Welcome to the new Section management system (SMS). When entering the new system from https://secure.cpa.ca/apps/Membership you will be presented with a log in screen.

Please enter your new CPA credentials. These are the same credentials you used to renew your membership. If you have forgotten or misplaced your email please contact:

Céline McCorkell
Membership Coordinator
cordonnatrice des services aux membres
(tel / tél) 613-237-2144, ext. 324

If you have forgotten your password select the “Forgot your Password” below the Sign in button.

The login will take you to your profile page in the new system.

Scroll down the screen until you get to “Spaces”. The Spaces area identifies which Sections you are a member of.
Select the Section you wish to work in.

The new system has the following components:

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Each component is protected by role based security. In your role as Chair you have full access to all components however members have limited access:

**Dashboard**

A Chair will see all Messages sent, files uploaded, links or people added while Members will only see messages sent, and links posted as their security profile gives them less access. The Manager of Section Administration has the ability to assign executive roles for each section. The ability for Chairs to change their own executive will be implemented before the 2016 convention.

**Messages**

Messages is the new mail system. The new system gives Chairs the ability to attach documents to their mailings.

**Files**

The Files section allows Chairs to upload documents and create directories to store documents relevant to each section. CPA has preloaded the Files section with two documents: The executive history for each Section (who filled what roles in which year) and the 2015 financial reconciliation.

**Links**

The Links area provides Chairs with the ability to post links of interest to their members. We have prepopulated the link to the Abstract Submission system for the 2016 convention.
People

The People section provides a list of all of the section’s members, their hometown, Province and role in the section. This list is exportable to Excel.

Sending a Message

Select the Message tab from the main menu

A history of all sent messages will appear (if any). In the bottom right corner you can select New Message

The following “New Message” will appear.

You can enter in the Subject and body of the message. If you have files to attach you can select them by pressing select files from your computer

Once the email is complete you can send it to all section members who have indicated they want to receive section emails. Canadian Anti-spam laws prevent us from automatically emailing all section members. Once sent the message will also be posted to the Dashboard.

You may also only send the email to a subsection of members by selecting the members from a list.
*NOTE

- We highly recommend that you do not use this option. Only the members selected will be sent the message, however it will still be listed on the Dashboard and in the Messages section for all members to read. If you wish to send private communications utilize your personal email.
- A button will be added shortly to give sections the option to send messages to students only.