



Albuquerque Alumnae Chapter
Delta Sigma Theta Sorority, Incorporated

Chapter Technology Manual

Albuquerque Alumnae Chapter

Delta Sigma Theta Sorority, Inc.

Updated: August 24, 2019

Information & Technology Committee

Kirsten Ray, Chair
Jasmyn Madison
Elizabeth Okoye
ShaKeba Weathers

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Chapter Information

Online Presence

Public Email Address

info@abqdeltas.org

President's Email Address

president@abqdeltas.org

Officer, Chair, and Appointed Position Emails

Officer/Chair/Appointed

Email

President

president@abqdeltas.org

Vice President

vp@abqdeltas.org

Treasurer

budgetfinance@abqdeltas.org

Financial Secretary

financialsecretary@abqdeltas.org

Recording Secretary

recordingsecretary@abqdeltas.org

Corresponding Secretary

info@abqdeltas.org

Chaplain

chaplain@abqdeltas.org

Arts & Letters

artsandletters@abqdeltas.org

Community Service

communityservice@abqdeltas.org

Economic Development

economicdevelopment@abqdeltas.org

Educational Development

educationaldevelopment@abqdeltas.org

Delta Emergency Response Team

dert@abqdeltas.org

GEMS Coordinator

gems@abqdeltas.org

Risk Management Coordinator

riskmanagement@abqdeltas.org

International Awareness & Involvement

iai@abqdeltas.org

Physical and Mental Health

pmh@abqdeltas.org

Policies & Procedures

(see Vice President info)

Political Awareness & Involvement/Social Action

socialaction@abqdeltas.org

Budget and Finance

(see Treasurer info)

Internal Audit

internalaudit@abqdeltas.org

Membership Services

membership@abqdeltas.org

Hospitality	(see Membership Services info)
Nominating	nominating@abqdeltas.org
Ways and Means	waysandmeans@abqdeltas.org
Information, Technology, and Communications	itc@abqdeltas.org
Founders Day	foundersday2019@abqdeltas.org

Mailing Address

Delta Sigma Theta Sorority, Inc.
P.O. Box 27044
Albuquerque, NM 87125

Website

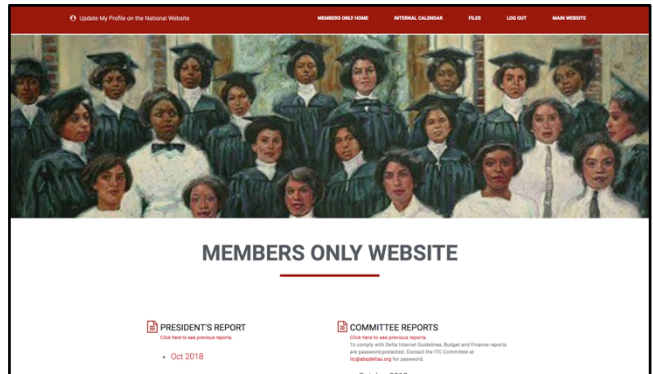
<https://abqdeltas.org>

(additional) <https://abqdeltas.com>



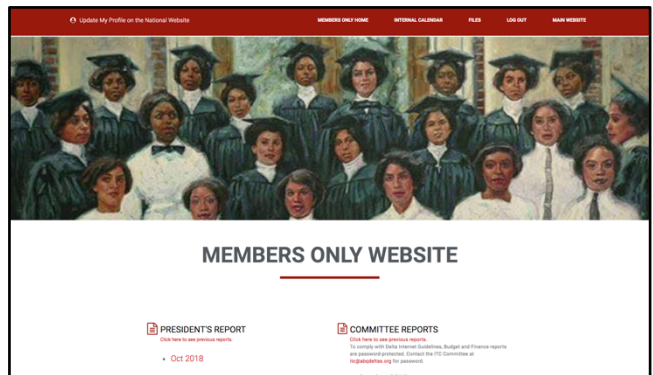
Members Only Website

<https://abqdeltas.org/members>



Facebook

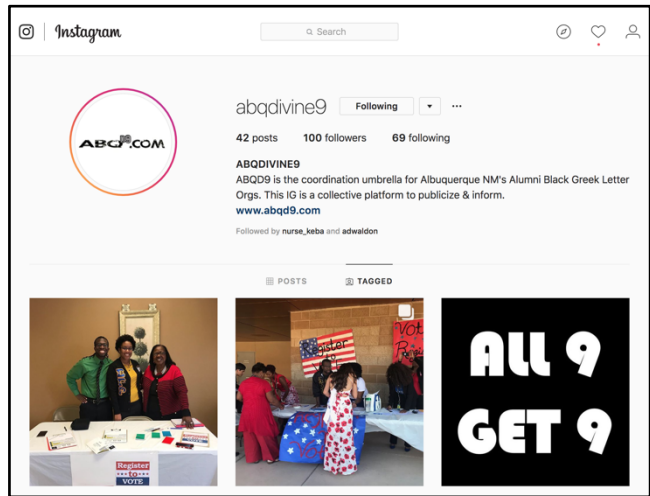
<https://facebook.com/AlbuquerqueAlumnae>



ABQ Divine 9 Instagram

<https://www.instagram.com/abqdivine9>

This account is shared by all Divine 9 organizations in the Albuquerque area.

