

## CUPE's National Campaign to protect public health care

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At the November 2001 National Convention, members decided unanimously to take on one of the biggest fights facing CUPE members and their families – to protect and improve our public health care system.

CUPE is putting the full strength of the union into this most urgent campaign. Our public health care system is worth fighting for and we can win!

### Why?

- Not-for-profit health care is under unprecedented attack
- Privatization of health services has now reached epidemic proportions and we need to act
- Some provinces are taking advantage of the federal government's failure to enforce the Canada Health Act to wreck our public system
- The Romanow report leaves the door open to for-profit health care and P3s
- Some employers and governments are moving to privatize food, laundry, housekeeping and other support work
- The federal government has still not made any move to stop private profiteering in public health care
- To force the government to implement **our** vision of public health care

### Who?

- Mobilize all CUPE members – especially health care workers
- With coordination of the National Health Care Issues Committee, provincial divisions and local/workplace committees
- Other unions, activists and community groups

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## What?

- **Ensure public delivery of all health services.** Public funding of health care is not enough. Not one cent should go to for-profit services. A line cannot be drawn between essential and 'ancillary' services
- **Stop privatization wherever and whenever it takes place.** CUPE is actively supporting provincial and local campaigns against privatization threats
- **Force the federal government** to strengthen Canada's medicare system by:
  - increasing federal funding
  - stopping for-profit delivery of any kind
  - expanding public health insurance coverage to cover prescription drugs and home care
  - exempting health care from all trade deals

## How?

- Provincial campaigns to mobilize as many CUPE members as possible through a massive worker-to-worker canvass and other actions
- Communicating with CUPE members – one on one, at meetings, in our communities
- Alert health care workers, especially health support workers to the threats of contracting out
- CUPE National and provincial divisions will set out action plans to implement all aspects of the campaign
- Locals and workplaces are being encouraged to set up campaign committees to carry out the canvass and mobilize members to take action to defend Medicare
- Participating in actions with like-minded organizations to alert the public (and our members) to the urgency of our efforts
- Strengthening bargaining strategies to protect our collective agreements and avert contracting out
- Workplace votes to escalate actions as necessary

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**When?****Key Dates**

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February 4-5, 2003	First Ministers' Meeting on Health Care
February 2003	Federal Budget
Balance of 2003	Provincial elections in up to seven provinces
February 2004	New Liberal leader

**Campaign Timeline**

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February 6-7, 2003	CUPE Health Care Workers Meeting (Ottawa)
February 7-9, 2003	People's Summit (Ottawa)
February 10, 2003	Political Action in Ottawa
February – March 2003	Local and workplace committees established
February – April 2003	CUPE Workplace canvass begins
Ongoing	Workplace Actions
Ongoing	Lobby of MPs in constituencies

Visit [cupe.ca](http://cupe.ca) and read FastFACTS for news of actions taking place nationally and in your region.

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## Speaking notes

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We are up against one of the toughest fights of our lives. It's the battle between public and private health care. And people are lining up on both sides of this fight.

We have tough opponents – corporations with deep pockets and friends in high places, politicians who rule on the basis of their ideology, not the best interests of the public, and international forces looking to open up our borders to the commercialization of health care.

But, as we all know, we have strong allies. Canadians, and CUPE members in particular, had an overwhelming impact on the public consultations chaired by Roy Romanow. People voiced their concerns on email, in letters and faxes not only to Romanow but to elected representatives as well.

CUPE members signed post cards, canvassed door to door and attended mass rallies to determination to protect public health care.

And why? Because people know how fortunate we are to have a strong health care system. People know we have to seize the opportunity as the federal government looks to make changes. People want to ensure that we have a sustainable system that will take care of us and our families.

We only have to look around us to be reminded of some of the reasons we need to care about what's happening to our health care system right now.

- South of the border, 43 million Americans are uninsured and another 50 million under-insured.
- In Australia, one private hospital cost \$93 million more than if it had been built within the public system, according to their auditor general.

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- In Britain, costs jumped with privatization and waiting lists got longer.
  - Last year, two million Americans and their families lost their health insurance because of layoffs.

