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# ALPHA GAMMA DELTA

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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 [AlphaGam@GINsystem.com](mailto:AlphaGam@GINsystem.com).

1

### Log in to the GINsystem!

Visit your group's website and navigate to the GINsystem login with the myAlphaGam button at the bottom of the page. Use your Alpha Gamma Delta username and password. This is the same username and password you use to login to AlphaGammaDelta.org. You will be prompted to accept the terms of use and verify your profile information on your first log in. As a reminder, this profile information will sync directly to the Alpha Gamma Delta International Headquarters database.

2

### Gain Administrator Access

If you are an alumnae chapter officer, email [AlphaGam@GINsystem.com](mailto:AlphaGam@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 and manage all features of the GINsystem.

#### *GINsystem Access Level Recommendations*

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

NOTE: The access levels you choose are completely up to you as an administrator in your group's GINsystem. 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 create 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 honestly, if you'd like)
- What was your favorite part of the service event?
- What shifts are you available for our philanthropy event this month?
- 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?

# 4

## Create Announcements

Visit the Officer Menu and select “Manage Announcements” to create announcements.

### *Suggested Announcements*

- Welcome to Denver Alumnae Association!
- List important dates for your members and for the local alumnae
- Post updates from Alpha Gamma Delta International Headquarters
- Link new files, questions or calendar events.

# 5

## Manage Calendar

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

# 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 it keeps all your information organized—which your members will love!

### *Suggested Folders*

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

### *Suggested Files*

- Updated budget and bylaws
- Order or fundraiser forms
- 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 your group’s GINsystem, they are automatically added to the listserv that corresponds to their access level; this means that they are automatically in at least one email group (such as Administrators, Officers, Members, New Members or Alumnae). You can create an unlimited number of additional groups so you do not over or under communicate with the members of your group.

### *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 input information into your group’s GINsystem, you will want to introduce GINsystem to the rest of your group. Tell all of your members to login and add themselves. Remember, they will log in with the same Alpha Gamma Delta credentials at the bottom of the group’s website. If they do not remember their Alpha Gamma Delta username and password, please direct them to [alphagammadelta.org](http://alphagammadelta.org). In order for your members to receive information from the GINsystem, they must login and accept the terms of use then create a profile. Need more help? Call us at 888-GIN-SYSTEM (446-7978).

### *Suggestions for introducing the GINsystem:*

- Use one of the PowerPoint or video trainings available at [GINsystem.com/AlphaGammaDelta](http://GINsystem.com/AlphaGammaDelta) to show your members the benefits of using the GINsystem.
- Discontinue any use of external listservs or Facebook groups you use to communicate, because the GINsystem keeps everything in one secure place online.
- Make sure all important dates, announcements, and files are on your GINsystem to reduce 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.

Questions? Email [AlphaGam@GINsystem.com](mailto:AlphaGam@GINsystem.com) or call 888-GIN-SYSTEM (446-7978) or visit [GINsystem.com/AlphaGam](http://GINsystem.com/AlphaGam).