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# ZETA TAU ALPHA

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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 [ZTA@GINsystem.com](mailto:ZTA@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 ZTA username and password and log into the system. These are the same credentials used to log into Sisters Only at [zetataualpha.org](http://zetataualpha.org). You will be prompted to accept the terms of use and verify your profile information. the first time that you login. As a reminder this profile information will sync directly to the Zeta Tau Alpha International Office database.

2

#### Gain Administrator Access

If you are a chapter officer, email [ZTA@GINsystem.com](mailto:ZTA@GINsystem.com) and we can grant you administrator access. Once you have administrator access, you will have the ability to update your members' access levels along with managing all features of the GINsystem.

##### *GINsystem Access Level Recommendations*

- Administrators- We recommend 2-5 administrators (President, Vice President, Historian, 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 service 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 Zeta Tau Alpha International Office
  - 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.
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# 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 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
- 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 of the group.

Tell all of your members to login and add themselves. Remember, they will log in the same way you did with their ZTA credentials at the bottom of your website. If they do not know their ZTA username and password, please direct them to [zetataalpha.org](http://zetataalpha.org).

### *Suggestions for introducing the GINsystem:*

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