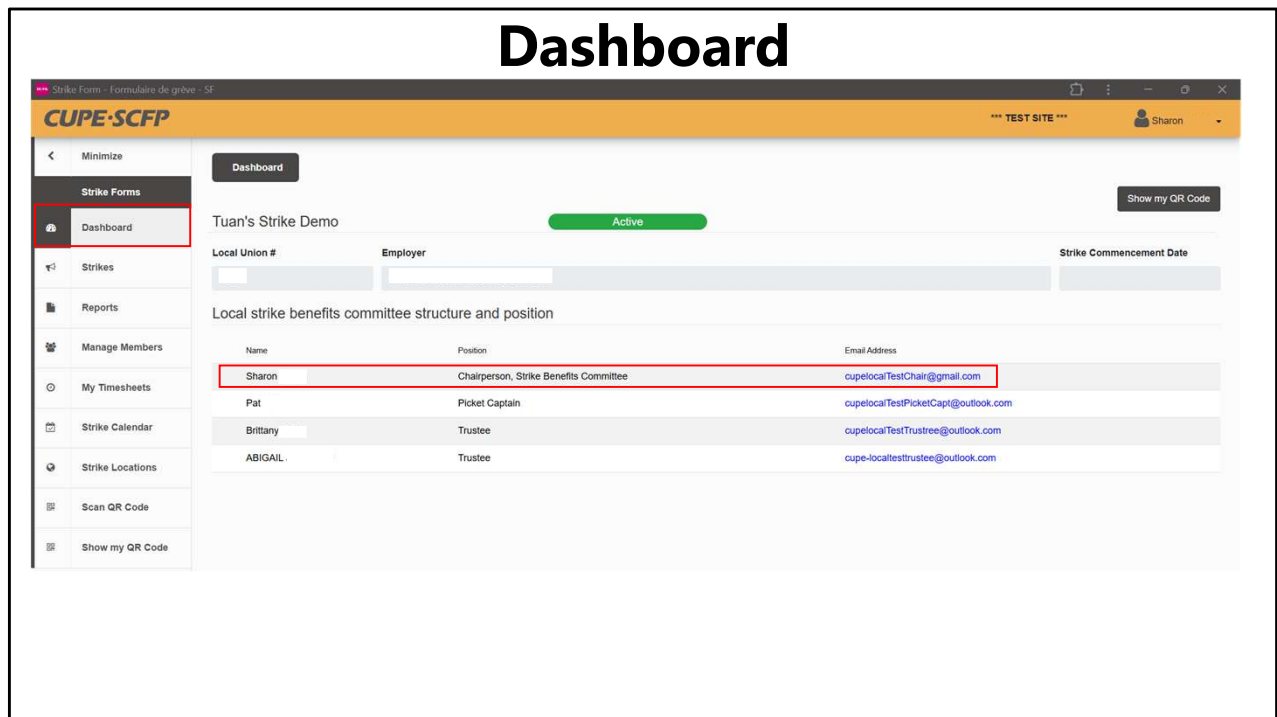


MRM-Strike Forms Tutorial

Chairpersons – Before the strike:
Getting members registered



Hi again, this tutorial is for the elected Chairperson of your strike benefits committee. You will be using MRM-Strike Forms a lot but this tutorial will show you how to upload your membership list and get members registered in advance of your upcoming strike.



When you login, click on Dashboard. Your name should be first on the contact list for the strike benefits committee. In this case, our fictional chairperson is named Sharon.

Strike Forms Overview

Strike Form - Formulaire de grève - SF

CUPE-SCFP

*** TEST SITE ***

Sharor

Minimize

Strikes

Strike L.2843

Strike Forms

Dashboard

Strikes

Reports

Manage Members

My Timesheets

Strike Calendar

Strike Locations

Scan QR Code

Show my QR Code

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

Click on Strikes on the left-hand menu and notice all the Forms you have access to on the right-hand menu. You have a big role to play in the upcoming strike, specifically when it comes to filling out and signing Forms B through G.

