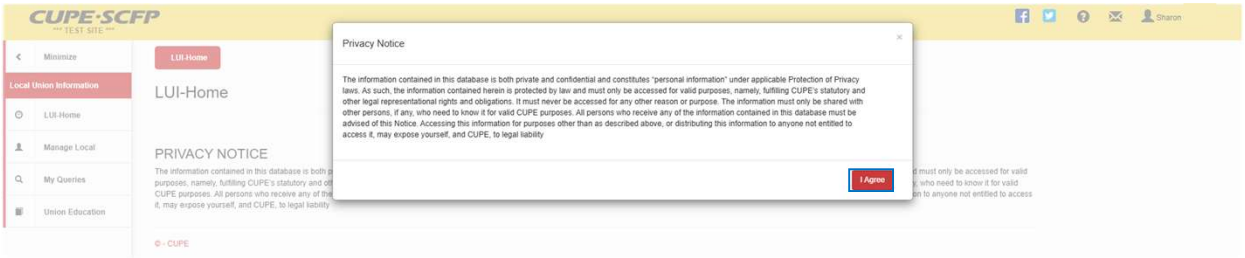
Hi again, this tutorial is for the elected Chairperson of your strike benefits committee. If and when a members' information has changed since you uploaded the membership list into MRM-Strike Forms, this tutorial will help you change that information in the system.

Amending member information



After signing in, click on Manage Members.

Amending members information

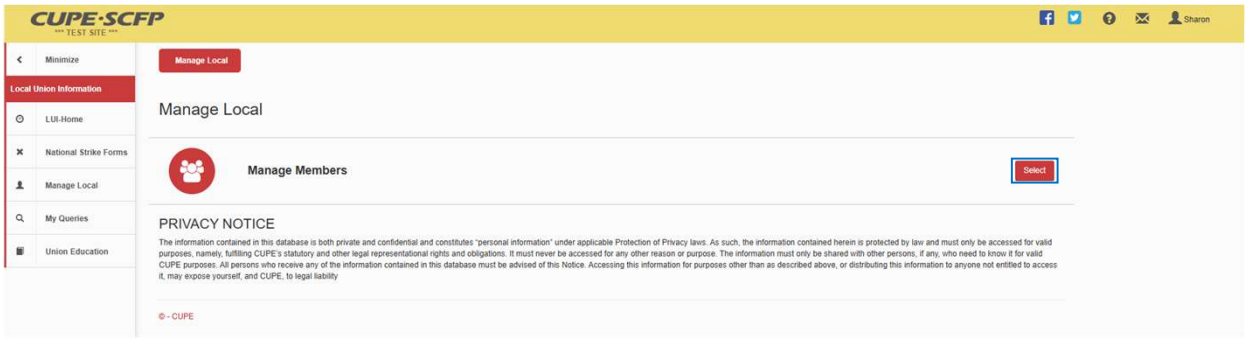


You will be redirected to a website called MRM-LUI, which stands for Local Union Information. It will look something like this. Click “I Agree” to the Privacy Notice.

Amending members information

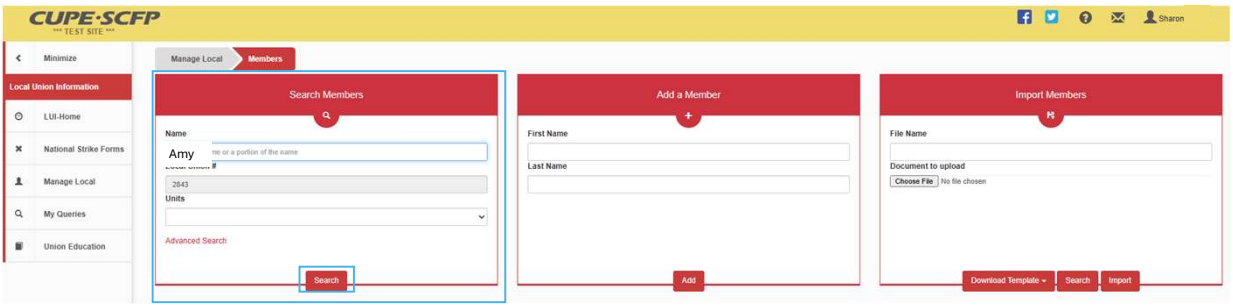
You will arrive at a page like this which contains the details of your local. You need to click on Manage Local.

