GIN

ALPHA GAMMA DELTA

Website Setup Guide

To edit your website, you must be an administrator in your group's GINsystem.
Login to your site and choose "Manage External Website" from the Administrator menu.

Ready to Set up your Website? These quick steps will get you on your way. You'll also find these steps on the landing page of your site the first time you log in to your site's editing console. After your initial log in, you can return to this informational page at any time by selecting "Website Training" in the top right corner of your site!

Checklist for the Setup of the Association Website

1

Step 1: Choose your Design

Choose "Switch Design" from the editing menu

You can select a new website design at any time and change designs as often as you like from the Switch Design screen. When a new design is selected, all content, photos, and officer information is transferred for you. You may notice that some images need to be re-cropped to best fit your chosen sites' template.

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Step 2: Update your Welcome Message

Choose "Welcome Message" from the editing menu

Your website has a pre-populated welcome message that Alpha Gamma Delta has provided. We encourage you to personalize this message for your group—it's likely the first thing a visitor to your site will read.

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Step 3: Add any Photos to the Slideshows

When in any of the pages called "Homepage Slideshow," "Homepage Photo," and "Interior Pages Slideshow", choose "Upload Photos"

We encourage you to personalize your site with homepage slideshow photos, homepage photos, and interior page slideshow photos (depending on the layout of your chosen design). Your site editor includes a photo editor that makes it easy to update images as they are uploaded. You can crop your images and add filters, frames, and stickers to your photos.

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Step 4: Customize the Photo Albums

Choose "Photos Albums" from the editing menu

Your site supports an unlimited number of photo albums. Visit the Photo Albums page to create a new album, and then add photos for book club events, collegiate/ alumnae events, holiday gatherings, philanthropy events, and more!

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Step 5: Add Social Media Links

Choose "Follow Our Chapter" from the editing menu

Your site is designed to connect your visitors with your social media accounts. Simply enter your chapter's social media addresses/handles on the "Follow our Chapter" screen. If your group does not use one of the listed options, leave that section blank and no social media icon will appear.

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Step 6: Select Chapter News or Twitter Feed

Choose "Chapter News" from the editing menu

Your site is designed to display your group's Twitter feed on the homepage with a simple selection. If your group does not use Twitter, you can choose the "Chapter News" option and manually enter news information. The Chapter News section will require updates while the Twitter feed will update automatically.

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Step 7: Update your Site Footer

Choose "Footer Information" from the editing menu

Your website footer includes a mailing and email address for your group.

If you choose not to enter the information, your website will resize automatically to fill the unedited space.

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Step 8: Add officers to the Officers Page

Choose "Officers" from the editing menu

Your site includes an officer page for group officer bios. You can choose between 3 different layouts for this page. Officer bios have both preset officer details and an unlimited number of customizable fields available. This is a great place to use officer headshots!

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Step 9: Update the Contact Page

Choose "Contact" from the editing menu

Your contact page is the place to list contact details for potential members, friends, and others who may wish to get in touch with your group or national organization. Simply enter your preferred contact details and save your changes.

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Step 10: Add Music

Choose "Music Player" from the editing menu

Add music links directly from SoundCloud to play while visitors are viewing your website.

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Step 11: Add Pages and Content

Choose the plus sign from the editing menu to add pages under any tab
Alpha Gamma Delta International Headquarters has created an initial layout for your website. Your group can personalize your site by adding additional pages and subheadings. If your group is hosting an event or has a program you'd like to highlight, it's easy to create a page that's specific to that event or program. Content can also be added to existing pages.

In your website editor, you will notice that some pages have partially or fully locked content. A partially locked page includes some content that must be updated by Alpha Gamma Delta International Headquarters and some space for group updates. A fully locked page must be updated by Alpha Gamma Delta and cannot be edited by your group. Additionally, unlocked pages can also be hidden.

Questions? Call us at 888-GIN-SYSTEM (446-7978) or email AlphaGam@GINsystem.com.