**Then look in our own back yard.**

- Prescription drug costs in Canada increased three and a half times (344 per cent) from 1985 to 2000.
- Six (6) million Canadians have inadequate drug insurance.
- Private health insurance expenditures in Canada increased one and a half times (148.6 per cent) between 1988 and 1998.
- And a report released in May by the Canadian Medical Association Journal showed that death rates in for-profit hospitals are significantly higher than in not-for-profit hospitals. In fact, if Canada switched to for-profit hospitals over 2,000 more Canadians would die every year.

For these reasons and so many more, we need to take action like never before.

We have the opportunity to influence real change in public health care. We have to recognize our challenges and commit to overcoming them together.

That's why CUPE is making public health care the top priority of our union – in every sector, for every member, for you and your families.

And we're not starting from scratch. CUPE has been playing a leading role in the movement to protect and strengthen public health care in Canada.

- We have been the major opposition to privatization initiatives in every province.
- We have been very active in ensuring the voices of the Canadian people are being heard in the debate on health care reform.
- We have been active – locally, provincially and nationally – building a powerful coalition opposing health care privatization.
- We have been busy mobilizing workers across the country to protect and expand universal, accessible, affordable public health care.

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Our campaign is entering a new phase as right-wing provincial governments move to privatize more and more services and the federal government does nothing to stop them.

- In Ontario, we see private hospitals and private MRI and CT clinics.
- In British Columbia, we see the government gutting collective agreements, closing hospitals and nursing homes, and laying off health care workers.
- In Alberta, we see approval of a new private hospital and the government embracing P3s.
- Across the country, we see cutbacks and contracting out, de-listing and more for-profit services.

With all the reports now in, we need to build strong pressure on the federal and provincial governments to move quickly to strengthen public health care.

**The time for study has ended. The time for action is now.**

- We need to step up our campaign work in the months ahead.
- We need to mobilize every union member, every citizen who relies on health care.
- This isn't someone else's issue – it's our issue – all of us, our co-workers, our children, our neighbours, our parents.
- We need to alert every health care worker about the looming threats of contracting out, lay-offs and substandard working conditions.
- BC has shown it's not enough to have good contract language. We need to protect that language and elect governments that will respect our contracts.
- We need to make those around us understand that public funding is not enough – every health care service must be publicly delivered.

CUPE is putting the full force of our union behind this campaign to protect and expand public health care.

- We have thousands of people to reach in a short period of time.
- If there is one unifying issue in this country, it's health care.

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- If there is one time where we need to come together to pressure the government to do the right thing – it's now.
  - We need to seize **every** opportunity to put pressure on the federal government to implement the changes needed to ensure we get the quality care we need.
  - We need to use **every** means to pressure the government – taking action in every way to tell all levels of government that we're serious about our public health care system.

**And that's what we plan to do.**

- We have joined with others to call for urgent action to reform and strengthen public health care.
- We need to work at the community level, in every community in this country, mobilizing pressure on our MPs and on our MPPs to fight against for-profit health care and demand increased funding for public health care.
- So we'll be organizing a massive worker-to-worker canvass, going from work-site to worksite, person to person, enlisting their support for action on health care.
- And with their participation we'll be active in provincial and federal elections, showing politicians our strength as they've never seen before.
- And we'll meet with employers and tell them we're determined to protect and expand public health care, and we'll fight any attempt to contract out or privatize services.

**And this isn't just CUPE.**

- Through the Canadian Labour Congress, unions across the country are mobilizing their members to keep up the pressure.
- Citizens from coast to coast to coast are working together to oppose government cutbacks and privatization of public services.
- We will continue to build a common front – a massive movement to push the government to do what's right for health care.

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### How can you help?

- Talk to your co-workers, your friends and your neighbours about your reasons for caring about public health care.
- Get involved in the workplace canvass in your local or your worksite.
- Take the time to call your MP and MPP, to share your reasons for caring about health care.
- Go to their offices to talk about your concerns and hopes for health care.
- Attend a rally in your community to support public services.
- Write a letter to the editor.