Uploading the membership list

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-2020 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

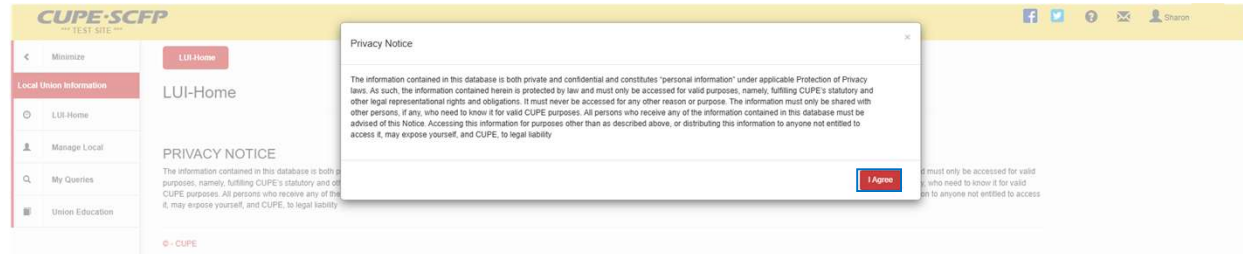
Shift Schedules

Manage Strike Committee

Member Communication

While the forms work will be ongoing, there are a number of steps that must be completed before your first picket shift begins. The first step is uploading the Excel membership information list into MRM. You will start by clicking on Manage members from the left-hand menu.

Uploading the membership list



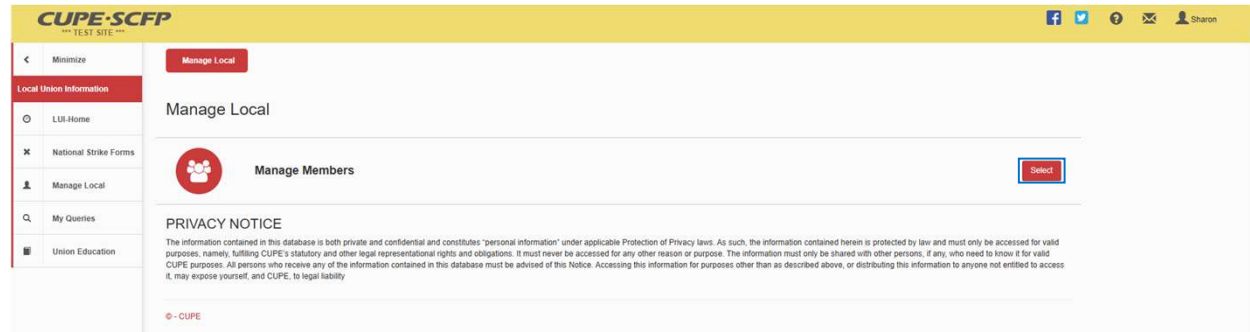
You will be redirected to a website called MRM-LUI, which stands for Local Union Information. It will look something like this. Click “I Agree” to the Privacy Notice.

Uploading the membership list



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

Uploading the membership list



You will arrive at this screen. Click on Select.

Uploading the membership list

The screenshot displays the CUPE-SCFP Members management interface. The top navigation bar is yellow with the CUPE-SCFP logo and a 'TEST SITE' label. On the right of the header are social media icons and a user profile for Sharon. A left sidebar contains navigation links: Minimize, Local Union Information, LUL-Home, National Strike Forms, Manage Local, My Queries, and Union Education. The main content area has a red header with 'Manage Local' and 'Members'. Below this, there are three panels: 'Search Members' (with fields for Name, Local Union #, and Units), 'Add a Member' (with fields for First Name and Last Name), and 'Import Members' (with a File Name field and a 'Choose File' button). The 'Import Members' panel is highlighted with a blue border. At the bottom of the 'Import Members' panel are buttons for 'Download Template', 'Search', and 'Import'.

Navigate to the section at the far right called Import Members. Name your file something like L. 2843 Membership contact information 2026.