Amending members information



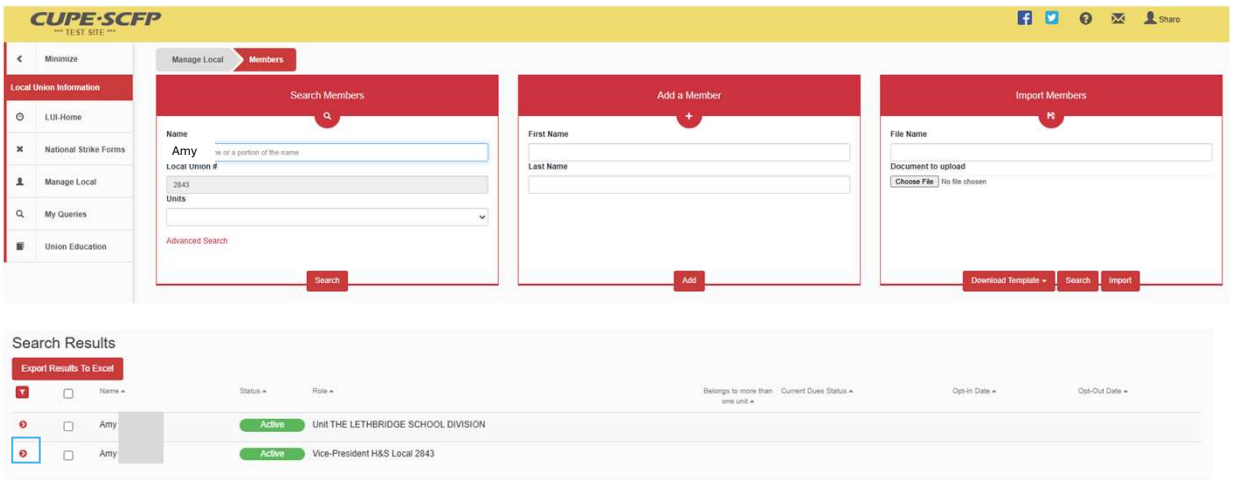
You will arrive at this screen. Click on Select.

Amending members information



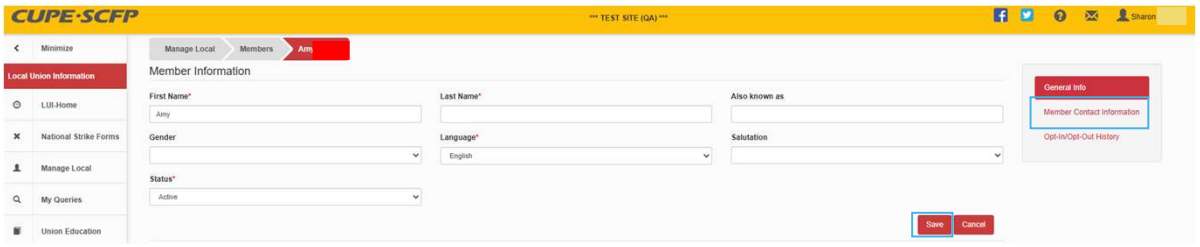
Navigate to the section on the left to search for the member's name. Try first name only, then click search.

