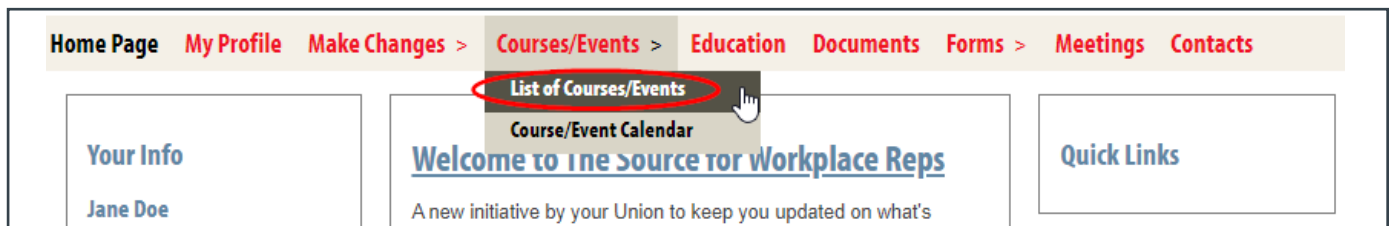




- 1 To register online for an MGEU Education Course or other MGEU event, visit **thesource.mgeu.ca** (or scan the code on the right) and log into your account.

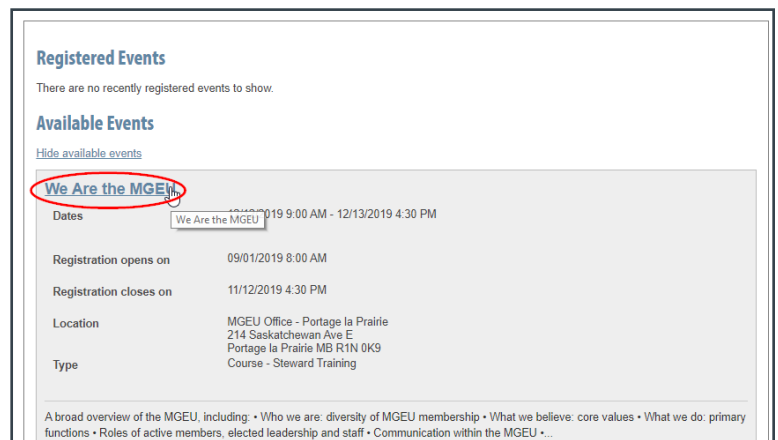


- 2 From the Menu, select **Courses/Events**.

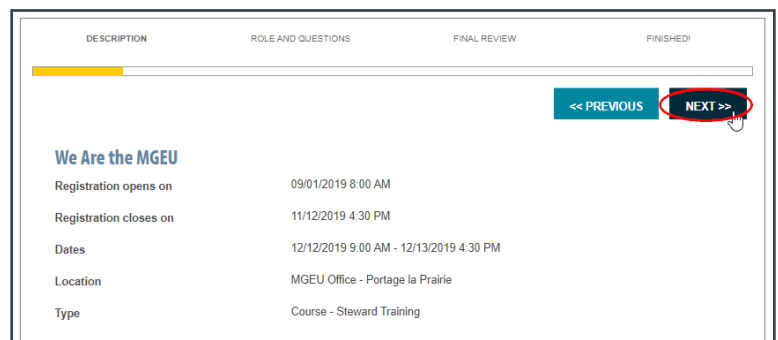


- 3 The **List of Courses/Events** window displays **Registered Events** and events you are eligible to apply for. Look for the event you wish to apply for under **Available Events** and select the event title.

In the example on the right, the available event is called **We Are The MGEU**, but your event list will probably be different, depending on the union position you hold and the courses / events you've already attended.



- 4 View the event description. Check the dates and location to make sure this is the event you want to attend. Select **Next**.



- 5 Set your role, if necessary (in most cases it should be left as **Participant**) and answer the questions required to apply. Select **Next** to proceed.

DESCRIPTION      ROLE AND QUESTIONS      FINAL REVIEW      FINISHED!

<< PREVIOUS    NEXT >>

### We Are the MGEU

Registration opens on      09/01/2019 8:00 AM

Registration closes on      11/12/2019 4:30 PM

Dates      12/12/2019 9:00 AM - 12/13/2019 4:30 PM

Location      MGEU Office - Portage la Prairie

Type      Course - Steward Training

**Role**

Participant

**Sessions**

**Questions**

1. Will you require time off from work? \*

Enter more information if necessary.

- 6 Check over everything you've entered. If you need to make a change, hit **Previous**. If not, select **Submit**.

DESCRIPTION      ROLE AND QUESTIONS      FINAL REVIEW      FINISHED!

<< PREVIOUS    **SUBMIT >>**

This is your last chance to review your registration before submitting it. Please look over what you have chosen and make sure it is correct.

### We Are the MGEU

Registration opens on      09/01/2019 8:00 AM

Registration closes on      11/12/2019 4:30 PM

Dates      12/12/2019 9:00 AM - 12/13/2019 4:30 PM

Location      MGEU Office - Portage la Prairie

Type      Course - Steward Training

**Role**

Participant

**Questions**

1. Will you require time off from work?

Yes

2. If yes, indicate date(s)

December 12 - 13, 2019

- 7 A confirmation screen will appear, and you will be sent an email confirming your application has been submitted. Once your application has been accepted, the union will send you further details, approximately a month before the course date. If you have additional events you wish to register for, repeat steps 2 through 6.

Thank you, Jane Doe. Your registration has been submitted for:

### We Are the MGEU

Registration opens on      09/01/2019 8:00 AM

Registration closes on      11/12/2019 4:30 PM

Dates      12/12/2019 9:00 AM - 12/13/2019 4:30 PM

Location      MGEU Office - Portage la Prairie

Type      Course - Steward Training

**Role**

Participant

**Questions**

1. Will you require time off from work?

Yes

2. If yes, indicate date(s)

December 12 - 13, 2019

3. If yes, indicate time(s)

8am to 5pm both days

4. I understand that if I fail to attend this entire event without a legitimate reason or notice, no reimbursement will be made for wage recovery and expenses.

Yes

[Course/Event Listings](#)

You will be contacted with further info once your registration has been processed.

## Have a question? CONTACT US

MGEU Resource Centre  
 204-982-6438  
 (toll-free 1-866-982-6438)  
 email: resourcecentre@mgeu.ca  
 MGEU.ca