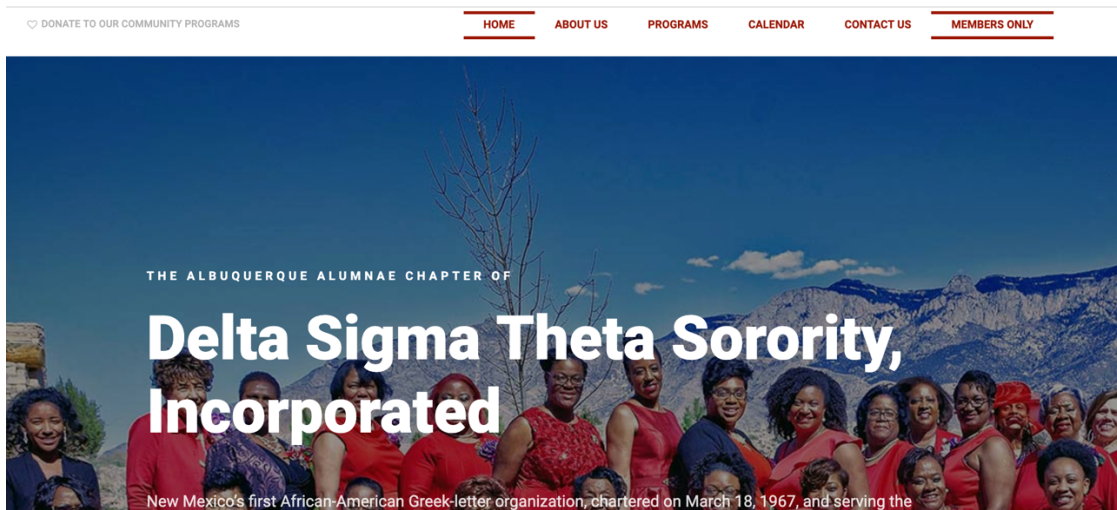


How-To

How to Login to Albuquerque Alumnae Members Only Website

NOTE: The member only area of the chapter website is only accessible to financial members of the chapter.

1. Browse to <https://www.abqdeltas.org>. Then click on the Members Only link in the top menu.



2. You can also go directly to the members page using <https://www.abqdeltas.org/members>.
3. Log in with the username and password that you were given by the Information & Technology Committee Chair. Contact the chair if you do not have the correct username and password.

A screenshot of the login page for the Albuquerque Alumnae Chapter. The page has a red background. At the top, it says "Albuquerque Alumnae Chapter" and "Delta Sigma Theta Sorority, Incorporated" with a red heart icon. Below this is a red silhouette of a city skyline. The login form consists of two input fields: "Username or Email Address" and "Password". Below the fields is a red "Log In" button.

How to Find Executive Board and Chapter Meeting Agendas and Minutes

There are two ways to find the Executive Board and Chapter Meeting Agendas and Minutes. The first way, login to the members only website, on the home page scroll down until you find the link “Chapter & Executive Board Meetings”



The second way, login to the members only website, then follow the steps below.

Once logged into the Members Only section, click on the Files tab at the top of the page



Click on “Chapter and Executive Board Agenda and Meeting Minutes” link



Select the appropriate Sorority year



Click on the file you want to see.

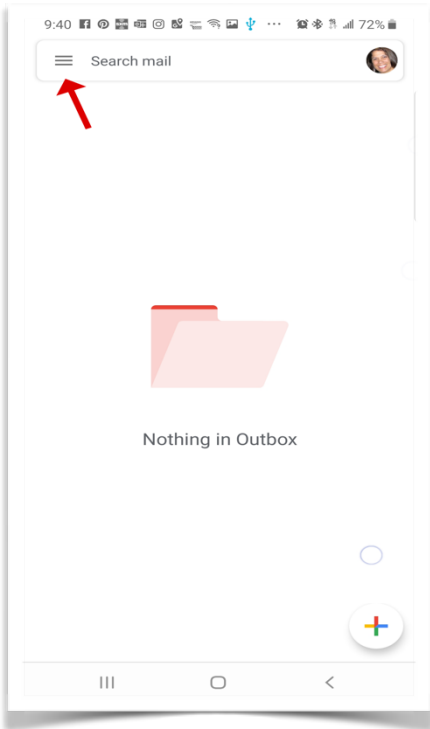
2017 10 ChapterMeetingAgenda
2017 10 ChapterMeetingMinutes
2017 10 EBMeetingAgenda
2017 10 EBMeetingMinutes
2017 11 ChapterMeetingAgenda
2017 11 ChapterMeetingMinutes
2017 11 EBMeetingAgenda
2017 11 EBMeetingMinutes

