


International Association of
Administrative Professionals®
Ottawa Chapter

Manoeuvring the Ottawa Chapter Website

POWER
of
Commitment
Ottawa Chapter

community home | bookstore | login | logout

I A A P International Association
of
Administrative Professionals



Ottawa
Chapter

Home | About Us | Meetings & Events | Network | Professional Resources | eGroups | Calendar | Newsletters | Links | Past Events

Messages


Welcome to the **Ottawa** Chapter of the IAAP!

MESSAGES


The 2009-2010 IAAP theme:

**POWER
of
Commitment**
Ottawa Chapter

CONGRATULATIONS TO SHARRON BUTTLER CPS/CAP on becoming the 2009-2011
Canada District Director. "You made us proud Sharron - Way to go!"



CONGRATULATIONS TO THE OTTAWA CHAPTER ON OBTAINING THE "CHAPTER OF EXCELLENCE"
for the 2008-2009 year.



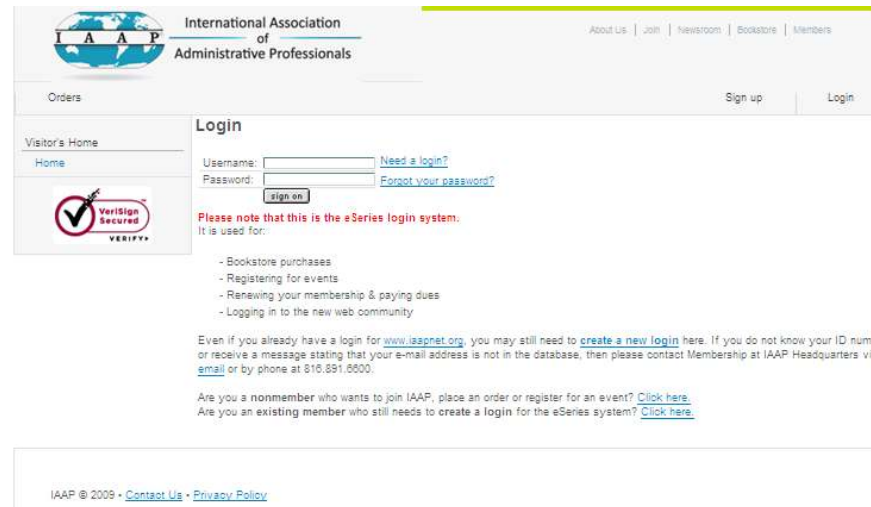
Muriel Lemarck, President 2008-2009 Sharron Butler CP/CAP, Canada Divisions Director
Dawn Birkun, President 2009-2010

NOTE:
The December Chapter Meeting date has been changed from December 10th to
December 3rd.

NOTE: The Chapter Board meets every 4th Thursday of the month with few exceptions. All members of the chapter are invited to attend

- Going to the website is easy – type in www.iaap-ottawa.org and this is what you will see. You are currently sitting on the home page. In order to ensure access to all pages and information on this website (especially if you are a member), please « login ».

« Login »



The screenshot shows the login page for the International Association of Administrative Professionals (IAAP). The page features a header with the IAAP logo and navigation links. A 'Login' section contains input fields for 'Username' and 'Password', with links for 'Need a login?' and 'Forgot your password?'. A 'sign on' button is located below the password field. A red warning message states: 'Please note that this is the eSeries login system. It is used for:' followed by a list of activities: 'Bookstore purchases', 'Registering for events', 'Renewing your membership & paying dues', and 'Logging in to the new web community'. Below this, there is a paragraph explaining that users with existing logins on www.iaapnet.org may still need to create a new login here, and provides contact information for membership inquiries. At the bottom, there are links for 'Click here' for nonmembers and 'Click here' for existing members.