...The list is endless.

In the coming weeks, we're going to be organizing the workplaces in this community and we're going to be looking at ways we can apply pressure locally.

Your participation in this effort is key.

Remember, this is not someone else's fight. It's our fight. And together we can win.

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## Reaching everyone in your local

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The health care canvass aims to count every CUPE member in on the fight to save Medicare. That means locals working hard to hit every worksite and shift, reaching members in every nook and cranny. It's also about staying in touch after that first contact – sharing updates, mobilizing for action and getting campaign feedback from members.

The CUPE Communicator/1-in-10 network is a useful model for this challenge. The network gets people talking to each other – and taking action. Locals that already have a communicator's network will want to tap into it for the canvass. For those that don't have a network, this is the perfect time to set one up.

It's simple. Member canvassers take on the job of meeting and communicating with 10 other members in their direct area. When they introduce themselves, canvassers can sign up members for the health care campaign. The canvassers will have an ongoing role, talking about the campaign as well as circulating and collecting materials.

Canvassers aren't expected to have all the answers to every question (or handle grievance issues and other union business). But we'll be sure you can answer some key questions, and know where to go for more details. The materials in the Count me in! kit, along with other CUPE campaign resources, will give canvassers the information and confidence they need to mobilize their co-workers in defence of public health care.

It takes only a few minutes to give something or speak to 10 people in a canvasser's immediate work area, but once this system is up and running, you'll wonder how you managed without it. News spreads fast, allowing for quick mobilization. And the network is a two-way flow of information, keeping campaign organizers in touch with what the members are thinking and saying.

Here are some tips for setting up a canvass network, drawn from CUPE's 1-in-

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10 model. Adapt these ideas to what works best in your situation:

- 1 Draft a map showing where members are located within your local. On the map list shift times, different work sites and other details.
- 2 Within each area, divide members into groups of 10 people (or another small number that makes sense for your local).
- 3 Look for a person within each group to act as a canvasser. This should be their only job (for example, try not to pick someone who's already got union responsibilities as a shop steward).
- 4 Ensure your canvassers are drawn from all departments/areas and are representative of the diversity in your workplace. Canvassers should be comfortable speaking with other members.
- 5 Once you've picked the canvassers, fill them in on the campaign. The materials in the Count me in! kit will be useful.
- 6 Clearly define the canvasser's role as signing up members for the health care campaign. As well as mobilizing, they'll play an ongoing role sharing information.
- 7 Make sure canvassers understand their role is not to answer complicated questions on their own, but to help share information. If they run into grievance issues or other workplace problems, they should refer them to a steward or executive for action.
- 8 Let all members know the canvass is happening, and how it will unfold. Give it some hype to build energy – a fun poster or small kick-off event can make the difference.
- 9 Keep the information flowing. Once you've set up a network, it's good to feed it. There will be regular campaign updates and actions. Add any local or regional actions you hear of.
- 10 Meet with canvassers regularly to check in and act on suggestions.

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## Canvass instructions for canvassers

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### Tips for canvassing

“Hi, Sera, I'd like to talk to you about our Count me in! for public health care campaign”

#### Be yourself

- You know the people you will be canvassing best – in most cases they work with you
- Develop an approach you feel comfortable with
- Use the kind of language you use every day
- Everyone is affected by Medicare. Your job is to get them to identify what they value about Medicare and what concerns they have

“We're signing people up to our Count me in! campaign for health care...”

