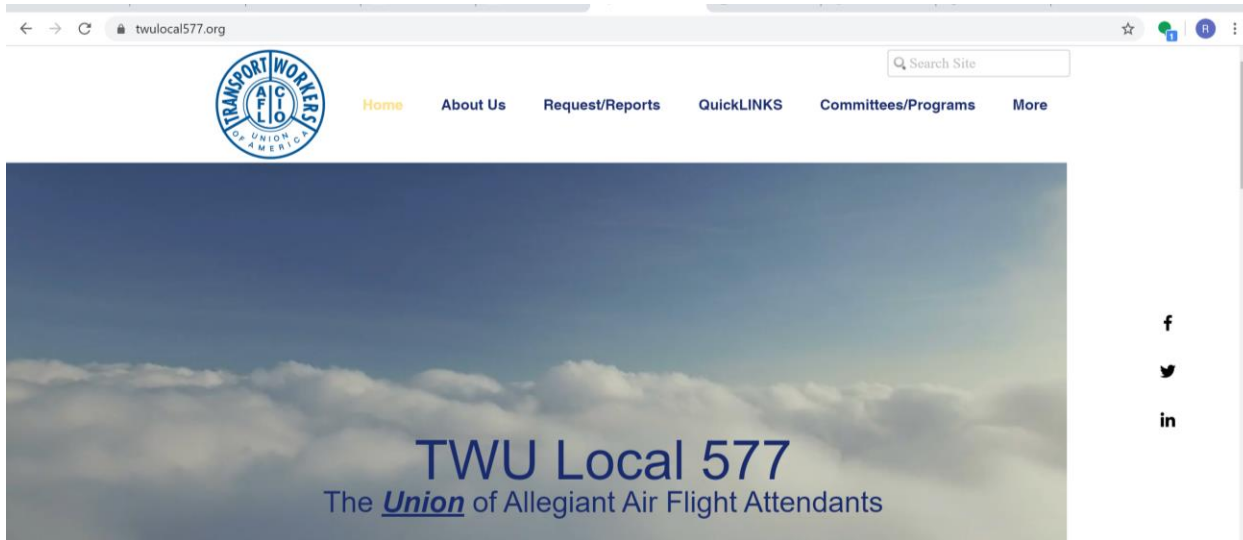


# TWU 577 New Website Tutorial Handout

## 1. Index (Home Page)

In the Index page, you will see a menu bar that will navigate you throughout the website. This menu bar looks like this:

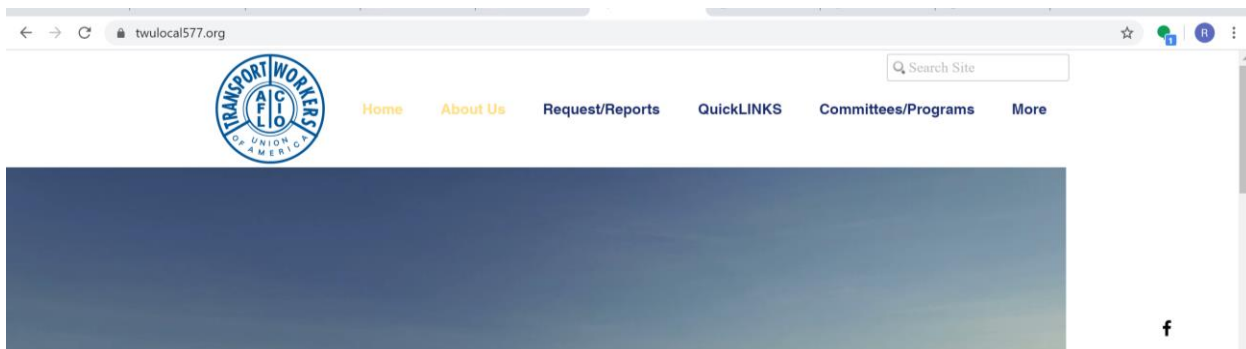


In the menu bar, you will find the following tabs:

- Home
- About Us
- Request/Reports
- QuickLINKS (Anchor feature Tab)
- Committees/Programs
- More/Resource

