



APICS Southwest District Chapter Course Promotion Tool

Presented/developed by:
Joyce Lewis, MAEd, CPIM, C.P.M.
APICS Phoenix Chapter, Director of Marketing / ASO / Instructor
APICS Southwest District, Director of Communications



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Why Another Tool?

- Multiple Chapter Course Listing Tools Promoted by APICS:
 - Chapter Locator Calendar –
 - MyChapter > Chapter Profile > Calendar of Events
 - Chapter Course Input Calendar
 - http://apics.org/sitefiles/forms/chapter_course_listing.html
 - APICS Channel Partners calendar (Google)
 - <http://cbox.apics.org/Pages/default.aspx>
- No consolidation of District Offerings in 3 Tools
- Nonvalue-added District Course Offering Listing Process
- Education Only



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What does it look like now? (Adds)

1. Chapter rep enters the course on a chapter course listing form
2. The chapter course listing submission is sent to APICS Chapter Relations by the forms provider
3. The Chapter course listing submission is forwarded to the District webmaster by Chapter Relations
4. District webmaster receives/views the now-3-page email
5. District webmaster posts the course to the course listing after looking up the missing information (course information form)
6. District webmaster confirms with the chapter that information has been updated and to respond with any corrections
7. **A link to the postings is included in Abe's weekly address and posted in an impossible-to-find spot on the APICS website.**

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What does it look like now? (Removals)

1. Chapter rep calls APICS Customer Service to remove the old classes from the district webpage (not every chapter wants the events to be removed in order to show history)
2. APICS customer services emails APICS Chapter Relations with the information
3. APICS Chapter Relations emails the district webmaster to remove the listing
4. District webmaster receives the email to remove courses and removes the courses from the website
5. District webmaster confirms with the chapter that the information has been removed

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What will it look like tomorrow?

1. Chapter rep enters the course on their Google Calendar of events to automatically update the SW District Chapter Course Offering list posted on the district website
2. **A link to the postings is included in Abe's weekly address and posted in an impossible-to-find spot on the APICS website.**

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Calendar Sharing Requirements

- Must provide a Chapter Contact
 - Chapter Google Account
 - Will receive full editing and sharing capabilities
 - Email communications@apicssouthwest.org
- Can share current Chapter Calendar (replace)
 - Share with communications@apicssouthwest.org
 - Full editing and sharing rights required

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Calendar Item Requirements:

- **Complete Title** - Train the Trainer Workshop
- **Exact Date/Time** - Fri, November 5, 8am – 5pm
Repeat if necessary : **Daily, until Nov 6, 2010**
- **Complete Address**
- **Complete Description** - provides details, links back to the Chapter webpage, and/or gives email contact using hyperlinks – use standard scripts
- **Reminders** - Acceptable but not required



What's Next

- Chapter to provide the contact or share current calendar
- Chapter to request training if necessary to add calendar items (webinar)
- SW District to remove old postings by December 1st
- No need to submit Chapter Course Offerings to APICS



Questions? Suggestions for Improvement?

Email Joyce Lewis, MAEd, CPIM, C.P.M.

APICS Southwest District, Director of Communications

communications@apicssouthwest.org