#### The leaflet is your tool

- Briefly introduce the leaflet, explaining the reason for the canvass
- Talk with the members, not at them
- Once you know their concern, link it with our hopes and demands
- Ask the person you are canvassing to fill in the pledge card
- Let them know you will be in touch again to keep them informed about the campaign

#### Be frank

- No one expects you to be an expert
- If you don't know the answer to a question don't try to bluff
- Offer to get back to the person with an answer
- Contact your coordinator/organizer for an answer

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### **Canvass at the right time**

- Discuss with your union executive the best time to canvass
- Be respectful of member's time commitments
- Your union may establish with the employer that a canvass will be taking place, and the conditions that will be in place

### **How to handle responses**

- Remember the Work Now, Grieve Later principle during the canvass
- Stress the benefits of collective action
- Ask them to talk to family and friends about the issue
- Get them to take the action your union has targeted i.e., signing post-cards, calling politicians...
- If you receive a no, don't argue
- Thank everyone for their time, even those who refused to participate

### **Keep in contact with your canvass organizer/area contact**

- Contact your organizer if you have any questions or problems
- Return your pledge cards to her/him so they can be added to the provincial database
- Your area organizer will provide you with a running list of all those who have signed up on the canvass

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## Organizing a phone tree

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Phone trees are a great way to spread the word quickly. No-one has to make more than a few phone calls, and you're usually calling someone you know – or will get to know over time. Phone trees make communicating easy for big and small locals.

Your canvass network, based on the 1-in-10 communicators model, has many of the building blocks of a good phone tree – contact information, people communicating with each other, and a good workplace map. Canvassers have a great opportunity to gather phone numbers, and recruit volunteers to help work the phone tree. Canvassers will find the phone tree useful as one form of follow-up and ongoing contact with the people they've signed up to CUPE's health care campaign.

Here are some phone tree tips and a sample phone tree template, adapted from *Communicating CUPE*:

First, you need a membership list with telephone numbers – at work and home if possible, with notes about which number the member prefers to be called at. Your canvass will build this list. Choose one person who will maintain an up-to-date version of this list, and will trouble-shoot any broken links.

Then, you need an organizational chart or map of the membership, which the canvass will also help develop. A thorough knowledge of the various locations, workplaces and shifts is essential to organizing an effective contact system.

From this point, you can recruit your list of callers. Start with your canvassers. It's great for them to develop an ongoing relationship with the group of workers they're going to be keeping in touch with. You can also look to executive members, stewards, committee members and other known activists. Divide the membership among the number of reliable callers you have recruited.

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You should bring the callers together to help in setting up the network. Their job is to recruit contacts in the various work areas, and to maintain ongoing contact.

Follow the same logic you've used for the canvass. For example, it's often useful to have people call people they work with. Group members together who speak the same language, and connect them with callers who speak their language. Ensure your callers are a diverse group.

Try to avoid giving too many calls to any person, and avoid more than two or three levels of contact. This will prevent breakdowns and limit the chance that a message gets confused.

Provide a script that includes basic information – a meeting or rally date, as well as some background and a contact for more details.

When possible, build in a back-up system. Ideas include designating 'backups' who can take over the calling if needed, ensuring that at least two different people are called within each work area, and having initial callers at the end of the list as well, so they can make sure the message got out.

Follow-up is critical to the maintenance of an effective phone tree. Callers should report broken 'links' immediately, so that the phone tree coordinator can track down a new phone number or contact information.

Test the tree before it's put into operation. Have the phone tree coordinator double-check the numbers of key contacts, and as many local contacts as possible.

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# Telephone Tree

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## Organizing Committee

## Key Contacts

## Local Contacts

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A. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

1. \_\_\_\_\_  
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B. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

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15. \_\_\_\_\_  
16. \_\_\_\_\_

Public Health Care  
**Count me in!**

# Action

## Political action

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We need to work at the community level, in every community in this country, mobilizing pressure on our elected representatives to fight against for-profit health care and demand increased funding for public health care.

With provincial elections expected in seven provinces this year and a federal election possible early in 2004, we need to send a clear message that we will work to defeat any politician that supports privatization of health care.

Contact your elected leaders and tell them that public health care is not for sale. We made it. We like it. We need it. We want it.

