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# ALPHA XI DELTA

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## GINsystem Quick Start 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 [AXiD@GINsystem.com](mailto:AXiD@GINsystem.com).

1

#### Log in to the GINsystem!

Go to your chapter website and navigate to the GINsystem login at the bottom of the page. Use your GINsystem email address and password (provided via email) and log into the system. 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 [AXiD@GINsystem.com](mailto:AXiD@GINsystem.com) and we can grant you administrator access. Once you have administrator access, you will have the ability to add users and update your members' access levels as well.

#### *GINsystem Access Level Recommendations*

- Administrators- We recommend 2-5 administrators (President, Vice President, Website Contact, etc.)
- Officers - We encourage GINsystem officer level access for those 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 we have 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?
- Sisters, what kind of information would you like to see in the GINsystem?
- Which of the following committees would you like to join?

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# 4

## Create Announcements

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

### *Suggested Announcements*

- Welcome Back!
- List important dates for your members and for the local alumnae
- List updates from Alpha Xi Delta.
- References to new files, new questions or calendar events.

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# 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."

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# 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
- T-shirts
- Officer information
- and MORE!

### *Suggested Files*

- All chapter minutes
- Updated budget and bylaws
- Scholarship, order, or fundraiser forms
- T-shirt proofs
- Newsletters- Annual and Monthly if applicable
- Any other files that you think the members should be able to download.



## 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 the 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 over or under communicate with the members of your chapter.

### *Suggested Groups*

- Executive Board
- Founder's Day Committee
- Collegiate Support Committee
- Recruitment Committee
- In-House Sisters
- Chapter Advisory Board
- All Members

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## Launching the GINsystem with your chapter

Once you have information in your GINsystem, you will want to introduce GINsystem to the rest group.

You can choose to add one user at a time or to import multiple users using a .csv file. To upload users via a .csv file you will need an excel document with each user's first name, last name and email address. The instructions to upload a .csv can be found when you choose "Import Users" from the "Manage Users" page (Administrator Menu>Manage Users). Need more help? Want us to upload users? Call us at 888-GIN-SYSTEM!

### *Suggestions for introducing the GINsystem:*

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