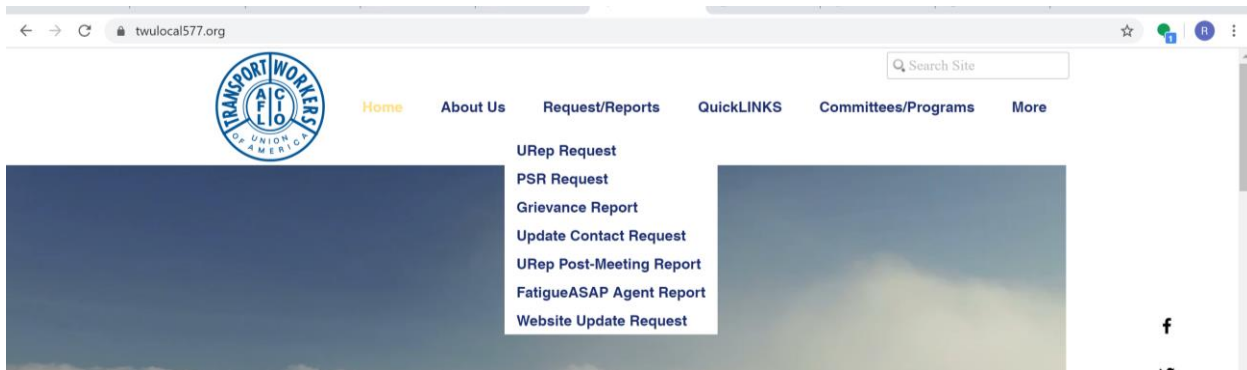
Under the main tabs, you will find sub-pages in some. Here are a few sub-pages from the following main tabs:

### A. About Us



This section is filled with Internal Affairs about the local union, such as, who is TWU 577 and the Mission Statement. In this tab, you will also find the structure of the local union and the current Executive Board members.

## B. Request/Reports

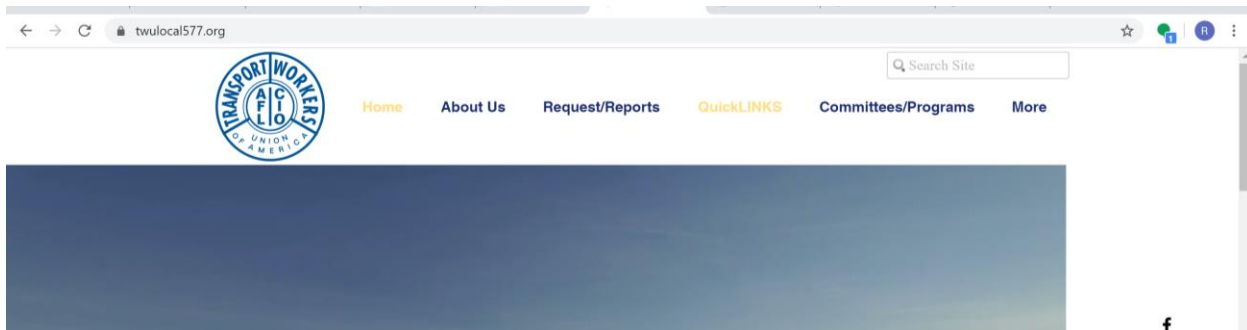


By rolling your cursor over the “Request/Reports” tab, you will discover the interactive forms. This is where you will visit when you wish to request a URep (formally Base Rep Request) or PSR and where you will find the Grievance Report when you need to file a CBA violation. Also, under this section, you will find the form, “Update Contact Request,” when you need to update your information with the union.

### **Administration Forms**

We have also included some internal forms under this section for administration purposes where individuals working with the union come to file, such as “URep Post-Meeting Report,” “Fatigue/ASAP Agent Report,” and “Website Update Request.”

## C. QuickLINKS (Anchor feature Tab)



By clicking the QuickLINKS tab, you will be directed further down the home page where you will find some of our most frequently needed links that will easily navigate you to important tasks and information. Although this section has the flexibility to change according to our unions needs, some will remain in this section as they are crucial to the operation and particularly important to all members. The following images illustrates these important links.