Uploading the membership list

The screenshot displays the CUPE-SCFP Members management interface. The top navigation bar includes the CUPE-SCFP logo, a 'TEST SITE' label, and social media icons. The main content area is divided into three panels: 'Search Members', 'Add a Member', and 'Import Members'. The 'Import Members' panel is active, showing a 'File Name' field with the text 'L 2043 Membership contact information 2026'. Below this field is a 'Document to upload' section with a 'Choose File' button. At the bottom of the panel are buttons for 'Download Template', 'Search', and 'Import'. A sidebar on the left contains 'Local Union Information' with links to 'LUI Home', 'National Strike Forms', 'Manage Local', 'My Queries', and 'Union Education'. A 'Privacy Notice' section is visible at the bottom of the main content area.

CUPE-SCFP
TEST SITE

Manage Local **Members**

Search Members

Name
Enter full name or a portion of the name

Local Union #

Units

Advanced Search

Search

Add a Member

First Name

Last Name

Add

Import Members

File Name
L 2043 Membership contact information 2026

Document to upload

Choose File

Download Template Search Import

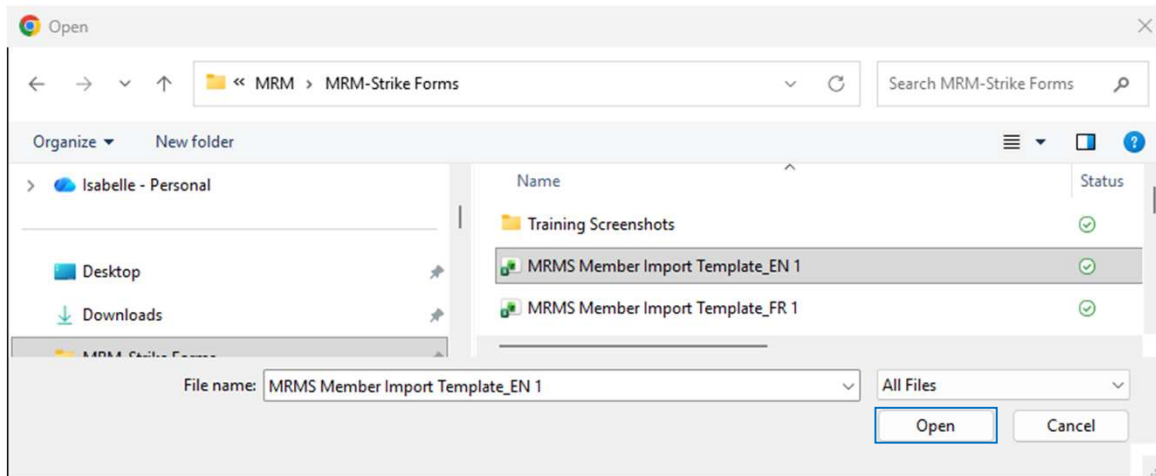
PRIVACY NOTICE

The information contained in this database is both private and confidential and constitutes "personal information" under applicable Protection of Privacy laws. As such, the information contained herein is protected by law and must only be accessed for valid purposes, namely, fulfilling CUPE's statutory and other legal representational rights and obligations. It must never be accessed for any other reason or purpose. The information must only be shared with other persons, if any, who need to know it for valid CUPE purposes. All persons who receive any of the information contained in this database must be advised of this notice. Accessing this information for purposes other than as described above, or distributing this information to anyone not entitled to access it, may expose yourself, and CUPE, to legal liability.

© - CUPE

Then click on Choose file to browse your computer for the completed Excel sheet that was provided to you by your National Representative.

Uploading the membership list



A pop-up should appear that looks like a file explorer. Select the correct file from your computer and click Open.