How to Add Your Chapter Email to an Android Device

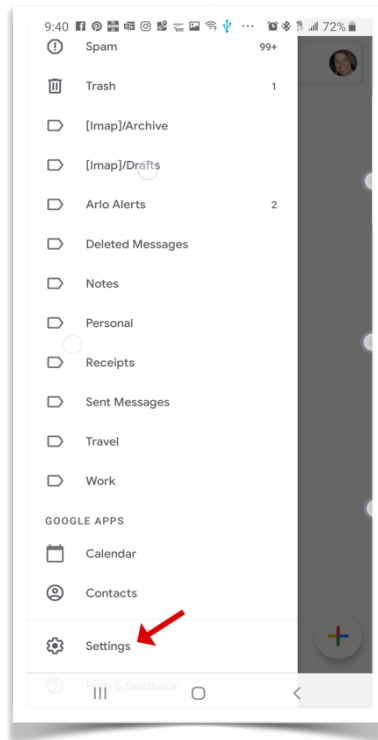
Go to your Google Mail on your phone.



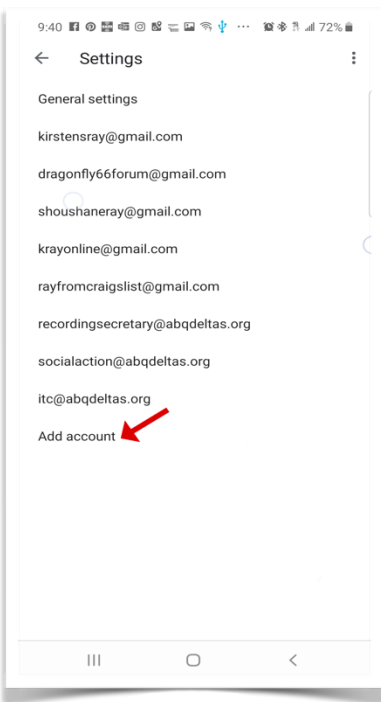
Click the hamburger menu.



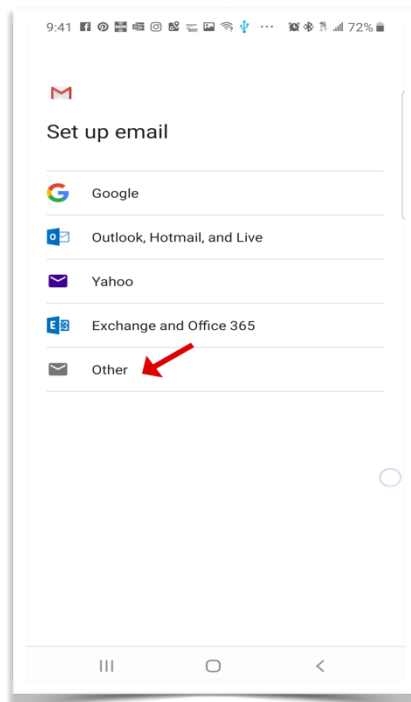
Scroll down and click on Settings.



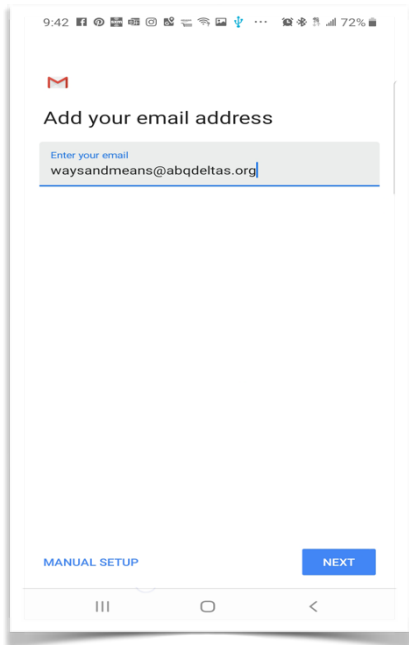
Click on Add Account.



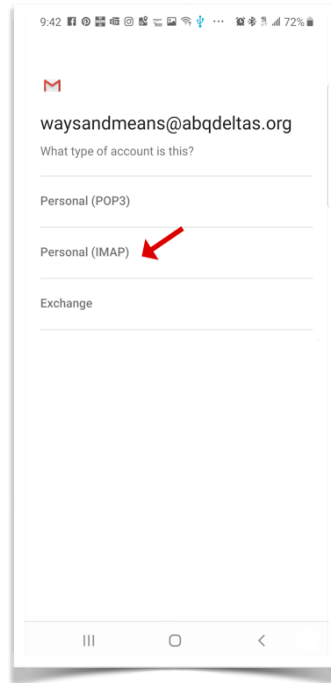
Click Other



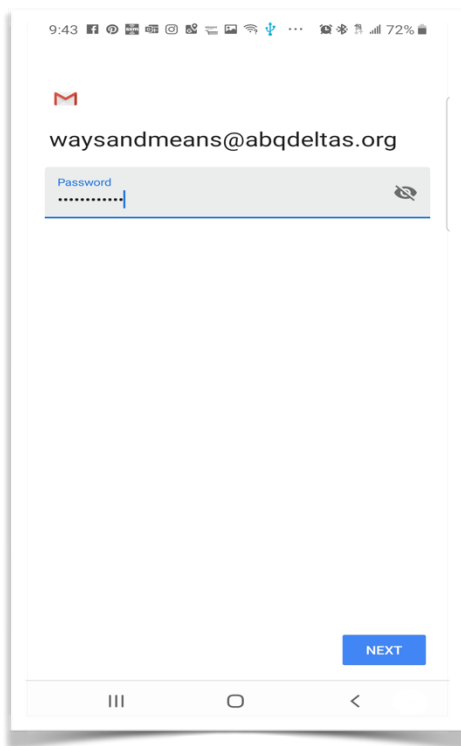
Type in your email address, then click NEXT.