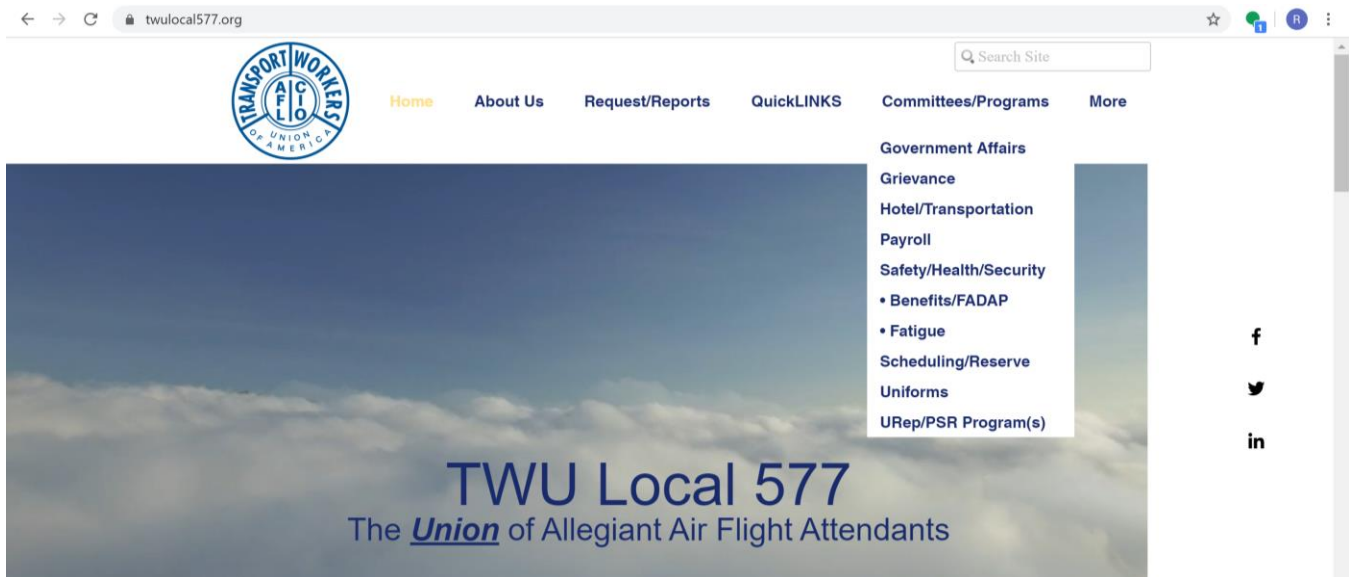
## (QuickLINKS view 1)

The screenshot shows the top portion of the website. At the top left is the Transport Workers Union of America logo. To its right is a navigation menu with links for Home, About Us, Request/Reports, QuickLINKS (highlighted in yellow), Committees/Programs, and More. A search bar labeled 'Search Site' is located in the top right. Below the navigation is a large dark blue banner with the text 'QuickLINKS' in white. Underneath the banner are three white boxes with blue borders. The first box is titled 'Need to File a Grievance?' and contains the text: 'Do you believe the contract was violated? Do you feel you were treated differently in a situation? File a grievance today.' Below this text is a yellow button with the text '+ File A Grievance'. The second box is titled 'Need a URep?' and contains the text: 'If you need a Union Representative to attend a disciplinary meeting with management, you must fill out a URep Request. Click the link below "Request a URep"'. Below this text is a yellow button with the text '+ Request a URep'. The third box is titled 'Need a PSR?' and contains the text: 'Having a problem(s) with a co-worker? Need advise about conflict resolution? To request help from a Professional Standards Representative, click "Request a PSR" now.' Below this text is a yellow button with the text '+ Request a PSR'. On the right side of the banner, there are social media icons for Facebook, Twitter, and LinkedIn.

## (QuickLINKS view 2)

The screenshot shows the lower portion of the website. It features the same navigation menu and search bar as in view 1. Below the navigation are six white boxes with blue borders arranged in two rows. The top row contains three boxes: the first is titled 'File a grievance today.' with a yellow button '+ File A Grievance'; the second is titled 'Request. Click the link below "Request a URep"' with a yellow button '+ Request a URep'; and the third is titled 'Representative, click "Request a PSR" now.' with a yellow button '+ Request a PSR'. The bottom row contains three boxes: the first is titled 'ToxicAIR' with the text 'If you have been exposed to Toxic Cabin Air, please fill out the "BleedAIR" form by clicking below.' and a yellow button '+ BleedAIR Form'; the second is titled 'COVID-19 Response Page' with the text 'Resources for members during this pandemic. Stay educated and informed. Click the link below Today!!!' and a yellow button '+ COVID-19 Response'; and the third is titled 'Addt'l LINKS' with three yellow buttons: '+ Update Contact', '+ 577 Directory', and '+ COPE'. On the right side of the page, there are social media icons for Facebook, Twitter, and LinkedIn. At the bottom left of the page, the URL 'https://www.twulocal577.org' is visible.