Uploading the membership list

The screenshot shows the CUPE-SCFP Members page. The top navigation bar is yellow with the CUPE-SCFP logo and a "TEST SITE" label. On the right, there are social media icons and a user profile for Sharon. A left sidebar contains a "Minimize" button and a "Local Union Information" section with links to LUL-Home, National Strike Forms, Manage Local, My Queries, and Union Education. The main content area has three tabs: "Manage Local", "Members", and "Import Members". The "Members" tab is active, showing a "Search Members" form with fields for Name, Local Union #, and Units, and a "Search" button. The "Import Members" tab is also visible, showing a "File Name" field with the text "L 2843 Membership contact information 2026", a "Document to upload" section, a "Choose File" button, and a file name "ARMS Member Import Template_EN 1.xlsx". Below the file name is a blue box containing the text "Choose File". At the bottom of the "Import Members" section are buttons for "Download Template", "Search", and "Import". A "Privacy Notice" section is located at the bottom of the page, stating that the information is private and confidential and constitutes "personal information" under applicable Protection of Privacy laws.

CUPE-SCFP
TEST SITE

Manage Local Members

Local Union Information

Local Union #

Search Members

Name

Local Union #

Units

Advanced Search

Search

Add a Member

First Name

Last Name

Add

Import Members

File Name

L 2843 Membership contact information 2026

Document to upload

Choose File

ARMS Member Import Template_EN 1.xlsx

Download Template Search Import

PRIVACY NOTICE

The information contained in this database is both private and confidential and constitutes "personal information" under applicable Protection of Privacy laws. As such, the information contained herein is protected by law and must only be accessed for valid purposes, namely, fulfilling CUPE's statutory and other legal representational rights and obligations. It must never be accessed for any other reason or purpose. The information must only be shared with other persons, if any, who need to know it for valid CUPE purposes. All persons who receive any of the information contained in this database must be advised of this Notice. Accessing this information for purposes other than as described above, or distributing this information to anyone not entitled to access it, may expose yourself, and CUPE, to legal liability.

© - CUPE

The file name will now be visible next to the Choose File button. Then click on Import.

Uploading the membership list

The screenshot displays the CUPE-SCFP Members management interface. The top navigation bar includes the CUPE-SCFP logo, a 'TEST SITE' label, and social media icons. The left sidebar contains a 'Local Union Information' section with links to '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 'Import Members' panel is active, showing a 'File Name' field with the text 'L 2043 Membership contact information 2026', a 'Document to upload' section with a 'Choose File' button, and a 'Download Template' button. Below the panels is a 'PRIVACY NOTICE' section with a small text block and a '© - CUPE' footer.

Troubleshooting
mrmstrike@cupe.ca



You will see a notification pop up stating that your file has been successfully uploaded. NOTE: If you did not format the local number correctly, or made an error in the local number field somewhere, the file will not upload and you will have to find and correct the error before resubmitting for import. If you are having issues with this step, email mrmstrike@cupe.ca.

Navigating back to MRM-Strike Forms

The screenshot shows the CUPE-SCFP MRM-Strike Forms interface. The left-hand menu is visible, with 'National Strike Forms' highlighted by a red box. The main content area contains three panels: 'Search Members', 'Add a Member', and 'Import Members'. Below these panels is a 'PRIVACY NOTICE' section.

Search Members

Name

Local Union #

Units

Advanced Search

Add a Member

First Name

Last Name

Import Members

File Name

Document to upload

PRIVACY NOTICE

The information contained in this database is both private and confidential and constitutes "personal information" under applicable Protection of Privacy laws. As such, the information contained herein is protected by law and must only be accessed for valid purposes, namely, fulfilling CUPE's statutory and other legal representational rights and obligations. It must never be accessed for any other reason or purpose. The information must only be shared with other persons, if any, who need to know it for valid CUPE purposes. All persons who receive any of the information contained in this database must be advised of this Notice. Accessing this information for purposes other than as described above, or distributing this information to anyone not entitled to access it, may expose yourself, and CUPE, to legal liability.

© - CUPE

Click on National Strike Forms on the left-hand menu.

Verifying membership list import

The screenshot shows the CUPE-SCFP Dashboard. The left-hand menu has a red box around the 'Strikes' option. The main content area displays 'Tuan's Strike Demo' with an 'Active' status. Below this, there are input fields for 'Local Union #', 'Employer', and 'Strike Commencement Date'. A table titled 'Local strike benefits committee structure and position' lists members and their roles.

