**Website: alphaupsilondkg.weebly.com**

What to update and when:

Update YEARLY in Sept. after receiving the annual directory:

* Program Calendar
* Officers and Committees

Update MONTHLY:

* Add the Monthly Newsletter
* Who’s Who in AU

After Area XIII Conference in February:

* Add Picture and brief summary of our Outstanding Member (just add the new person above the former winner; this keeps a record of our past winners)

Anytime:

* Pictures of activities / meetings / outings etc.

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When editing the website, go to **weebly.com**

Log in ID: gaylenicholls@gmail.com (just click on Next)

Then it goes to squareup.com

Login: gollhardt@aol.com

Password: alphaupsilon13

Click on **Edit site** (located on the right)

How to update text or add information:

 Click on **Pages** (in upper toolbar)

 Click on the section you wish to work on (ie. *Program Calendar*)

 Click on **Build** (in upper toolbar)

To edit: Click on the text box you wish to edit (a blue box will form around it) & then edit

 To add a title or a new text box: Click and drag on **Title** or **Text** (on the right under **Basic**) and move the cursor where you want it

 When you are done with the entire page, click on **Publish**

How to add monthly newsletters:

 Click on **Pages**; *Monthly Newsletters*

 Click on **Build** (in upper toolbar)

 \*to add a new year: Click and drag on **Title**

 Click and drag **File** icon (on the right under Media) to the top of the yearly list

 Double click on the new box that appeared, and Upload File from your computer

 Don’t forget to **Publish** when you are done!

How to add a new Who’s Who in AU:

 Click on **Pages**; *Who’s Who in AU*

 Click on **Build** (in upper toolbar)

 Click and drag **File** icon (on the right under Media) to the place on the list where the lady’s first name goes in alphabetical order

 Click on the new box that appeared, *Upload File,* and then *Upload File from your computer*

 Don’t forget to **Publish** when you are done!

How to add pictures:

 Click on **Pages**; *Pictures of Activities*

 Click on the 1st picture in the strip at the bottom; Add / Edit Photos

 After photos have been added, move them to any position & add captions

 Don’t forget to **Publish** when you are done!

**SignUpGenius**

[www.signupgenius.com](http://www.signupgenius.com)

Login: gollhardt@aol.com

PW: Matches14!

**Create a Sign Up** (**green box** in upper right)

Title: Give it a title (ie. 2023-2024 Committee Sign Ups)

Group: Alpha Upsilon Chapter of DKG

Type/Category: General - Education

Theme Design: select a ‘look’

Save and Continue

Now to add all the areas to sign-up to:

 Format:

 Slots Only

 Add end date (click on calendar for the last day in May)

 Add Slot (add all slots)

 Chapter Rules and the number wanted

 Save and Add another

 After the May Meeting is added SAVE

 And then PUBLISH

TO make a new one the next year:

Go to Sign Ups

 Click on the 3 dots all the way on the right

 Select: Duplicate

 Click on the old one’s design

 Select: Archive

Click on the Duplicate one

change the design and anything else especially the date!

 Remember to Save and finally Publish

**Instructions to members**:

Go to <https://www.signupgenius.com> ...................... (get the new link)

1.  Scroll down to the committee you would like to join

                Click on the **Sign Up** box  (it will then show**√**Selected)

*Scroll down to another committee IF you’d like and do the same thing*

2.  Scroll down to the monthly meeting you'd like to provide refreshments for

                Click on the **Sign Up** box  (again it will show √ Selected)

When you are finished selecting a committee(s) and a meeting, scroll all the way down to the bottom of the page and click the **Save & Continue** box

Last step, click on the **Sign Up Now** box

The next screen will remind you what you signed up for!  Please disregard all the ads (just say No Thanks); this is why this site is FREE!