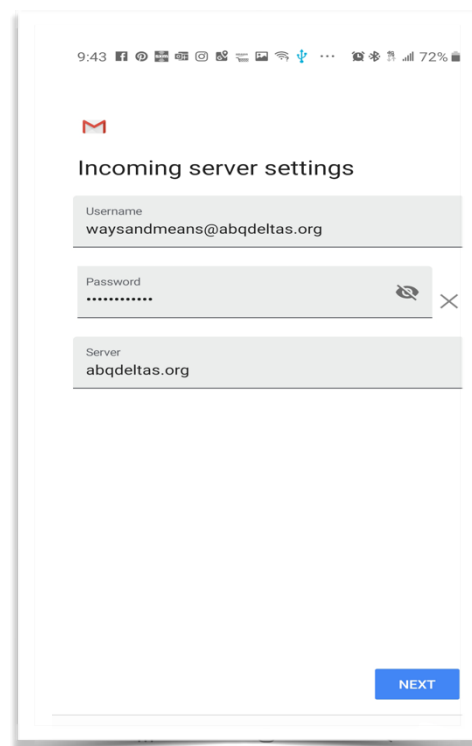
Click on Personal (IMAP).



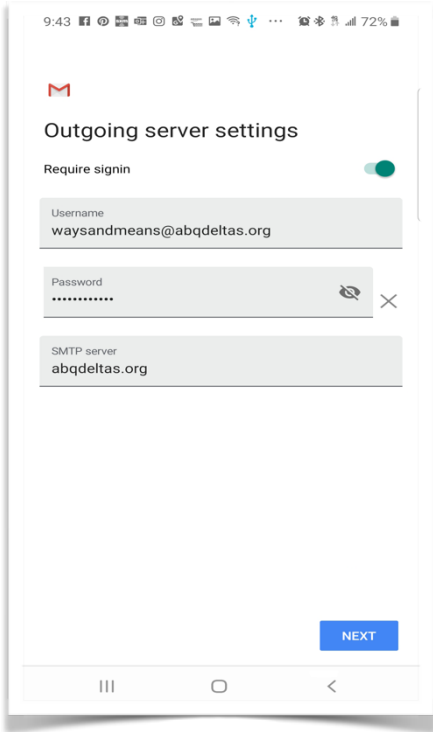
Type in the password given to you, then click NEXT.



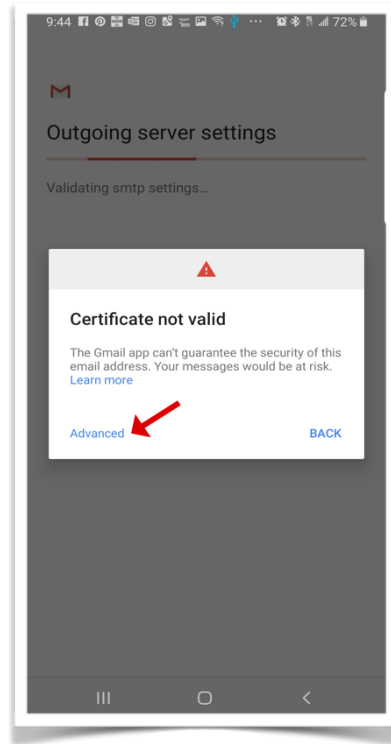
The Incoming server information should already be populated, just click NEXT.



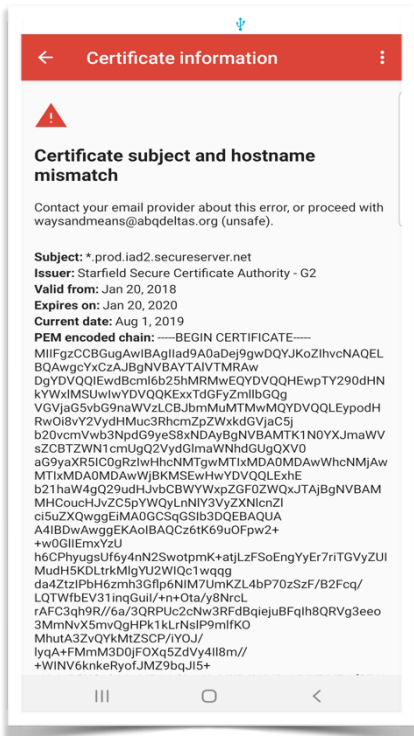
The Incoming server information should already be populated, just click NEXT.



A Certificate not valid message will appear. Click on the ADVANCED link.



The certificate information will appear.