Name	Position	Email Address
Sharon	Chairperson, Strike Benefits Committee	cupeLocalTestChair@gmail.com
Pat	Picket Captain	cupeLocalTestPicketCapt@outlook.com
Brittany	Trustee	cupeLocalTestTrustee@outlook.com
ABIGAIL	Trustee	cupe-localtesttrustee@outlook.com

From your Dashboard, click on Strikes in the left-hand menu.

Verifying membership list import

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. 2943

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

LETHBRIDGE Alberta

Strike began Start Time *

03-Feb-2025

Strike headquarter location address

#Street * City * Province * Postal Code

Email address * Phone *

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

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

Navigate to the right-hand menu: Member Communication

Verifying membership list import

The screenshot displays the CUPE-SCFP Member Communication interface. The top navigation bar includes the CUPE-SCFP logo, a 'TEST SITE' indicator, and a user profile for Sharon. The left sidebar contains a 'Minimize' button and a list of navigation items: Strike Forms, Dashboard, Strikes, Reports, Manage Members, My Timesheets, Strike Calendar, Strike Locations, Scan QR Code, and Show my QR Code. The main content area is titled 'Member Communication' and features a search interface. A dropdown menu for 'Unit / Employer' is set to 'Strike L2043'. Below it is a 'Search for members' input field. A 'Search' filter section is highlighted with a red box, showing three options: 'All members (360)' (selected), 'Members with a personal email (317)', and 'Members without a personal email (43)'. Below the search filters is a 'Search Results' table with columns: Name, Unit / Employer, Email Type, Email Address, Last Emailed On, and Is Registered. The table lists several members, including John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, and John Smith. On the right side of the interface, there is a vertical list of forms: Form B, Form C, Form D, Form E (Pending), Form F (Completed), Form G (Pending), Form H, Locations, Shift Schedules, Manage Strike Committee, and Member Communication.

You will see the total number of members imported from your Excel sheet and then the names of your members in alphabetical order. We've also allowed you to filter between members with and without personal email addresses so you can decide if you want to invite them using their work emails. If you encounter an issue with the import, please email MRM-LUI@cupe.ca

Inviting members to register for MRM-SF

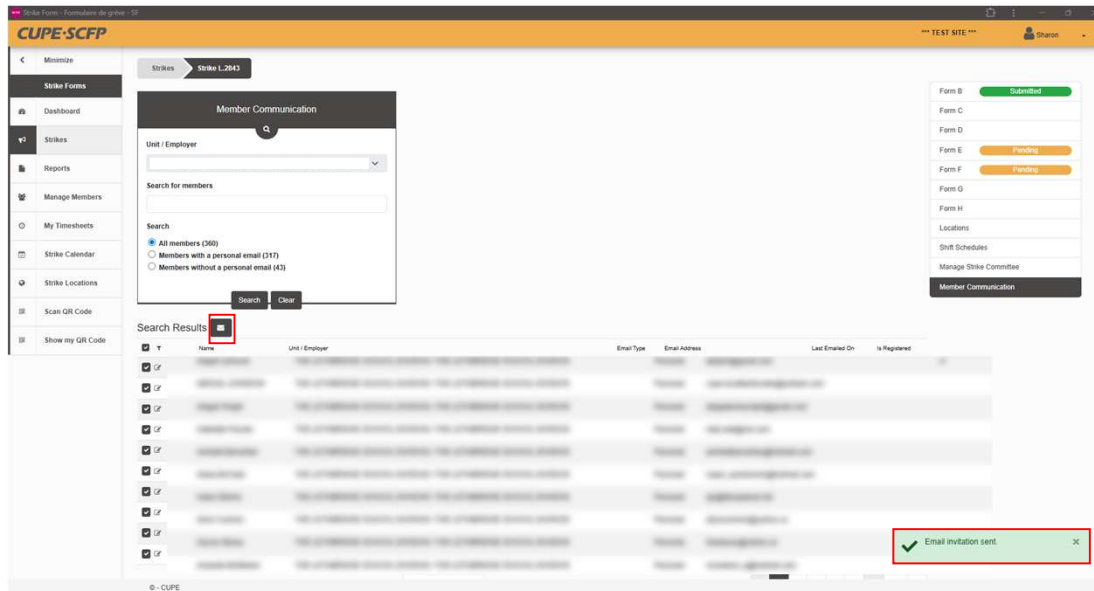
The screenshot shows the 'Member Communication' interface in the CUPE-SCFP system. The left sidebar contains navigation links: Minimize, Strike Forms, Dashboard, Strikes, Reports, Manage Members, My Timesheets, Strike Calendar, Strike Locations, Scan QR Code, and Show my QR Code. The main content area is titled 'Member Communication' and includes a 'Unit / Employer' dropdown menu. Below this is a 'Search for members' section with a search bar and three radio button options: 'All members (260)' (selected), 'Members with a personal email (117)', and 'Members without a personal email (43)'. The 'Search' and 'Clear' buttons are at the bottom of this section. Below the search options is a 'Search Results' table with columns: Name, Unit / Employer, Email Type, Email Address, Last Enrolled On, and Is Registered. The first row of the table is highlighted, and the 'Select All' checkbox in the 'Search Results' header is checked. On the right side of the interface, there is a vertical list of forms: Form B (Submitted), Form C, Form D, Form E (Pending), Form F (Pending), Form G, Form H, Locations, Shift Schedules, Manage Strike Committee, and Member Communication.