## D. Committees/Programs

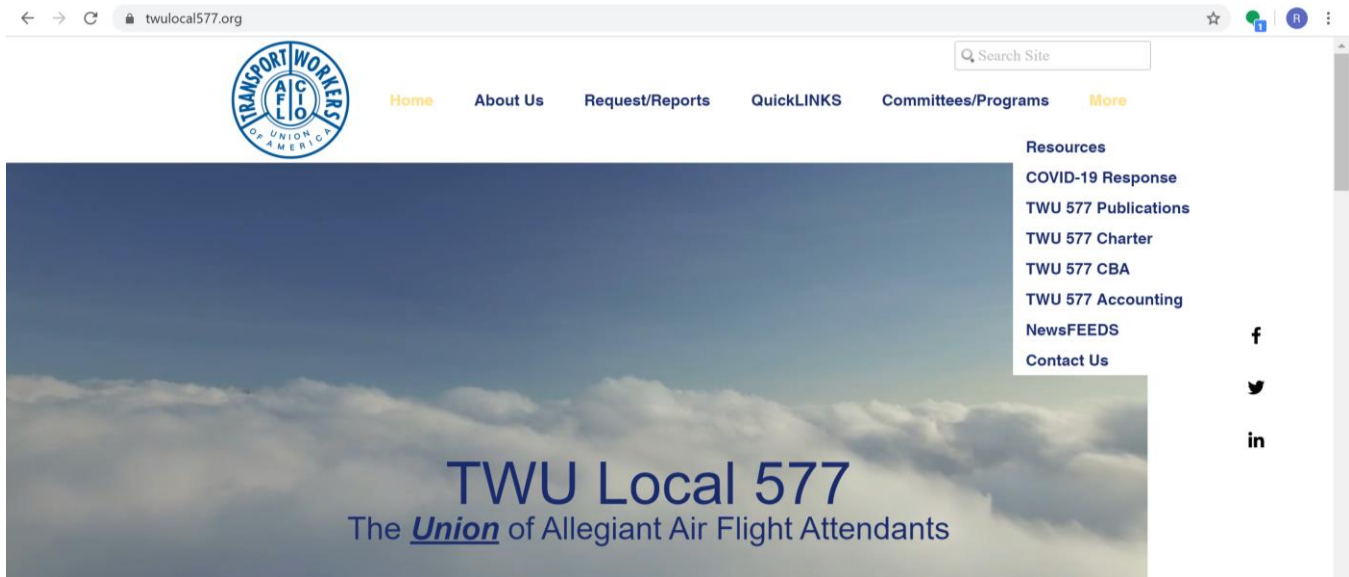


Rolling your cursor over this Tab, you will find all our Committees and Programs operated by your union. Under this Tab you can reach all your committees and their members. Each Committee page includes a brief explanation of their role, committee specific FAQ's and a form (yellow) where you can reach the committee directly with your questions, concerns, and suggestions. Keep in mind, some Committees may be an umbrella to a sub-committee. In some cases, you will find programs in these sub-committees, for example:

- Safety/Health/Security (Umbrella Committee)
  - Benefits (Sub-Committee)
    - FADAP (Program)

In addition, at the bottom of this list, you will find the link to our URep/PSR Program(s). Visiting this page will help understand the program in more detail and you can reach the Rep. Administrator, Regional Rep. and all other Union Representatives and Professional Standards Representatives.

