



KAPPA KAPPA GAMMA

GINsystem Setup Guide

Set up your GINsystem in just a few easy steps!

Questions? Call us at 888-GIN-SYSTEM (446-7978)

or email Kappa@GINsystem.com.

1

Log in to the GINsystem!

Visit your association website and navigate to the GINsystem login at the bottom of the page. Use your Kappa Kappa Gamma username and password to log into your association's GINsystem. You will be prompted to accept the terms of use and verify your profile information the first time that you log in.

2

Gain Administrator Access

If you are a association officer, email Kappa@GINsystem.com and our Customer Service Team can grant you administrator access. Once you have administrator access, you will have the ability to update your other members' access levels along with managing all features of the GINsystem.

GINsystem Access Level Recommendations

- Administrators- We recommend 2-5 administrators (President, Vice President, Webmaster, etc.).
- Officers - We encourage GINsystem officer level access for members of your association that need to send out emails and text messages, upload files, post events to the association calendar, and more.

NOTE: The access levels you choose are completely up to you as an officer in your association. You have the capability to change these at any time and there are no minimum or maximum requirements.

3

Create Questions

Visit the Officer Menu and select "Manage Questions" to enter questions, including surveys, suggestion boxes, or signups.

Suggested Questions

- Do you have any suggestions for improvements? (You can make this anonymous to encourage people to answer the question if you'd like)
- What was your favorite part of the sisterhood event?
- Will you be attending the upcoming event?
- What kind of information would you like to see in the GINsystem?
- Which of the following committees would you like to join?

4

Create Announcements

Visit the Officer Menu and select "Manage Announcements" to enter announcements.

Suggested Announcements

- List important dates for your members
- List updates from Kappa Kappa Gamma Headquarters
- References to new files, new questions or calendar events.

5

Add Calendar Events

Once your association has planned events for the semester, add them into your GINsystem calendar. You can pre-set reminder emails and text messages and even print out a hard copy for your association. To do so, visit the Officer Menu and select "Manage Events."

6

Create File Folders and Add Files

Visit the Officer Menu and select "Manage Files" to create file folders and upload files. Folders in your association files section are very important, as your members will love the organization!

Suggested Folders

- Minutes
- Bylaws and Budgets
- Newsletters
- Alumnae/Collegiate Events
- and MORE!

Suggested Files

- All association minutes
- Updated budget and bylaws
- Order or fundraiser forms
- Newsletters- Annual and Monthly if applicable



Create Email and Text Groups

Visit the Officer Menu and select “Manage Emails and Texts” to create email and text messaging groups.

When users are added to your association's GINsystem, they are automatically added to the listserv that corresponds to their access level--they are automatically in at least one email group (such as Administrators, Officers, Members, New Members, Alumnae). You can create an unlimited number of additional groups so you do not communicate with the members of your association.

Suggested Groups

- Executive Board
- Founder's Day Committee
- Collegiate Support Committee
- Association Advisory Board
- All Members

over or under

Launching the GINsystem with your association

Once you have information in your association's GINsystem, you will want to introduce GINsystem to the rest of your association. Tell all of your members to log in and add themselves. Remember, they will log in the same way you did with their Kappa username and password at the bottom of your website. If they do not know their Kappa username and password, please have them contact Kappa Kappa Gamma Headquarters directly at 866-KKG-1870 (554-1870) or visit Kappa.org/members.

Suggestions for introducing the GINsystem:

- Use one of the PowerPoint or video trainings available at GINsystem.com/Kappa to show your members the benefits of using the GINsystem.
- Discontinue any use of external Listservs or Facebook groups you use to communicate so everything is in one online secure place.
- Make sure all important dates, announcements, and files are on your GINsystem to reduce the ongoing questions to your officers.
- Have your members bring their laptops to the next in person meeting so everyone can log into the GINsystem for the first time.

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