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# PHI MU ALPHA SINFONIA

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## GINsystem Setup Guide

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### Set up your GINsystem in just a few easy steps!

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

or email [Sinfonia@GINsystem.com](mailto:Sinfonia@GINsystem.com).

1

#### Log in to the GINsystem!

Visit your chapter website and navigate to the GINsystem login at the bottom of the page. Use your Sinfonia username and password to log into your chapter'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 chapter officer, email [Sinfonia@GINsystem.com](mailto:Sinfonia@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, Secretary, Webmaster, etc.).
- Officers - We encourage GINsystem officer level access for members of your chapter that need to send out emails and text messages, upload files, post events to the chapter calendar, and more.

NOTE: The access levels you choose are completely up to you as an officer in your chapter. 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 service event?
- What instrument do you play?
- Will you be attending the upcoming event?
- 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 Phi Mu Alpha Sinfonia National Headquarters
- References to new files, new questions or calendar events.

# 5

## Add Calendar Events

Once your chapter 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 chapter. 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 chapter files section are very important, as your members will love the organization!

### **Suggested Folders**

- Minutes
- Bylaws and Budgets
- Newsletters
- Sheet Music

### **Suggested Files**

- All chapter minutes
- Updated budget and bylaws
- Scholarship, order, or fundraiser forms
- Newsletters- Annual and Monthly if applicable

# 7

## 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 chapter’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, Alumni). You can create an unlimited number of additional groups so you do not over or under communicate with the members of your chapter.

### **Suggested Groups**

- Executive Board
- Founder’s Day Committee
- Collegiate Support Committee
- Chapter Advisory Board
- All Members

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## Launching the GINsystem with your chapter

Once you have information in your chapter’s GINsystem, you will want to introduce GINsystem to the rest of your chapter. Tell all of your members to log in and add themselves. Remember, they will log in the same way you did with their Sinfonia username and password at the bottom of your website. If they do not know their Sinfonia username and password, please have them contact Phi Mu Alpha Sinfonia National Headquarters directly at (812) 867-2433 or visit [My.Sinfonia.org](http://My.Sinfonia.org)

### **Suggestions for introducing the GINsystem:**

- Use one of the PowerPoint or video trainings available at [GINsystem.com/Sinfonia](http://GINsystem.com/Sinfonia) 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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