



Registering for Events on the CUPE 3902 Member Portal

1. Visit <https://memberlink.unionware.com/CUPE3902/Login.aspx> and log in to your account.
2. Select "List of Events" from the Events dropdown menu.

The screenshot shows the top navigation bar of the CUPE 3902 Member Portal. The user is logged in, as indicated by the "Logged in" status in the top right corner. The navigation menu includes "HOME PAGE", "NEWS", "MY PROFILE", "EVENTS", "FORMS", "REPORTS", and "DOCUMENTS". The "EVENTS" dropdown menu is open, showing "Event Calendar" and "List Of Events" with a red arrow pointing to the latter. A blue bracket highlights the "List Of Events" option, and a blue line connects it to the next screenshot.

3. Find the event under "Available Events" and select "Register" (on the right hand side).

The screenshot shows the "Available Events" section of the CUPE 3902 Member Portal. The user is logged in, as indicated by the "Logged in" status in the top right corner. The navigation menu includes "HOME PAGE", "NEWS", "MY PROFILE", "EVENTS", "FORMS", "REPORTS", and "DOCUMENTS". The "EVENTS" dropdown menu is open, showing "Event Calendar" and "List Of Events" with a red arrow pointing to the latter. A blue bracket highlights the "List Of Events" option, and a blue line connects it to the next screenshot.

Registered Events
Show registered events

Available Events
Hide available events

Event	Register >>
Dates Oct 20, 2021 2:30 PM - 3:00 PM	
Location Online Meeting - Zoom	
Type Meeting - General Membership	

4. Continue through each step of the registration, completing required fields and clicking "Next".

The screenshot shows the CUPE 3902 registration interface. At the top right, it says "Logged in" and "Log Out". The CUPE 3902 logo is on the left. A navigation menu includes "HOME PAGE", "NEWS", "MY PROFILE", "EVENTS", "FORMS", "REPORTS", and "DOCUMENTS". Below this is a progress bar with four segments: "DESCRIPTION", "ROLE", "FINAL REVIEW", and "FINISHED!". The "DESCRIPTION" segment is highlighted in yellow. Below the progress bar, there are two red buttons: "<< Previous" and "Next >>". An arrow points to the "Next >>" button. The main content area displays the following information:

Event	
Dates	Oct 20, 2021 2:30 PM - 3:00 PM
Location	Online Meeting - Zoom
Type	Meeting - General Membership

At the bottom right, there are two more red buttons: "<< Previous" and "Next >>".

5. Select your role for the meeting (generally this will be "Member").

The screenshot shows the CUPE 3902 registration interface, similar to the previous one. The progress bar now has the "ROLE" segment highlighted in yellow. The "Next >>" button is now disabled. The main content area displays the same event information as before, plus a "Role" section with a dropdown menu. A red arrow points to the "Member" option in the dropdown. Below the dropdown, there are two more "Member" options. At the bottom right, there are two red buttons: "<< Previous" and "Next >>".

Event	
Dates	Oct 20, 2021 2:30 PM - 3:00 PM
Location	Online Meeting - Zoom
Type	Meeting - General Membership
Role	<input type="text" value="Member"/>
	<input type="text" value="Member"/>
	<input type="text" value="Member"/>

6. Once you have completed each step of the registration, click "Submit".

Logged in | [Log Out](#)

CUPE 3902

[HOME PAGE](#) [NEWS](#) [MY PROFILE](#) [EVENTS](#) [FORMS](#) [REPORTS](#) [DOCUMENTS](#)

DESCRIPTION ROLE **FINAL REVIEW** FINISHED!

<< Previous Submit >>

Event

Dates Oct 20, 2021 2:30 PM - 3:00 PM

Location Online Meeting - Zoom

Type Meeting - General Membership

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.

Role

Member

<< Previous Submit >>

7. After submitting, you will see a summary of your submission. Your registration is now complete.

Logged in | [Log Out](#)

CUPE 3902

[HOME PAGE](#) [NEWS](#) [MY PROFILE](#) [EVENTS](#) [FORMS](#) [REPORTS](#) [DOCUMENTS](#)

Event

Dates Oct 20, 2021 2:30 PM - 3:00 PM

Location Online Meeting - Zoom

Type Meeting - General Membership

Role

Member

8. You will find the events you have registered for on the events page under “Registered Events”.

The screenshot shows the CUPE 3902 website interface. At the top right, it says "Logged in" and "Log Out". The navigation menu includes "HOME PAGE", "NEWS", "MY PROFILE", "EVENTS", "FORMS", "REPORTS", and "DOCUMENTS". The "EVENTS" menu item is highlighted in red. Below the navigation, the "Registered Events" section is displayed with a left-pointing arrow icon. A link "Hide registered events" is visible. The event details are as follows:

Event	
Dates	Oct 20, 2021 2:30 PM - 3:00 PM
Registration Date	Oct 20, 2021
Location	Online Meeting - Zoom
Type	Meeting - General Membership
Role	Member

Please note: for virtual events and Zoom meetings, you will receive the link on the day of the event.

If you have any issues during registration, please email us at website@cupe3902.org.