### **Prime Minister**

The Right Hon. Jean Chrétien  
Toll Free: 866-599-4999  
Fax: 613-941-6900  
pm@pm.gc.ca

### **Minister of Health**

The Hon. Anne McLellan  
Toll Free: 866-599-4999  
Fax: 613-943-0044  
McLellan.A@parl.gc.ca

### **Deputy Prime Minister and Minister of Finance**

The Hon. John Manley  
Toll Free: 866-599-4999  
Fax: 613-995-1534  
Manley.J@parl.gc.ca

### **Minister for International Trade**

The Hon. Pierre Pettigrew  
Toll Free: 866-599-4999  
Fax: 613-995-9926  
Pettigrew.P@parl.gc.ca



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For your MP's phone number, call 1-866-599-4999. If you have access to the Internet, you can also find contact information for your MP by inserting your postal code at <http://www.parl.gc.ca/information/about/people/house/PostalCode.asp>

The numbers below will put you in touch with your member of the provincial legislature. Tell them you want your health dollars spent on public health care – not a penny for profits.

<b>Province</b>	<b>Government directory</b>
Newfoundland and Labrador	709-729-3405
Nova Scotia	800-670-4357
Prince Edward Island	902-368-4360
New Brunswick	506-453-2506
Québec	800-363-1363
Ontario	416-326-3464
Manitoba	800-282-8069
Saskatchewan	877-958-8683
Alberta	780-310-0000
British Columbia	800-661-8683

To contact your mayor or municipal councillor, call City Hall or look in the Blue Pages of your local telephone directory.

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## Campaign Contact Information

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### **CUPE National**

21 Florence Street  
Ottawa, ON K2P 0W6  
Tel: (613) 237-1590  
Fax: (613) 237-5508  
Contact: Deborah Duffy, ext. 268  
Email: [dduffy@cupe.ca](mailto:dduffy@cupe.ca)  
Website: [www.cupe.ca](http://www.cupe.ca)

### **Newfoundland and Labrador**

37 Fisher's Road  
Corner Brook, NF A2H 1B2  
Tel: (709) 637-5000  
Fax: (709) 639-1036  
Contact: Donna Ryan

### **Nova Scotia**

115 MacLean Street, 2nd Floor  
New Glasgow, NS B2H 4M5  
Tel: (902) 752-2244  
Fax: (902) 755-2065  
Contact: Danny Cavanagh; Wayne Thomas

### **Prince Edward Island**

23 Summer Street  
Charlottetown, PEI C1A 2P7  
Tel: (902) 566-4006  
Fax: (902) 892-0452  
Contact: Elaine Fagan; Donald  
MacDonald

### **New Brunswick**

845 Prospect Street, Suite 110  
Fredericton, NB E3B 2T7  
Tel: (506) 458-8059  
Fax: (506) 452-1702  
Contact: David Rouse

### **Québec**

565 Crémazie Blvd. E., Room 6100  
Montreal, QC H2M 2V6  
Tel: (514) 247-9681  
Contact: Serge Lalonde

### **Ontario**

305 Milner Avenue, Suite 801  
Scarborough, ON M1B 3V4  
Tel: (416) 299-9739  
Fax: (416) 299-3480  
Contact: Doug Allan  
or Mary Willis by Email:  
[mwillis@hotmail.com](mailto:mwillis@hotmail.com)

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### **Manitoba**

275 Broadway Avenue, Suite 704  
Winnipeg, MB R3C 4M6  
Tel: (204) 942-0343 ext. 287  
Contact: Marlene Tartsch  
Email: tartsch@shaw.ca or  
cupe2@cupe.mb.ca

### **Saskatchewan**

77 Morris Drive  
Saskatoon, SK S7L 3V1  
Tel: (306) 975-2682  
Fax: (306) 382-9854  
Contact: Andrew Hucaluk  
or Judy Henley  
Tel: (306) 728-3781  
Fax: (306) 728-5685  
Email: rjhenner@sasktel.net

### **Alberta**

C/o: CUPE LOCAL 41  
102-10611-Kingsway Avenue  
Edmonton, AB T5G 3C8  
Tel: (780) 477-5523  
Fax: (780) 479-5460  
Contact: Renate Carmichael  
Email: ricarmichael@shaw.ca