The next step after importing members into MRM-Strike Forms is to email them an invitation to create an account in MRM-Strike Forms so that they can sign in and out of picket duty electronically. Strike Forms has made this incredibly easy.

Decide if you want to send it to all members or just members with personal email addresses by clicking on the corresponding button under the Search header.

Then click the Select All checkbox under Search Results.

Inviting members to register for MRM-SF



Now click on the little envelope icon next to Search Results. This may take a few minutes, but once the system is done, you will see a green popup confirming that the invitation email has been sent.

Verifying registration status

The screenshot shows the CUPE-SCFP Member Communication interface. On the left is a sidebar with navigation links: Minimize, Strike Forms, Dashboard, Strikes, Reports, Manage Members, My Timesheets, Strike Calendar, Strike Locations, Scan QR Code, and Show my QR Code. The main content area is titled 'Member Communication' and includes a search bar for 'Unit / Employer' and a 'Search for members' field. Below this, there are radio buttons for 'All members (360)', 'Members with a personal email (317)', and 'Members without a personal email (43)'. A 'Search' button is present. The search results are displayed in a table with columns: Name, Unit / Employer, Email Type, Email Address, Last Entered On, and Is Registered. The 'Is Registered' column is highlighted with a red box, showing a checkmark for the first member. On the right side of the interface, there is a vertical list of forms (Form B to Form H) with status indicators: Form B is 'Submitted', Form C is 'Pending', Form D is 'Pending', Form E is 'Pending', Form F is 'Pending', Form G is 'Pending', and Form H is 'Pending'. Below this list are links for 'Locations', 'Shift Schedules', 'Manage Strike Committee', and 'Member Communication'.

	Name	Unit / Employer	Email Type	Email Address	Last Entered On	Is Registered
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		✓
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		
☒	John Doe	The United Brotherhood of Carpenters and Joiners of America	Personal	john.doe@cupesfcp.ca		

At any point, you can verify which members have registered for the platform by looking at the last column on the Member Communication page. Once a member has registered, there will be a checkmark in this column.