International Association
of
Administrative Professionals

Orders Sign up Login

Visitor's Home
Home

Username: [Need a login?](#)
Password: [Forgot your password?](#)

Please note that this is the eSeries login system.
It is used for:

- Bookstore purchases
- Registering for events
- Renewing your membership & paying dues
- Logging in to the new web community

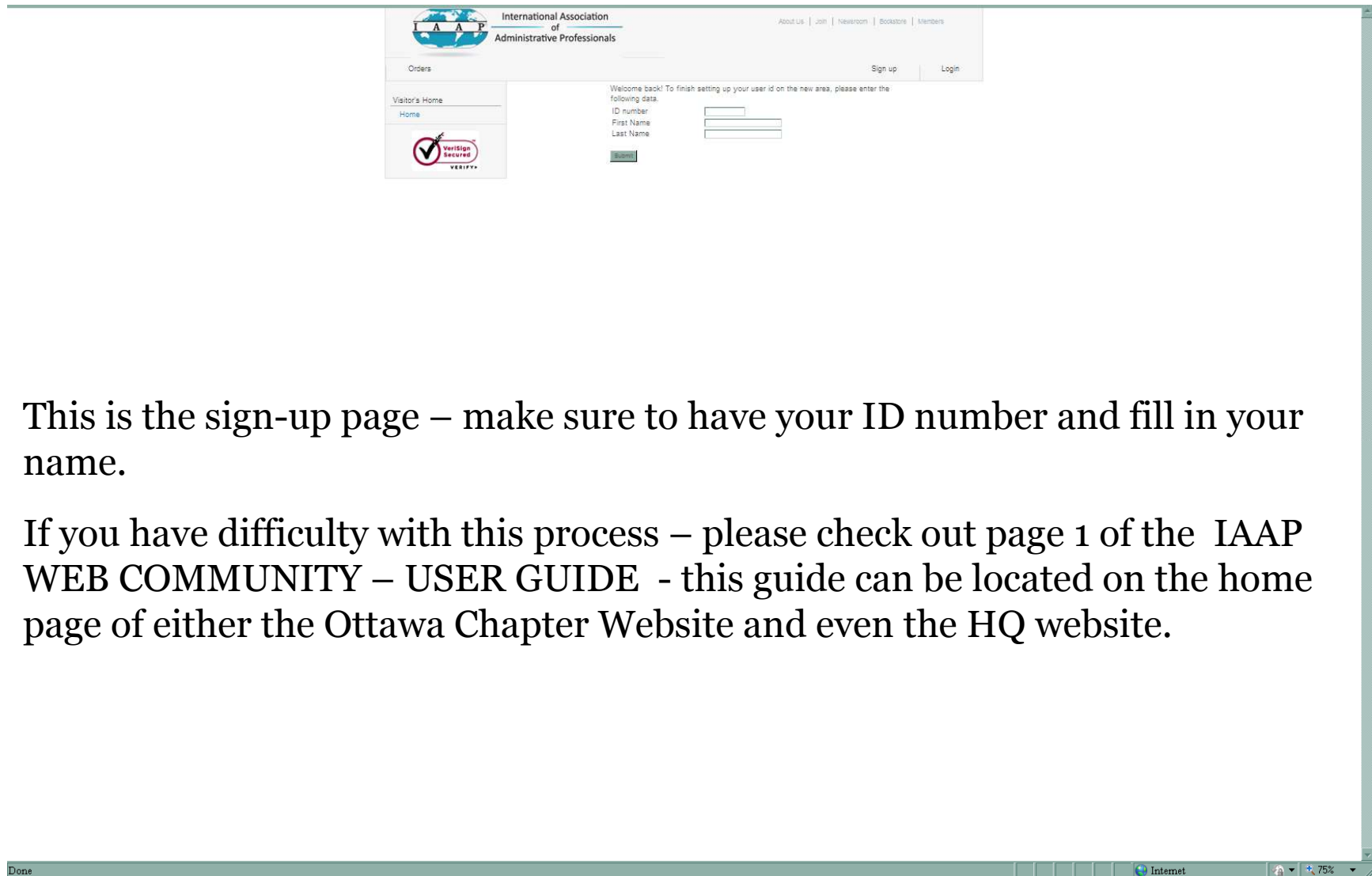
Even if you already have a login for www.iaapnet.org, you may still need to [create a new login](#) here. If you do not know your ID number or receive a message stating that your e-mail address is not in the database, then please contact Membership at IAAP Headquarters via [email](#) or by phone at 810.891.6000.

Are you a nonmember who wants to join IAAP, place an order or register for an event? [Click here.](#)
Are you an existing member who still needs to create a login for the eSeries system? [Click here.](#)

IAAP © 2009 • [Contact Us](#) • [Privacy Policy](#)

- Logging into the website will ensure that you have accessibility to all the information for members. Some information is located on the website only to be accessed by members such as the newsletters (this is a privilege of being a member)
- If you have never logged into the website (Ottawa Chapter or HQ) click on Need a login? – it will take you to the following page.

