

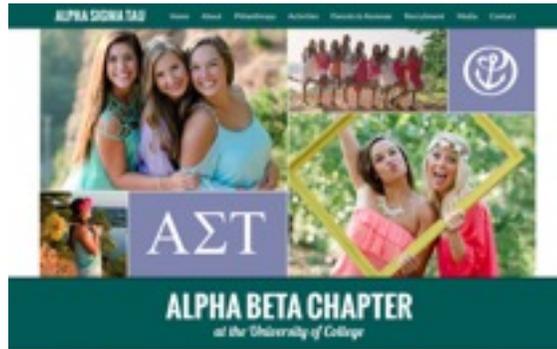


ALPHA SIGMA TAU

Chapter Website Setup Checklist

To edit your website, you must be an administrator in your chapter'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 login to your site's editing console. After your initial login you can return to this page at any time by selecting "Website Training" in the top right corner of your site.



Chapter Website Setup Checklist

1

Step 1: Choose your Design

Choose “Switch Design” from the editing menu

You can select a new chapter website design at any time and change designs as often as you’d like from the Switch Design screen. When a new design is selected, all content, photos, and officer information updates 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 chapter website has a pre populated welcome message that Alpha Sigma Tau has provided. We encourage you to personalize this message for your chapter—it’s likely the first thing a visitor to your site will read.

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Step 3: Add Photos

When in the “Homepage Slideshow,” “Homepage Photo,” and “Interior Pages Slideshow” pages, 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). There is also a photo editor that makes it easy to update images as they are uploaded. You can crop your images, add filters, frames and stickers in your site.

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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, then add photos from chapter events, new member activities, alumnae 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 show frequently used social media icons on your homepage. Simply enter your chapter’s social media addresses/handles on the “Follow our Chapter” screen. If your chapter does not use one of the listed options, leave that section blank and no 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 chapter’s Twitter feed on the homepage. If your chapter does not use Twitter, you can choose the “Chapter News” option and manually enter 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 chapter. If you choose not to enter the information, your website will resize automatically to accommodate the space.

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Step 8: Add Officers to Your Website

Choose “Officers” from the editing menu

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

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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, parents, and others who may wish to get in touch with your chapter 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

You can add a music link from Sound Cloud to play on your website. If your chapter has composed a song that you'd like added to your website, contact our Customer Service team so that we can add it for you.

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Step 11: Add Pages and Content

Choose the plus sign next to any tab to add specific pages

Alpha Sigma Tau Headquarters has created an initial layout for your website. Your chapter can personalize your site by adding additional pages and subheadings. If your chapter 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 any 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 Sigma Tau and some space for chapter updates. A fully locked page must be updated by Alpha Sigma Tau and cannot be edited by your chapter. Additionally, only unlocked pages can be hidden.

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