### **British Columbia**

4940 Canada Way, Suite 510  
Burnaby, BC V5G 4T3  
Tel: (604) 291-9119  
Fax: (604) 291-9043  
Contact: Barry O'Neill

### **Hospital Employees' Union (HEU)**

5000 North Fraser Way  
Burnaby, BC V5J 5M3  
Tel: (604) 438-5000  
Fax: (604) 739-1510  
Contact: Dan Hingley; Stephen  
Howard

## **Other contacts**

### **Canadian Labour Congress**

2841 Riverside Drive  
Ottawa, ON K1V 8X7  
Tel: (613) 521-3400  
Fax: (613) 521-5480  
Contact: Nancy Peckford, National  
Health Care Campaigner  
Email: npeckford@clc-ctc.ca  
Website: [www.clc-ctc.ca/eng-index.html](http://www.clc-ctc.ca/eng-index.html)  
Find links to affiliated unions,  
Federations of Labour and allies

### **Canadian Health Coalition**

2841 Riverside Drive  
Ottawa, ON K1V 8X7  
Tel: (613) 521-3400 ext. 311  
Fax: (613) 521-9638  
Contacts: Mike McBane; Frances  
Arbour  
Website: [www.healthcoalition.ca](http://www.healthcoalition.ca)  
Find links to all provincial health  
coalitions on this site

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**Health Action Coalition of Nova Scotia**

100 Eileen Stubbs Avenue  
Dartmouth, NS B3B 1Y6  
Tel: (902) 424-2296  
Fax: (902) 424-2111  
Contact: Ian Johnston  
Email: ianj@nsgeu.ns.ca

**Cape Breton Health Coalition**

1482 George Street  
Sydney, NS B1P 1P3  
Tel: (902) 567-7878  
Fax: (902) 567-7829  
Contact: Susan Plath  
Email: plathsusan@cbhc.ns.ca

**PEI Health Coalition**

P.O. Box 1774  
Charlottetown, PEI C1A 7N9  
Tel: (902) 892-9074  
Fax: (902) 892-3878  
Contact: Mary Boyd  
Email: bpg@isn.net

**New Brunswick Health Coalition**

#10 Big K Ranch Land  
Upper Hamstead, NB E7M 1X6  
Contact: Gabrielle Kretzschmar  
Email: bigkranch@nb.aibn.com

**Coalition solidarité santé**

1601 de Lorimier Avenue  
Montréal, QC H2K 4M5  
Tel: (514) 527-4577  
Fax: (514) 527-4578  
Contact: Marie Pelchat  
Email: riocm@cam.org

**Ontario Health Coalition**

#305-15 Gervais Drive  
Don Mills, ON M3C 1Y8  
Tel: (416) 441-2502  
Fax: (416) 441-4073  
Contact: Natalie Mehra  
Email: natalie\_mehra@yahoo.com  
Website: www.web.net/ohc

**Manitoba Medicare Alert**

432 Ellica Avenue  
Winnipeg, MB R3B 1Y4  
Tel: (204) 982-6127  
Fax: (204) 982-6128  
Contact: Ellen Kruger  
Email: ellenkruger@hotmail.com

**Saskatchewan Health Coalition**

455 2nd Avenue North  
Saskatoon, SK S7K 2C2  
Tel: (306) 652-0300  
Fax: (306) 664-4120  
Contact: Ingrid Larson  
Email: ilarson@communityclinic.sk.ca

***Alberta Friends of Medicare***

4517 52nd Street  
Leduc, AB T9E 5C7  
Tel: (780) 986-0463  
Fax: (780) 986-7676  
Contact: Christine Burdette  
Email: mcb@telusplanet.net  
Website:  
www.friendsofmedicare.ab.ca/

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**BC Health Coalition**

211 Dunsmuir Street  
Vancouver, BC V6B 1X4  
Tel: (604) 681-7945  
Fax: (604) 681-7947  
Contact: Terrie Henrickson  
Email: [info@bchealthcoalition.ca](mailto:info@bchealthcoalition.ca)  
Website: [www.bchealthcoalition.ca](http://www.bchealthcoalition.ca)