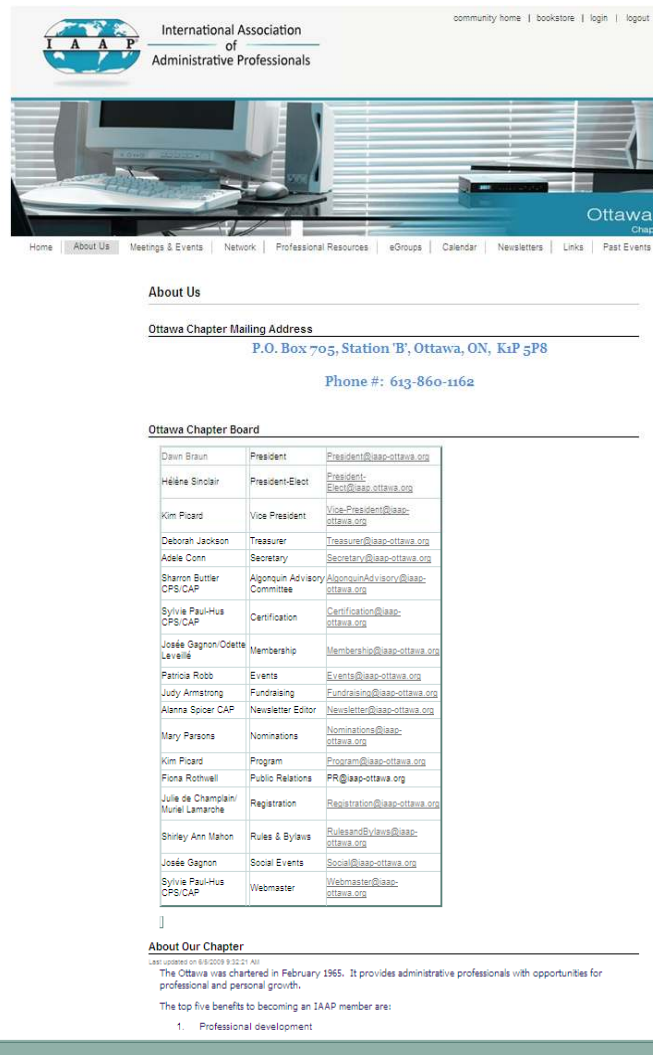
« Need a login? »



The screenshot shows the website for the International Association of Administrative Professionals (IAAP). The header includes the IAAP logo and navigation links: About Us, Job, Newsroom, Bookstore, and Members. Below the header, there are links for Orders, Sign up, and Login. A 'Visitor's Home' section contains a 'Home' link and a VeriSign logo. The main content area features a welcome message: 'Welcome back! To finish setting up your user id on the new area, please enter the following data.' Below this message are three input fields for 'ID number', 'First Name', and 'Last Name', followed by a 'Submit' button. The browser's status bar at the bottom shows 'Done' and 'Internet' with a 75% zoom level.

- This is the sign-up page – make sure to have your ID number and fill in your name.
- If you have difficulty with this process – please check out page 1 of the IAAP WEB COMMUNITY – USER GUIDE - this guide can be located on the home page of either the Ottawa Chapter Website and even the HQ website.

« About Us »



community home | bookstore | login | logout

International Association
of
Administrative Professionals

Ottawa
Chapter

Home | About Us | Meetings & Events | Network | Professional Resources | eGroups | Calendar | Newsletters | Links | Past Events