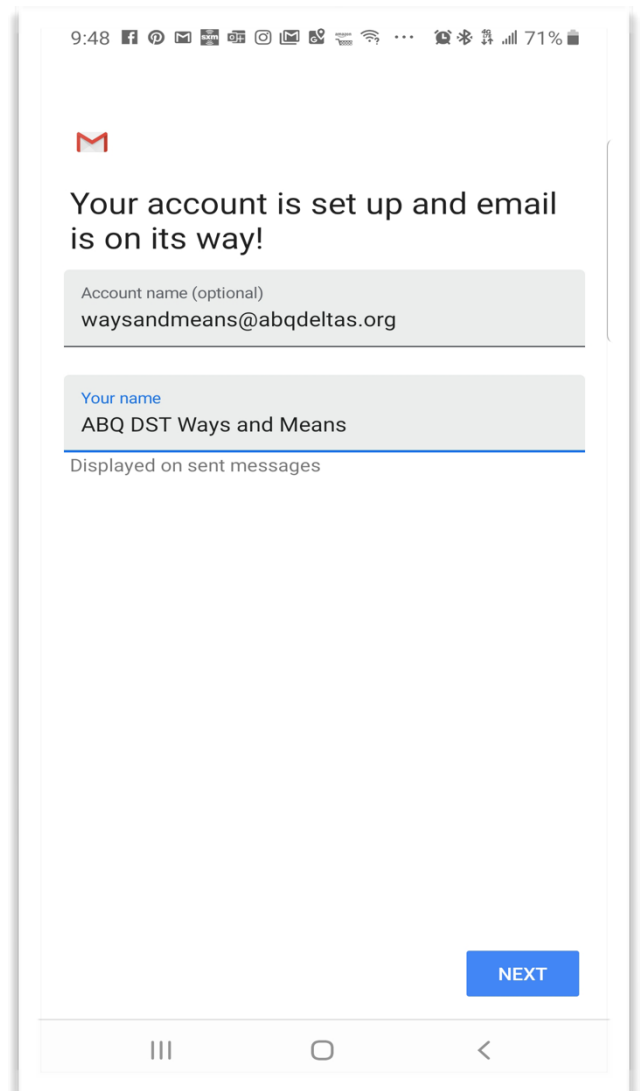
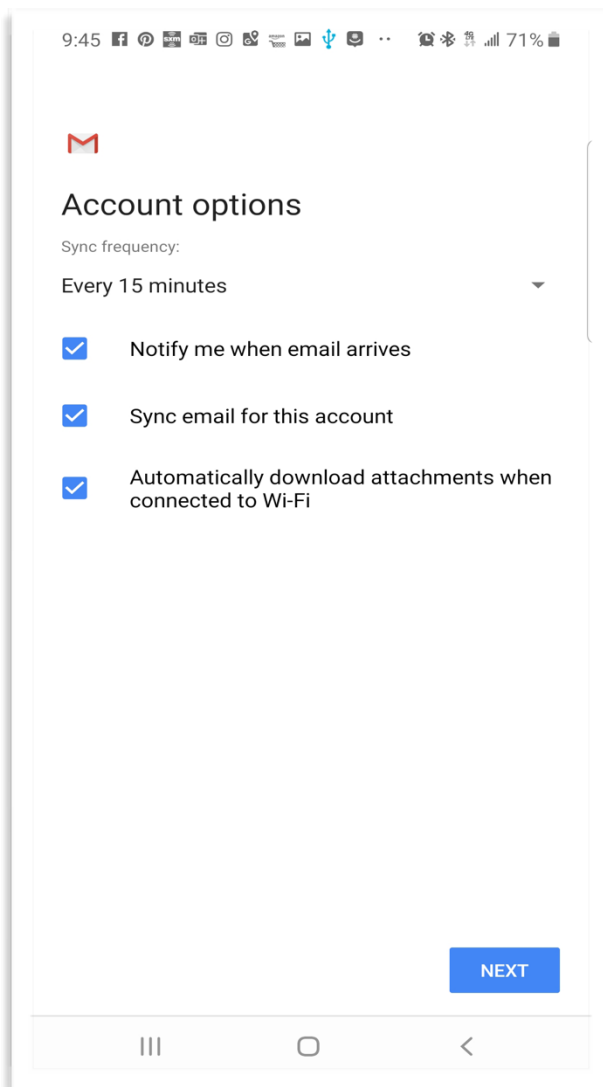
Scroll down to the end and click on the PROCEED ANYWAY link.



Choose your account options, then click NEXT.