**Council of Canadians**

National Office  
151 Slater Street , Suite 502  
Ottawa, ON K1P 5H3  
Tel: (613) 233-2773 or  
(1-800-387-7177)  
Fax: (613) 233-6776  
Email: [inquiries@canadians.org](mailto:inquiries@canadians.org)  
Website: [www.canadians.org](http://www.canadians.org)

**Canadian Centre for Policy  
Alternatives**

National Office  
75 Albert Street , Suite 410  
Ottawa, ON K1P 5E7  
Tel: (613) 563-1341  
Fax: (613) 233-1458  
Email: [ccpa@policyalternatives.ca](mailto:ccpa@policyalternatives.ca)  
Website: [www.policyalternatives.ca/](http://www.policyalternatives.ca/)

**Common Frontiers**

#305 -15 Gervais Drive  
Don Mills, ON M3C 1Y8  
Tel: (416) 443-9244  
Fax: (416) 441-4073  
Contact: Karyn Keenan  
Website: [www.web.net/comfront/](http://www.web.net/comfront/)

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## Reporting your pledge forms **on-line**

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Reporting how many people sign pledge forms and keeping track of who's interested in being part of the campaign is an essential part of being organized and building momentum.

To be sure, it's work. But without it, we would have no idea how many people we've reached, how many people are on side, or how we can contact volunteers for follow-up activities.

To make your task easier, CUPE has put together an online reporting system to allow you to record your pledges and to get a list of who has signed up, either by local or by province. This action sheet will explain how to use it.

The first step is to open your web browser. For most people, that involves looking for the blue E on your desktop and double clicking on it.

Once your web browser is running, put your cursor in the address bar (just underneath the title bar of your browser window), type in the following web address:

<http://cupe.ca/campaigns/healthcare/pledge/>

...and then hit <enter>.

### **See who's signed up**

When you get there, you will see a web page titled "View health care pledge forms." This page allows you to see who has been signed up either by province or by local.

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To see who has signed up from your province, choose a province from the drop-down menu on the right. The drop down menu will be showing “Alberta” but if you click once on it, a list of all the provinces will show up. Move your cursor over the name of the province you want and click again.

The drop-down menu should now be showing the province you want. Now click once on the button that says “Search By Province”.

If there are people signed up for that province, you will be taken to a page that lists them. If not, you will be returned to that page, and you will see a message that says: “No pledge forms matched your search request.”

Also on that page will be a button that says “View Printable List”. This will give you the same list you see on this page, but without any of the CUPE site navigation, banners and menus. This will be easy to print or to copy and paste into a spreadsheet or database.

### **Find people in a local**

On this page there is also a grey-bordered box beside a button that says “Search By Local Number.” To find all the people who have been signed up in any local, type the local’s number into the box, and click once on the button “Search By Local Number.”

If there is anyone signed up from that local you will be taken to a page that lists them. If not you will come back to this page and you’ll be shown a message saying, “No pledge forms matched your search request.”

### **Sign people up**

Beneath the search form, you will see text saying: “Click here to enter pledge forms.” The word “here” will be in a different colour from the rest of the text – either pink or blue. Click once on the word “here”.

If in future you want to go to this page directly, bookmark this page or add it to your favourites. Its web address (URL) is:

<http://www.cupe.ca/campaigns/healthcare/pledge/enter.asp>

The page is titled “Enter Health Care Pledge Forms” and beneath the title is a series of grey-bordered boxes to the right of text labels identifying what each “field” is for.

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For name, type in the person's first, then their last name. For their local number, type only the number. (The field won't let you use anything other than numbers). The rest of the fields should be self-explanatory. Remember: there are no spaces in email addresses.

Don't forget to indicate if they want to be contacted and how they prefer to be contacted.

Once you've typed in the pledge information click once on the "Send" button at the bottom of the form. You will be taken to another page titled "Pledge Form Added." There will be text under the page title saying "Thank you – click here to enter another form, or here to view forms." The words "here" will be in a different colour. Click on the first one to go back to the page where you enter information. Click on the second "here" to go to the page where you see who has been signed up already.

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