About Us

Ottawa Chapter Mailing Address

P.O. Box 705, Station 'B', Ottawa, ON, K1P 5P8

Phone #: 613-860-1162

Ottawa Chapter Board

Dawn Braun	President	President@iaap-ottawa.org
Hélène Sinclair	President-Elect	President-Elect@iaap-ottawa.org
Kim Picard	Vice President	Vice-President@iaap-ottawa.org
Deborah Jackson	Treasurer	Treasurer@iaap-ottawa.org
Adele Conn	Secretary	Secretary@iaap-ottawa.org
Sharon Butler CPS/CAP	Algonquin Advisory Committee	AlgonquinAdvisory@iaap-ottawa.org
Sylvia Paul-Hus CPS/CAP	Certification	Certification@iaap-ottawa.org
Josée Gagnon/Odette Levellé	Membership	Membership@iaap-ottawa.org
Patricia Robb	Events	Events@iaap-ottawa.org
Judy Armstrong	Fundraising	Fundraising@iaap-ottawa.org
Alanna Spicer CAP	Newsletter Editor	Newsletter@iaap-ottawa.org
Mary Parsons	Nominations	Nominations@iaap-ottawa.org
Kim Picard	Program	Program@iaap-ottawa.org
Fiona Rothwell	Public Relations	PR@iaap-ottawa.org
Julie de Champlain/ Muriel Lamarche	Registration	Registration@iaap-ottawa.org
Shirley Ann Mahon	Rules & Bylaws	RulesandBylaws@iaap-ottawa.org
Josée Gagnon	Social Events	Social@iaap-ottawa.org
Sylvia Paul-Hus CPS/CAP	Webmaster	Webmaster@iaap-ottawa.org

About Our Chapter

last updated on 8/8/2009 9:32:21 AM

The Ottawa was chartered in February 1965. It provides administrative professionals with opportunities for professional and personal growth.

The top five benefits to becoming an IAAP member are:

1. Professional development

- Here you will find the Chapter's mailing address
- Your Board members including the email they may be reached at (please note that the emails were done to match the job position (it makes it easier to remember)
- Next on this page you will have a small section on the Ottawa Chapter followed by « About IAAP » which is updated by Headquarters.

« Meetings & Events »

The screenshot displays the website for the International Association of Administrative Professionals (IAAP) Ottawa Chapter. The header includes the IAAP logo and navigation links such as 'community home', 'bookstore', 'login', and 'logout'. Below the header is a banner image of a computer workstation with the text 'Ottawa Chapter'. A secondary navigation bar lists 'Home', 'About Us', 'Meetings & Events', 'Network', 'Professional Resources', 'eGroups', 'Calendar', 'Newsletters', 'Links', and 'Past Events'. The main content area is titled 'Meetings & Events' and contains links for 'Ottawa Chapter Minutes 2009-2010' and '2009-2010 Chapter Year'. It lists two PDF documents: 'Minutes - IAAP Ottawa Chapter Meeting October 8.pdf' and 'Minutes - IAAP Ottawa Chapter Meeting Sept 10.pdf'. A section titled 'Chapter Meetings and Events' provides meeting details: 'Come to a meeting!', 'We meet the second Thursday of each month at the Chimo Hotel, 1199 Joseph Cyr Street, Ottawa, ON'. The schedule is: 5:30 Registration / 6:00 p.m. Dinner, 7:15 p.m. Education Program, 8:15 p.m. Business Meeting, and 8:45 p.m. adjourn. A map shows the location at the intersection of St. Laurent and Chimo. A link for 'November 2009 Meeting Notice.pdf' is provided. At the bottom, there is a '2009-2010 Program' link and a 'POWER Commitment' logo. The browser's taskbar at the bottom shows 'Done', 'Internet', and a 75% zoom level.

- This page contains the minutes from the Chapter meetings as well as the location of the chapter meetings and the 2009-2010 program.
- You will also note near the bottom of the page (not shown) on this slide that HQ has added some international events (unfortunately, I do not have control of this section as you will note, it was not updated)

« Network »

The screenshot shows the website for the International Association of Administrative Professionals (IAAP) Ottawa Chapter. The header includes the IAAP logo and navigation links for community home, bookstore, login, and logout. A main navigation bar lists Home, About Us, Meetings & Events, Network, Professional Resources, eGroups, Calendar, Newsletters, Links, and Past Events. A sidebar on the left contains links for Profile, Contacts, Groups and Networks, Blogs, Find Contact, and Preferences. The main content area is titled "Network" and "Associate Members". It features a heading "IAAP Ottawa Chapter Associate Members" and a message of appreciation. Below this, five associate members are listed with their logos and website URLs: The 500 Staffing Inc. (www.the500.com), Performance Management Consultants (www.pmctraining.com), ARC-CNRC (www.arc-cnrc.gc.ca), mbna (www.mbna.com/canada), and COVERBIND (www.coverbind.ca). A footer contains "Contact Us" and "Privacy Policy" links.

This page contains our Associate Members and a link to their website.