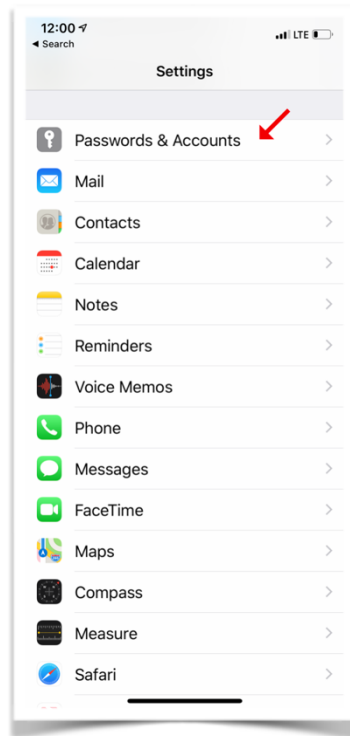
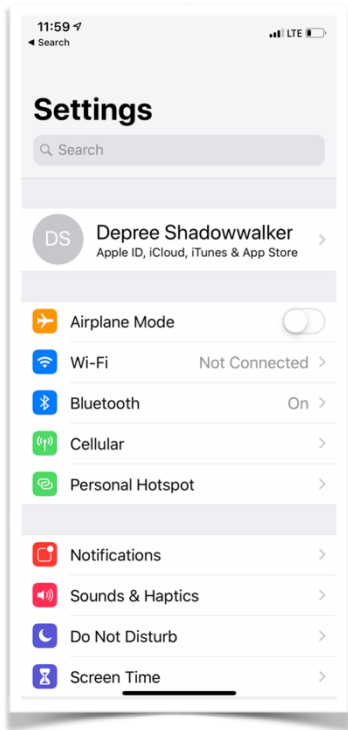
Then set your ACCOUNT NAME and YOUR NAME fields. The “Account name” field is shown when managing your accounts. It is only visible by you. The “Your name” field is the name that will display when you send a message from your account.

Then click NEXT and you are done.

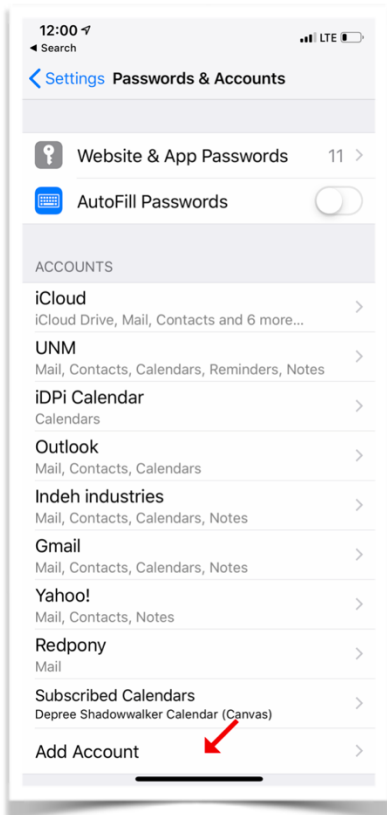


How to Add Your Chapter Email to an iOS Device

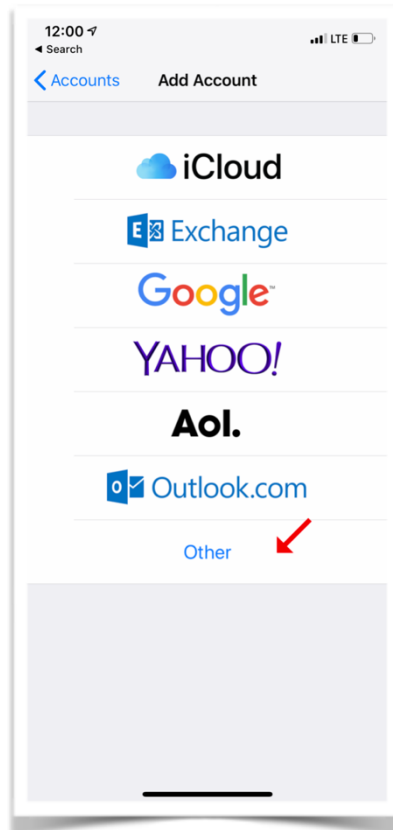
Go to your phone settings, then scroll down and click on Passwords & Accounts



