

## "411" on Punchbowl Invites for Monthly Madison Chapter IAAP Meetings

Below is a sample of what the email will look like when you receive it.

You're invited! Please click on the invitation to see more details and to RSVP.

Getting to Know IAAP's Remarkable Website  
Thursday, September 15, 2011  
5:15 p.m.

[Open your invitation](#)



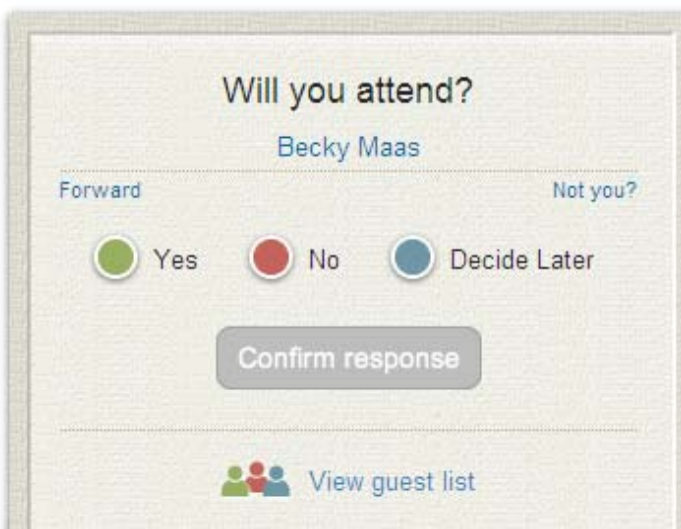
Click on the "Open Your Invitation" link.

Click on the envelope to open up the invite.

On the left side of the page, you will see the actual invitation with the speaker information, agenda, cost and RSVP deadlines.



On the upper right side of the page, you will see the information to RSVP.




Will you attend?  
Becky Maas

Forward Not you?

Yes  No  Decide Later

Confirm response

 View guest list



The image shows a digital RSVP card with a light beige background and a thin border. At the top, it asks 'Will you attend?' for 'Becky Maas'. Below the name are two links: 'Forward' on the left and 'Not you?' on the right. There are three radio button options: 'Yes' (green), 'No' (red), and 'Decide Later' (blue). A grey button labeled 'Confirm response' is centered below the options. At the bottom, there is a link 'View guest list' accompanied by a small icon of three people.

On the lower right side of the page, you will see the information about the presentation and the 2011 – 2012 Dinner Reservation & Cancellation Policy.

**Getting to Know  
IAAP's Remarkable Website**

Thursday, September 15th, 2011 • 5:15 p.m.

Hosted by Madison Chapter IAAP

 **608-212-8536** 

Sheraton  
706 John Nolen Drive  
Madison, WI 53713

**Overview of IAAP website &  
Madison Chapter website**

**How to create a profile**

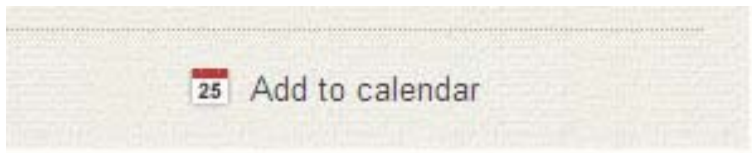
- Benefits you with amazing networking opportunities.
- Benefits you by showcasing your spectacular job skills, certifications & hobbies.
- Benefits you with opportunities to converse with IAAP members around the World!

**How to join the Madison Chapter E-group**

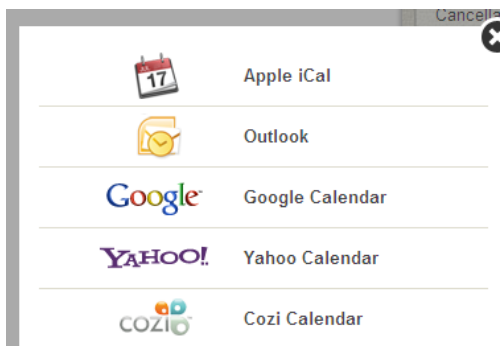
- Benefits you with the most up-to-date information for our own Madison Chapter!

2011 - 2012  
**Dinner Reservation & Cancellation Policy**

Below the Dinner Reservation & Cancellation policy you will see a calendar icon with "Add to calendar" next to it.



If you click on the link it will take you to the pop-up box listed below.



Select what calendar product you use. The information will then be added to your calendar.

You will have then completed the reservation process 😊



Becky Maas: 608-212-8536 or [becky.maas@uscellular.com](mailto:becky.maas@uscellular.com)