« Professional Resources »

The screenshot shows the website for the International Association of Administrative Professionals (IAAP) Ottawa Chapter. The header includes the IAAP logo and navigation links for 'community home', 'bookstore', 'login', and 'logout'. Below the header is a banner image of a computer workstation. A navigation menu below the banner includes 'Home', 'About Us', 'Meetings & Events', 'Network', 'Professional Resources', 'eGroups', 'Calendar', 'Newsletters', 'Links', and 'Past Events'. The main content area is titled 'Professional Resources' and contains a sidebar with links: 'My Documents', 'My Favorites', 'Search Library', 'Add Document', and 'Resource Libraries'. The main content lists 'Board Officers and Team Lead Member Positions' with a link to the 'IAAP Ottawa Chapter Leadership Document'. Below this is a section for 'Members' Handbook' which is marked as 'Under construction'. The footer contains 'Contact Us' and 'Privacy Policy' links.

- The Professional Resources page contains resources that are helpful to chapter members. As you can see, we only have one document at this time (the board and lead member positions) This document describes what is expected of the incumbent when they take on these roles.
- We have also listed the Member's handbook and as you can see – it is still under construction
- If there are other resources that members would like me to put up on this page, please let me know and I will see what I can do.

« eGroups »

International Association of Administrative Professionals

community home | bookstore | login | logout

Ottawa Chapter

Home | About Us | Meetings & Events | Network | Professional Resources | eGroups | Calendar | Newsletters | Links | Past Events

eGroups Home
Post Message
Advanced Search
My Profile
My Messages
My Subscriptions
My Signature
Code of Conduct

eGroups

SEARCH

All eGroups

Messages From:
Last 24 Hours
Last 7 Days
Last 30 Days

Please [login](#) to access private eGroups

The eGroups that you are subscribed to are **bold** [Add/Change Subscriptions](#)

Member Created Groups						
eGroup	Posts	Files	Subscribers	Last Posting	Actions	
Certification Program for Michigan...	1	1	1	05-29-2009 02:01:00 PM	info	digest post
Lindbergh Chapter Public LI...	0	0	1		info	digest post
Macomb Chapter Public	1	2	70	10-08-2009 06:08:00 PM	info	digest post
Marville Visitors	0	1	1		info	digest post
SMC Skyline Newsletters	0	3	2		info	digest post
Southwest District Discussi...	13	3	88	10-30-2009 07:32:00 PM	info	digest post
St. Louis Chapter Public	0	0	1		info	digest post
Wausau Chapter Public	0	0	0		info	digest post
Web Community Feedback/Supe...	140	2	171	10-29-2009 04:11:00 PM	info	digest post
Wisconsin Division Public	0	0	5		info	digest post

Events						
eGroup	Posts	Files	Subscribers	Last Posting	Actions	
2010 Intl EFAM General Diso...	41	0	74	11-05-2009 02:47:00 PM	info	digest post

General Discussion						
eGroup	Posts	Files	Subscribers	Last Posting	Actions	
Avery/Dannison	0	2	2		info	digest post
OfficePro	3	19	52	10-12-2009 12:33:00 PM	info	digest post

Contact Us | Privacy Policy

The eGroup tab is where members can chat, share resources, comments with other members across the country and continent.

«Calendar »

Calendar

Ottawa Chapter Calendar

Oct 2008				
Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29 Ottawa Chapter Bro Mtg	30
Nov 2	3	4	5	6 CAP exam 7 CPS exam
9	10	11 Remembrance Day	12 Ottawa Chapter Mtg (Rhonda Scharf)	13
16	17	18 Ottawa West Chapter Mtg	19	20
23	24	25	26	27
30	Dec 1	2	3 Ottawa Chapter Mtg - (Patricia Robb)	4
7	8	9	10	11
14	15	16 Ottawa West Chapter Mtg	17	18
21	22	23	24	25 Christmas

[Contact Us](#) | [Privacy Policy](#)

Done

Internet

75%

The calendar is simply the place where I try to list (in a timely fashion) the events that will be occurring.