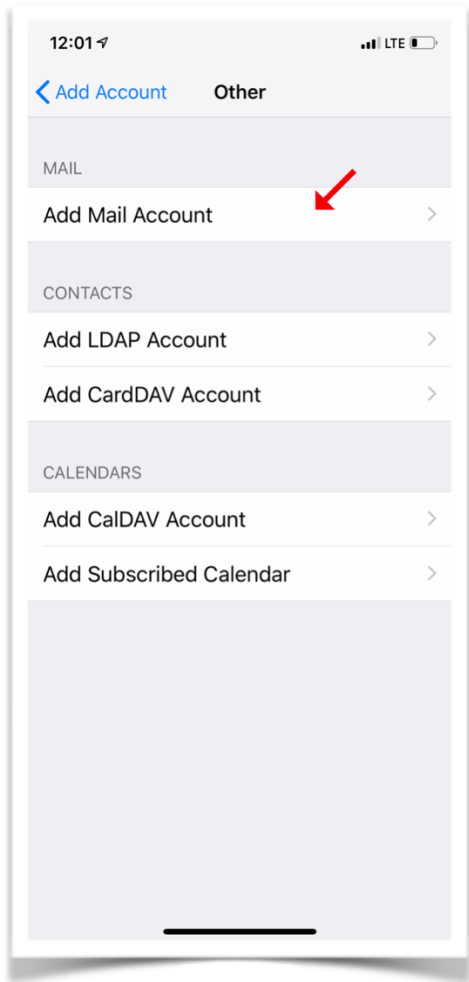
Click on Add Account



Click on Other



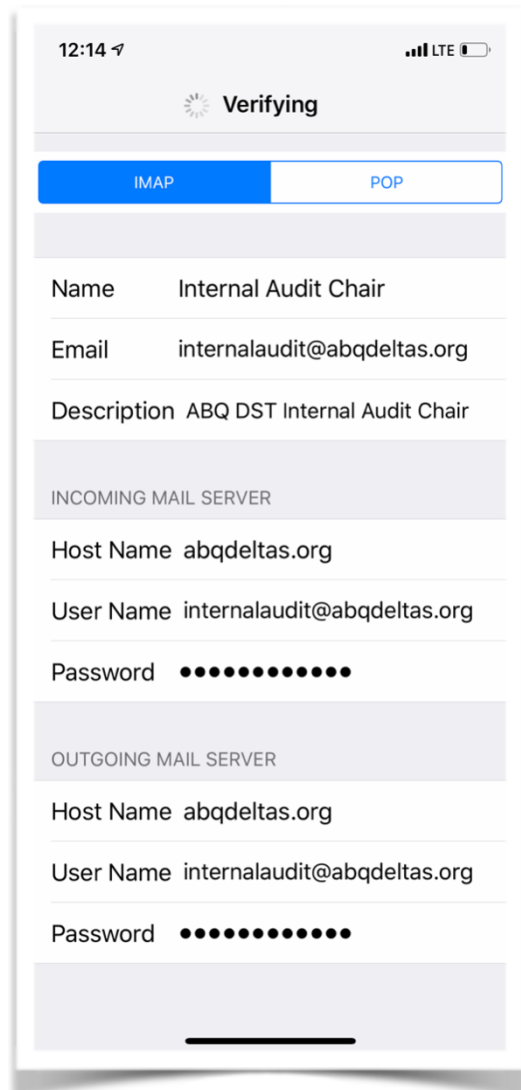
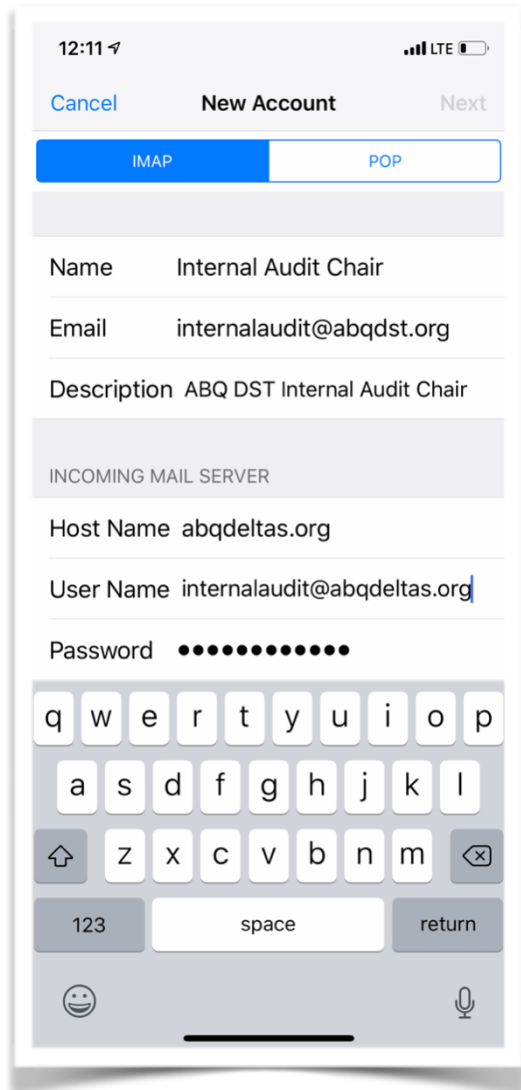
Click on Add Mail Account



Fill in the form with the information provided to you.

