

New Section Management System

Chair Instructions

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.



Canadian Psychological Association / SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE

Email

Password

Remember Me?

[Forgot your password?](#)

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
coordonnatrice des services aux membres
(tel / tél) [613-237-2144, ext. 324](tel:613-237-2144)

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.

Tess Ting Logout



Tess Ting
38223
CPA
Phone : 613-123-4567
Email : membership@cpa.ca

CPA Member (Oct 23, 2015 to Jan 31, 2018)

[Contact Info](#)

MEMBERSHIPS

Category	Status	Effective Date	Expiry Date
CPA Member	Active	2015/10/23	2018/01/31

CONTACT INFORMATION



ADDRESS

Home	Work
1234 Blank Lane Ottawa Ontario K1P 5J3 Canada	123 Blank lane Canada

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



EMAIL

Primary Email Address : membership@cpa.ca

Home

membership@cpa.ca

Additional

membership@cpa.ca

SPACES

[Aboriginal Psychology](#)
[History and Philosophy of Psychology](#)

Select the Section you wish to work in.

The new system has the following components:

[Dashboard](#) [Messages](#) [Files](#) [Links](#) [People](#)

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

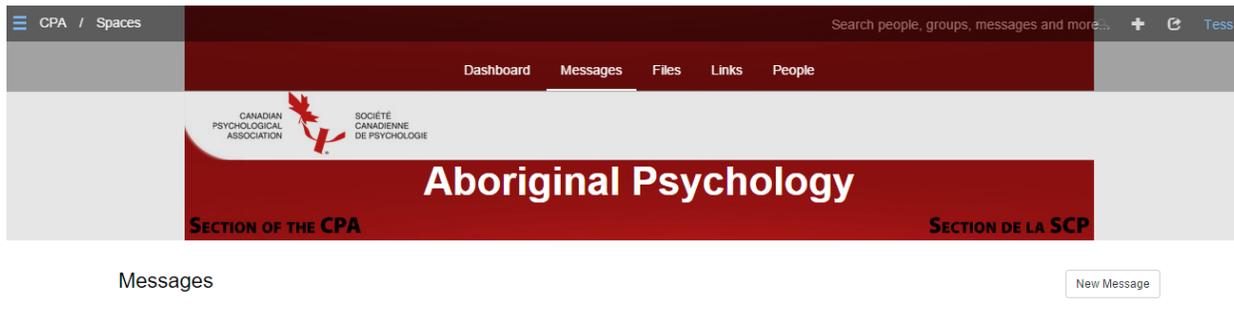
The Links area provides Chairs with the ability to post links of interest to their members. We have prepopulated the link to the Abstract Submission system for the 2016 convention.

People

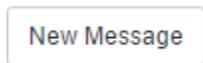
The People section provides a list of all of the section's members, their hometown, Province and role in the section. This list is exportable to Excel.

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



The following "New Message" will appear.

New Message More ▾

Subject of this message

B *I* U

Words: 0

To attach files drag & drop here or [select files from your computer](#)

Email a notification to all who want emails about this space
 Select the people that should receive an email

Note: Only the selected people will receive an email notification, but everyone will still be able to see the message.

Do not email anyone, simply post the message

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.