« Newsletter »

International Association of Administrative Professionals

community home | bookstore | login | logout

Ottawa Chapter

Home | About Us | Meetings & Events | Network | Professional Resources | eGroups | Calendar | Newsletters | Links | Past Events

Edit this Page Add to this Page

Newsletters

2009-10 Newsletters

2009-2010 IAAPulse Newsletters

[IAAPulse - November 09.pdf](#)

[IAAPulse - September 09.pdf](#)

2008-09 Newsletters

2008-2009 IAAP Pulse Newsletters

[IAAPulse - June 2009.pdf](#)

[IAAPulse - March-April 2009.pdf](#)

[IAAPulse - December 2008.pdf](#)

[IAAPulse - October 2008.pdf](#)

Ottawa Chapter Newsletter Calendar

2009-2010 IAAP Ottawa Chapter newsletter submission/distribution calendar

2009-2010

September '09	October '09	November '09	December '09	January '10	February '10	March '10	April '10	May '10
Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.	Su. M. Tu. W. Th. F. Sa. S.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Legend:

- article submission deadline
- article submission deadline (not a 25th)
- article submission deadline
- combined newsletter/distribution

- The Newsletter tab is where the IAAP chapter newsletters are being kept – as you can see also listed are the 2008-09 chapter year newsletters.
- Also on this page is a calendar created by Alanna Spicer our current Newsletter editor to give everyone a heads-up on when she is expecting to receive articles or items for insertion in the next newsletters.

« Links »

The screenshot shows the website for the International Association of Administrative Professionals (IAAP) Ottawa Chapter. The page is titled "Links" and contains several sections:

- Joining IAAP (Becoming a member)**: This section provides information on how to join IAAP as a member, including a link to the online registration form. It lists three types of membership: Professional Member, Associate Member, and Chapter. It also includes information on the level of involvement for each type of membership.
- Renewing or Update Your Contact Information**: This section provides a link to the contact information page where members can update their contact information with the HQ. It also includes a link to the contact information page for the Ottawa Chapter.
- Dues Renewal**: This section provides a link to the dues renewal page where members can renew their dues online. It also includes a link to the dues renewal page for the Ottawa Chapter.
- Certification**: This section provides information regarding certification and a link to the certification page.

The page also features a navigation menu at the top with links to Home, About Us, Meetings & Events, Network, Professional Resources, eGroups, Calendar, Newsletters, Links, and Past Events. The IAAP logo is visible in the top left corner, and the Ottawa Chapter logo is visible in the top right corner.

- The links page is a section added in order to assist members in locating important items on their local chapter website rather than going to the Headquarter website.
- This includes – joining IAAP
- Updating your contact information as well as the link for renewing your dues
- Also located on this page is the links on Certification and the Pathways to Excellence. If there is something you would like added to this page, please let me know and I will do my best to find the link and put it up on this page.

« Past Events »

The screenshot shows the website for the International Association of Administrative Professionals (IAAP) Ottawa Chapter. The header includes the IAAP logo and navigation links: community home, bookstore, login, and logout. Below the header is a banner image of a computer workstation with the text 'Ottawa Chapter' overlaid. A secondary navigation bar contains links for Home, About Us, Meetings & Events, Network, Professional Resources, eGroups, Calendar, Newsletters, Links, and Past Events. The main content area features a 'Past Events' section with a sub-section for 'POA 2008'. The text describes the Ottawa Chapter's participation in the Professional Association of Ottawa Annual Charity Golf Tournament for the 2nd year, benefiting the Make A Wish Foundation. Below the text are logos for sponsors: documents et cetera, CREATIVE UNITY, ij COMMUNICATIONS, and Investors Group. A special thank you is extended to these associations. Further down are logos for IAAP Ottawa Chapter, CAPS, Sales Professionals of Ottawa, and corporations/charities. A final thank you is directed to IAAP members who volunteered, with names listed: Dawn Braun, Julie de Champlain, Jean Francis, Muriel Lampron, Barbara Moore, and Fiona Rothwell. The page concludes with 'Thank you ladies!' and a footer with 'Contact Us' and 'Privacy Policy' links.

- The last tab on our website is to list Past Events for which the Chapter was involved.
So far, there is only one entry on this page and it is for the POA 2nd annual golf tournament which took place this past summer. Items that will appear on this page are such things as our AP Day, events other than Chapter meetings.

International Association of Administrative Professionals

iaap-hq home | bookstore | login | logout

Welcome to the IAAP Web Community

Home | Member Resources | Network | Chapters and Divisions | OfficePro | Professional Resources | IAAPedia | eGroups | Chat

Welcome to IAAP

Welcome to the IAAP Web Community, an interactive website designed to keep IAAP's members connecting with each other and sharing ideas through online discussions, blogs, document libraries and much, much more. If you're new to the community, check out some of the links below to help you get started.

Getting Started

- Be sure to read IAAP Executive Director Don Bretthaus's [blog](#) for a welcome to the IAAP Web community. When you're ready, [click here to download a user guide](#).

