

How to access the Board of Directors webpage

1. Open Internet Explorer and enter the agency's website address on the address line (as shown below).
Note: You can also enter the address as: www.mpscmhs.on.ca



2. You should now see the first page of the Agency's website. Follow the instructions in the red box to navigate to the Board of Directors page (as shown below).

The image shows the homepage of the Muskoka-Parry Sound Community Mental Health Service. The header features the organization's name and a logo. The main content area lists crisis lines for Muskoka, Parry Sound, and Sundridge, along with office information for Bracebridge, Huntsville, Parry Sound, and Sundridge. A sidebar on the left contains navigation buttons for "Contact Us", "Our Programs", "Our Values", "Volunteer", "Employees", "Board of Directors", "News & Events", "Links", and "Employment Opportunities". A red arrow points to the "Board of Directors" button. A red box at the bottom left contains the instruction: "Click mouse on the button to go to the BofD page".

Muskoka-Parry Sound Community Mental Health Service

Muskoka and area Crisis Line - 1-888-893-8333

Parry Sound and area Crisis Line -1-800-461-5424

Sundridge and area Crisis Line - 1-800-461-5424

BRACEBRIDGE OFFICE:
173-202 Manitoba Street, P1L 1S3 Phone:705-645-2262 Fax:705-645-7473
Toll free:1-800-245-5036

HUNTSVILLE OFFICE
67 Main Street W., Unit 1, P1H 1W9 Phone:705-789-8891 Fax:705-789-3002

PARRY SOUND OFFICE
26 James Street, P2A 1T5 Phone:705-746-4264; Fax:705-746-1537 Toll free:1-866-829-7049

SUNDRIDGE OFFICE
87 Main Street, P0A 1Z0 Phone: 705-384-5392; Fax: 705-384-5514 Toll free: 1-866-829-7050

Volunteer Opportunities

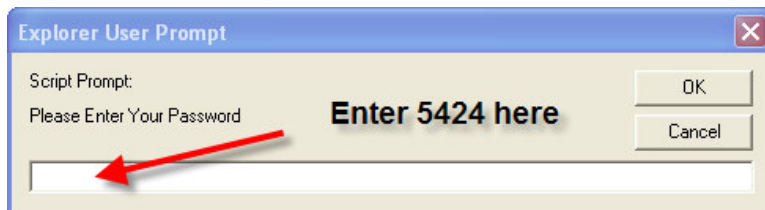
OTHER SERVICES OFFERED:

Click mouse on the button to go to the BofD page

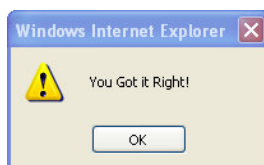
3. On this page you will see a button that allows you to open up a private web page. Follow the instructions shown below to open up the window. Note: Make sure you allow Internet Explorer to allow pop ups on this screen.



4. This is the screen you will see when you click on the button shown above. If you are using IE7 or newer, you may have a problem getting to the screen below. **Please see point #8 to correct the problem.**



5. This is the next screen, click the OK button to close this window and open the next webpage.



6. You are now at the Board of Directors only area webpage. By clicking on the month name corresponding to the board meeting, you will be able to open and print all documents associated with the meeting.

Muskoka-Parry Sound Community Mental Health Service

Welcome to the Board of Directors Only Area

Please click on a named month for the associated Board package material. If the month is not underlined and red in colour, then no information is available for that specific period.

Fiscal Year 2008-2009

June	July	August
September	<u>October</u>	November
December	January	February
March	April	May

Follow the instructions to access the documents associated with the month of the board meeting.

7. Below is a screenshot of the page with links to the actual meeting documents. These documents will be listed in order of the agenda.

Muskoka-Parry Sound Community Mental Health Service

OCTOBER

Board Meeting Material

[Attendance Record 08-09](#)

[Board Committee List 2208-2009](#)

[Retirement Benefits - April 2008](#)

You will see a page similar to this one where you can click on the highlighted link to open the document. All documents are in Adobe PDF format unless otherwise stated.

8. If you are using IE7 or newer, you most likely will have a problem opening the secure page. So, set the information as shown below and you will not have any problems opening the secure page. To get to these two pages, open **IE7** and click on **Tools – Internet Options – Security**. Now click on **Trusted sites** to open the page and enter the information.