Amending members information



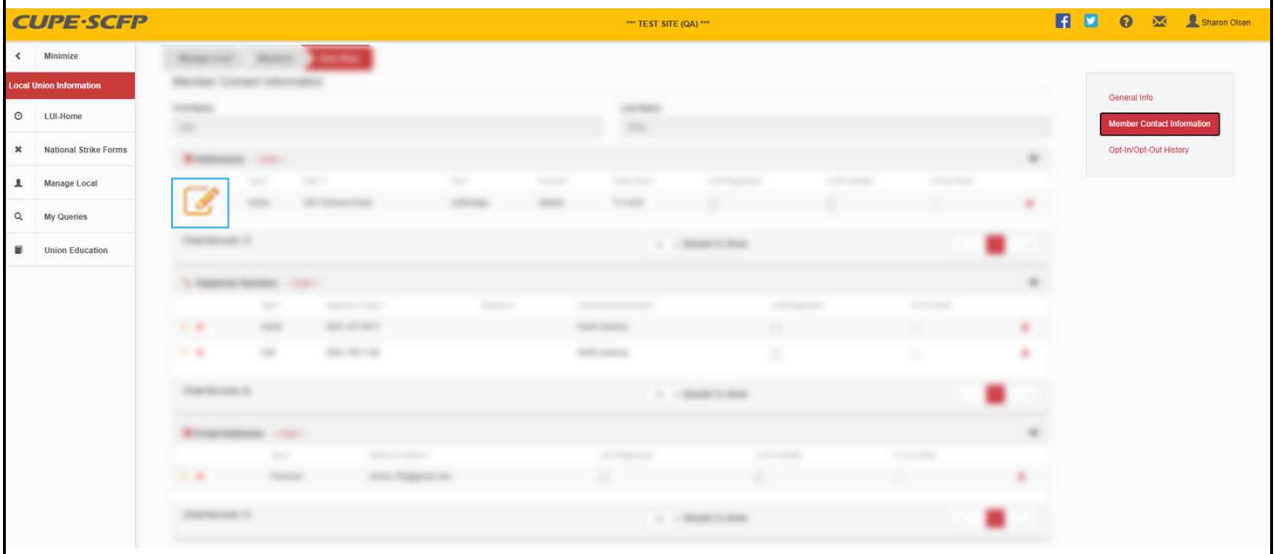
Select the “correct” Amy by clicking on the arrow next to their name.

Amending members information



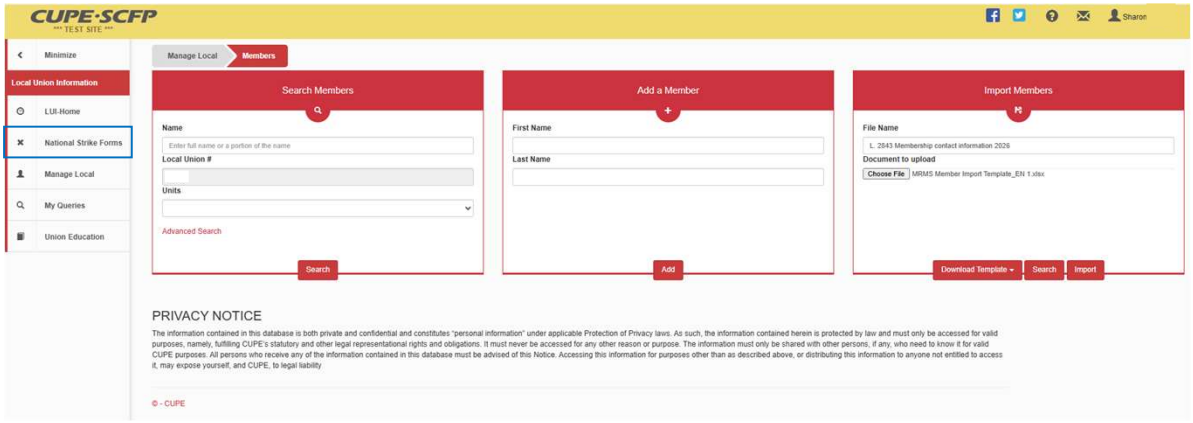
This is the tab where you can amend last names, genders, etc. If you make any changes click save. For other changes, click on Member Contact Information on the right-hand menu.

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



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

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MRM-LUI@cupe.ca

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