IAAP Discussions

There are no discussions at this time.

Recent Documents


Remembrance Day Edition
[Janice Haney](#)

St. Louis Chapter New Web Community Site
[Leigh Anne Aston](#)

STICKY RESUME SITUATIONS — AND HOW TO OVERCOME THEM
[OfficeTeam](#)

OfficePro Express | Nov. 2009
[Ben McClanahan](#)

Member Spotlight



Jennifer Bickel, CAP
Troy, MI

Employer: Executive Assistant at Kelly Services Inc.


Chapter: Kelly Services Chapter

Did you know? A charter member of the Kelly Services Chapter and currently serving as treasurer. [View complete profile](#)


IAAP Web Tips

Blogging is one of the IAAP Web Community's most useful tools. The IAAP Guide to Blogging will walk you through some of the basics of blogging, including how to post a blog, why you might want to blog and what you might blog about. [\(More tutorials.\)](#)


Member Blogs



The Key to Creativity
By [Marie Moran](#)
Nov 6, 2009 10:49 AM
People ask me often how I can come up with so many ideas for IAAP (and other things as well). The answer is surprisingly simple. I usually do it by... [more](#)



My Quote for the Day
By [Susan Rippe](#)
Nov 6, 2009 10:06 AM
Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish. Sam... [more](#)




Delicious
By [Emily Allen](#)
Nov 6, 2009 9:04 PM
I'm daily surfing the internet and reading publications and books about office life. I run across a lot of interesting information I can't use in


IAAP News

- Committee Applications:** Applications for appointment to the IAAP Bylaws and Standing Rules Committee or IAAP Committee on Nominations or RTF Committee are available [here](#).
- Stress management webinar:** Join us on December 2 for a 75-minute webinar featuring acclaimed career and life coach Rhonda Scharf. IAAP members receive a special discount and one recertification point. [Learn more](#).
- 2008-09 Audit Reports:** International Association of Administrative Professionals and Affiliate and Retirement Trust Foundation.
- OfficePro now available on the Web:** IAAP is pleased to announce that OfficePro magazine can now be accessed online through the Web Community. [Read more about it here](#) or jump straight to the site at [officepro.iaap-bo.com](#).
- Bylaws, Standing Rules and Resolutions:** [Click here](#) for the document regarding submission of Amendments to the International Bylaws and Standing Rules and Resolutions (Motions).
- Documents for candidacy for the International Board of Directors or RTF Trustees can be found [here](#).
- The **2008-2009 Annual Report** is now available.


From the President




Dedication to Shirley Englund and Staff Association



[Click Here](#)



[Send it now!](#)



[Shop Now](#)

Let us say that you get into a situation and you end up on the HQ site and are unable to return to the chapter home site. Quickest way to go back to the Ottawa Chapter website is click on the Chapters and Divisions tab located at the top of any HQ page. You will then be brought to a map.



Welcome
to the
IAAP
Web Community



Chapters and Divisions

Click on the map below and scroll down to find chapters and divisions that are a part of our Web Community. For a complete list of all chapters (including those not hosted on our Web Community), please visit [this page](#).

Global View



On the map – click on the province of Ontario


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Welcome
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Chapters and Divisions

Click on the map below and scroll down to find chapters and divisions that are a part of our Web Community. For a complete list of all chapters (including those not hosted on our Web Community), please visit [this page](#).

Global View



Ontario

Ontario Division: www.iaap-ontariodivision.org

Bluewater Sarnia Lambton: www.iaap-bluewatersarnia.org

Brantford-Quintus: www.iaap-brantford.org

Burloak Bay: www.iaap-burloakbay.org

Grand River: www.iaap-grandriver.org

London: www.iaap-london.org

North Bay: www.northbayiaap.com

Ottawa: www.iaap-ottawa.org

Peel-Halton: www.iaap-peelhalton.org

Scarborough: www.iaap-scarboroughchapter.org

Toronto: www.iaap-toronto.org

The chapters in Ontario belonging to the IAAP web community will appear below the map. Click on Ottawa – you will then be redirected to the Ottawa Chapter Website.

Any questions regarding the Ottawa Chapter Website can be directed to your Webmaster:

Sylvie Paul-Hus CPS/CAP at
webmaster@iaap-ottawa.org

Note: this presentation is supplemented by the HQ document:

IAAP WEB COMMUNITY – USER GUIDE