## E. More/Resources



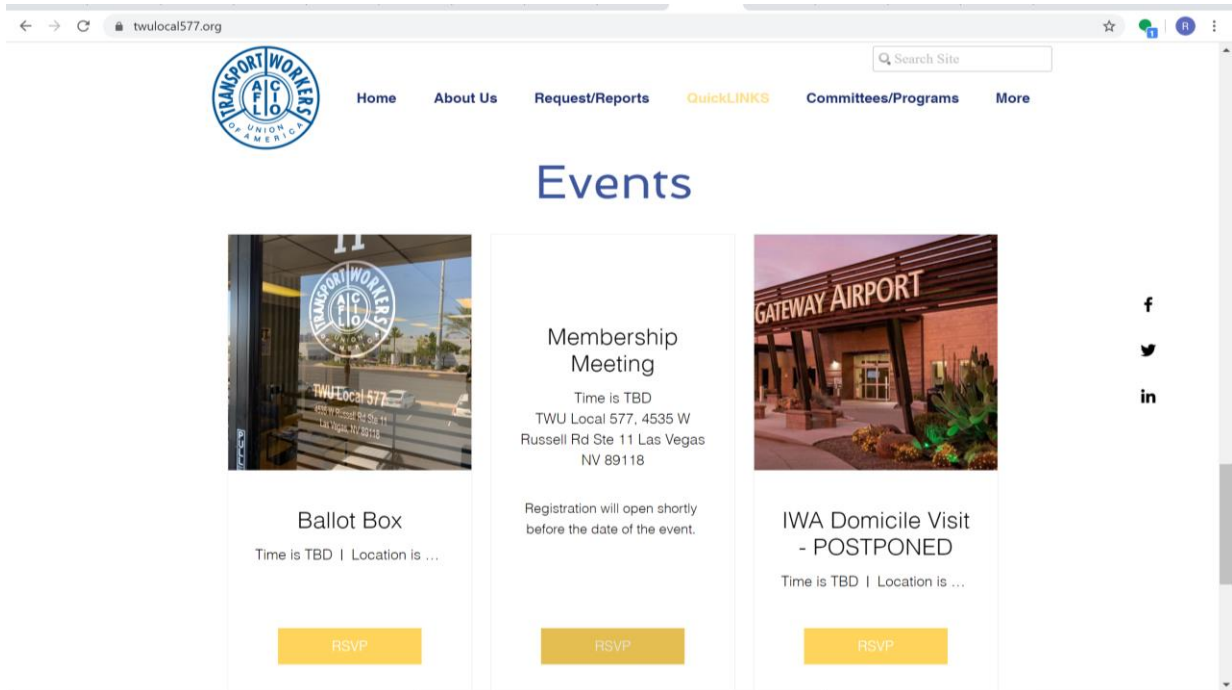
In this Section, “More,” additional Resources are located. In general, this is where TWU 577 pages that don’t change or require very little updating are listed. Such resources include the **TWU 577** Publications, Charter, CBA and Accounting department page. These are a great tool to stay informed and understand how the union works.

In addition, under this section you will see the information pages that deals with real time industry and/or union environment. For example, now, we have the “**COVID-19 Response**” page parked in under this section. Although you can access this resource page in our home screen under the **QuickLINKS** anchor, this is where that resource page is actually parked.

Other more common pages found under this section includes our **NewsFEEDS** page where our previous emails archives are stored for members to reference later. You can also find the latest three (3) **NewsFEEDS** towards the bottom of the home screen. To receive our emails in real time, you must be a member and the union must have your current information on file.

Lastly, under this section you will find a “**Contact Us**” page. An important feature in this page is a full TWU Local 577 Directory (Email/Phone#).

## 2. Events



The screenshot shows the website [twulocal577.org](http://twulocal577.org) with a navigation menu including Home, About Us, Request/Reports, QuickLINKS, Committees/Programs, and More. The main heading is "Events". Three event cards are displayed:

- Ballot Box**: Time is TBD | Location is ...
- Membership Meeting**: Time is TBD, TWU Local 577, 4535 W Russell Rd Ste 11 Las Vegas NV 89118. Registration will open shortly before the date of the event.
- IWA Domicile Visit - POSTPONED**: Time is TBD | Location is ...

Each card has a yellow "RSVP" button. Social media icons for Facebook, Twitter, and LinkedIn are visible on the right side.

In the Home Page, towards the bottom, you will find the **Events** Section. In this section, you will register/RSVP for Ballot Box, Membership Meeting(s) and Domicile Visit(s). It is important to remember that you must be a Registered Member to participate in any of these **Events**. If you have not filed a Membership Application, you may do so by going to the **TWU 577 Accounting** page and scroll down to “Registration Forms.” When these events open, notification and more details will be included and sent out via email.

As we move forward in building our Local union, we will begin introducing new features and requirements within the new website. New requirements will include membership registration for locked pages where only members can access certain content on the website. We will inform you when this will be done in the future.

VISIT THE NEW WEBSITE NOW: **[WWW.TWULocal577.ORG](http://WWW.TWULocal577.ORG)**