



SIGMA KAPPA

Website Setup Guide

To edit your website, you first must be an administrator inside of your chapter's GINsystem. From there, it's easy! Login to the GINsystem through your chapter's website using your Sigma Kappa username and password and select "Manage External Website" from the Administrator menu.

When you first login to the website editor, you'll see the 12 steps to setting up your website. You can come back to that page at any time by clicking the Website Training link in the top right hand corner of your screen. Below we give you information on each step to help you personalize your site. And remember, the GIN team is always available to help you get going

Chapter Website Setup Checklist

1. Switch Design

You can choose between 3 Sigma Kappa-branded designs and change designs at any time, as often as you like. When you choose a new design, all content, photos and officer information transfers automatically. Depending on the design chosen, you may need to re-crop some of your slideshow images to best fit your chosen template.

2. Welcome Message

Sigma Kappa has provided a default Welcome Message so that your website is never empty. We encourage you to update this message to be specific to your chapter as it is most likely the first item a visitor to your website will read.

3. Add Photos

We encourage you to add photos to the homepage slideshow, interior page slideshow, and the homepage photo (if the design you've chosen includes photos). All photos can be edited right from your site to allow for cropping, filters, frames, and more.

4. Scrapbook Albums

You can add an unlimited number of scrapbook albums to your site. All photos include our awesome photo editor to enhance your pictures right inside your website. We encourage you to add albums for chapter events like alumnae events, sisterhood events, and more. Scrapbook albums are a great way to show your chapter activities to parents, alumnae and potential new members.

5. Add social media links in follow our chapter

Your website is designed to show your most frequently used social media tools, making it easy for visitors to see your latest news. If your chapter does not use one of the social media tools we offer, simply leave that field blank, and the icon will not appear on your website.

6. Select to display Chapter News or Twitter

Selecting Twitter will show your group's Twitter feed on the website homepage. By selecting the Chapter News option, you will be able to manually enter latest news from your chapter. While the Chapter News option must be updated manually by your chapter, the Twitter option requires no updates; posts feed automatically.

7. Footer Information

Your website includes a space for a mailing or email address in the footer. This information is not required, but we do recommend personalizing this section so site visitors know how to reach out.

8. Add officers to the Officers Page

Your website sitemap includes a page for officer information including officer names, positions, bios, and even an unlimited number of customizable fields. The officer page is a great place to upload a headshot of chapter officers.

9. Update the Contact page

Updating your contact information is important for outside members, parents and potential members so they have the most up to date information for your chapter and all site visitors can contact you.

10. Add music, forms, and fundraising links

The website editor makes it easy to add music, embedded forms for event signups or fundraising site links.

11. Add pages

The sitemap for your website was designed by Sigma Kappa to provide consistent information, but you can personalize the site by adding additional submenus and pages. If you are hosting a special event or want another page with officer information, you can add these. We encourage you to make your site your own!

In the website editor you will notice that some pages have text that is locked for editing. If a page is partially locked, Sigma Kappa has provided some content for you at the top of the page, but your chapter can update the bottom of the page. A fully locked page cannot be edited at all. Locked pages are required in the sitemap and cannot be hidden. The benefit of these pages is they are already updated and accurate!

Already have a website domain?

If you already have a website address you love, you can forward your GINsystem site to that address. Call us or email and we'll help you get this setup! Email SK@GINsystem.com or call 888-GIN-SYSTEM (466-7978).

**Questions? Email SK@GINsystem.com, call 888-GIN-SYSTEM (446-7978)
or visit GINsystem.com/SK.**