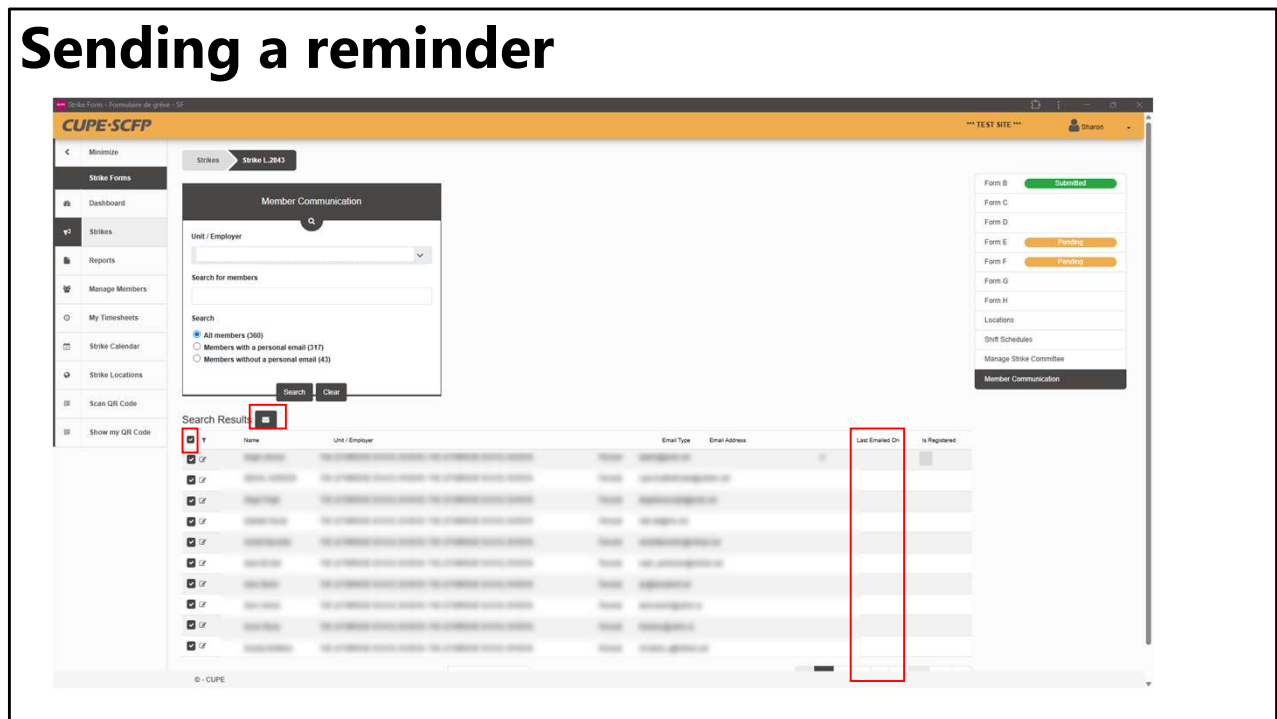
Sending a reminder

The screenshot shows the CUPE-SCFP Member Communication interface. The top navigation bar includes a minimize button, a 'Strike Forms' dropdown menu, and a 'TEST SITE' label. The left sidebar contains links to Dashboard, Strikes, Reports, My Timesheets, Strike Calendar, Strike Locations, Scan QR Code, and Show my QR Code. The main content area is titled 'Member Communication' and features a search filter for 'Unit / Employer' set to 'THE LETHBRIDGE SCHOOL DIVISION'. Below this, there are search options: 'All members (366)', 'Members with a personal email (317)', and 'Members without a personal email (43)'. A 'Search' button is present. The search results table has columns for Name, Unit / Employer, Email Type, Email Address, Last Emailed On, and Is Registered. The 'Is Registered' column has a filter icon (a red box with a 'Y') and a dropdown menu with 'Yes' and 'No' options. The 'No' option is highlighted with a red box.

	Name	Unit / Employer	Email Type	Email Address	Last Emailed On	Is Registered
☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	☐
☒	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	☒
☒	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	☒

When you feel it's time to send a reminder email for folks to create their account, you will want to filter the search results by clicking on the filter icon. Then you will select No under the "Is registered" column.

Sending a reminder



Then click on Select All and the envelope icon to send the reminder email.

We even included a column so you can see when the last email invitation was sent to decide when to send a reminder.

MRM-Strike Forms Tutorial

Chairpersons – Before the strike:
Getting members registered



There you have it. This ends the tutorial on how to get members registered. You must now learn how to set the strike duty locations and picket schedule in MRM. This will be the subject of the next tutorial. Solidarity!