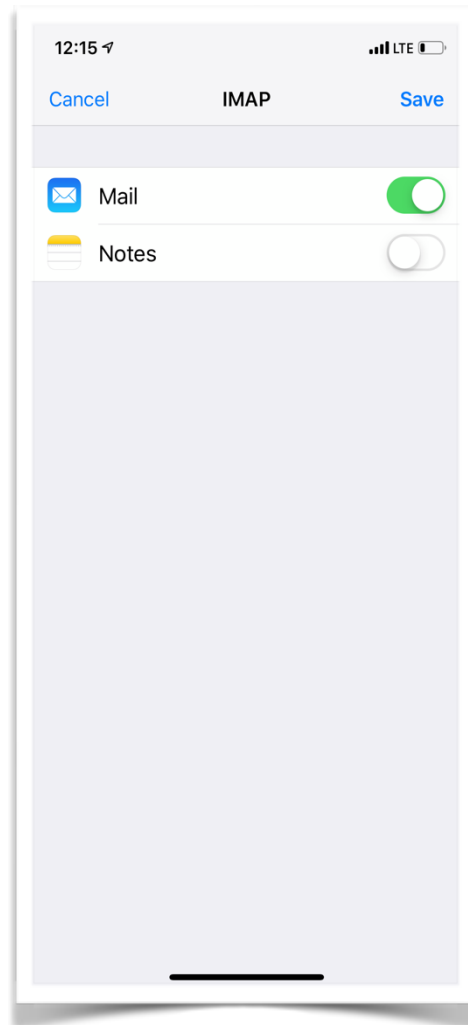
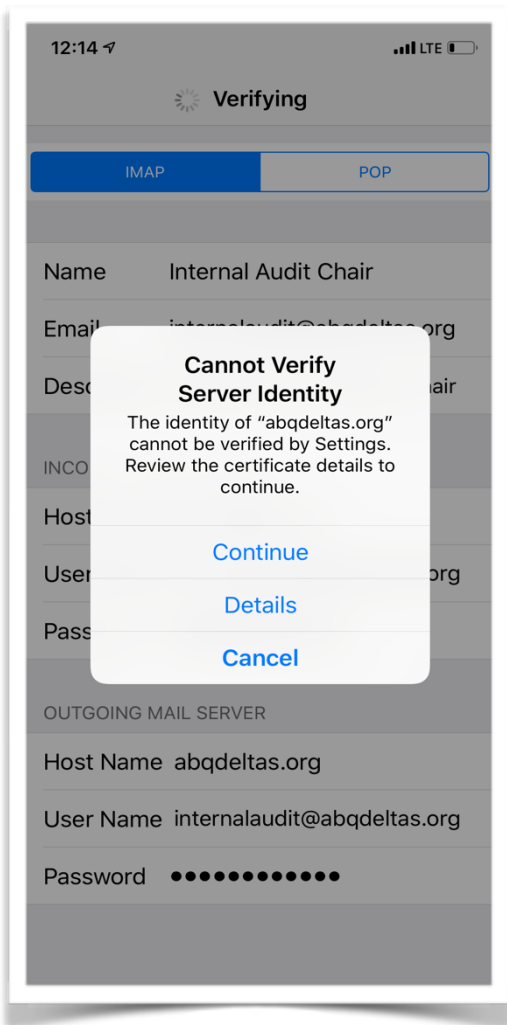
- Make sure **IMAP** is selected (blue).
- The **name** on the account is what shows up as the sender's name when you send an email. You could use the officer/committee chair name or use your name with the office/committee chair name after, i.e. "LaVonda Bowens, Internal Audit Chair"
- The **description** of the account is for you to be able to identify the account on your phone, you may use anything here.
- For **incoming and outgoing (send) email servers** use the information you were provided. You may not have to enter the port numbers you were given if you are not asked.

When you have finished filling in the form click the the return on the keyboard or Next in the upper right corner. The iPhone will verify the account, this may take some time.



You will likely receive a notice that The server couldn't be verified. Click Continue.

Then select the functions for this account. Click save when done.



How to Add Members Only Calendar to Your Devices

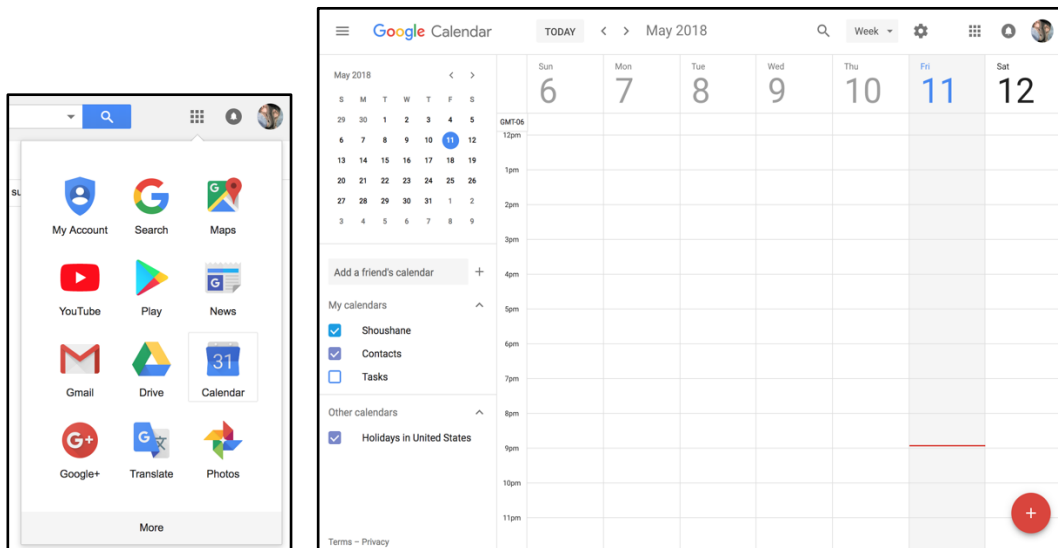
The iCal link to the Members Only calendar

(http://www.abqdeltas.org/events/cal/?ical=1&tribe_display=custom&start_date=2018&end_date=2018) can be used to add the calendar to your devices. Follow the instructions below that correspond to the device you would like to add the calendar to.

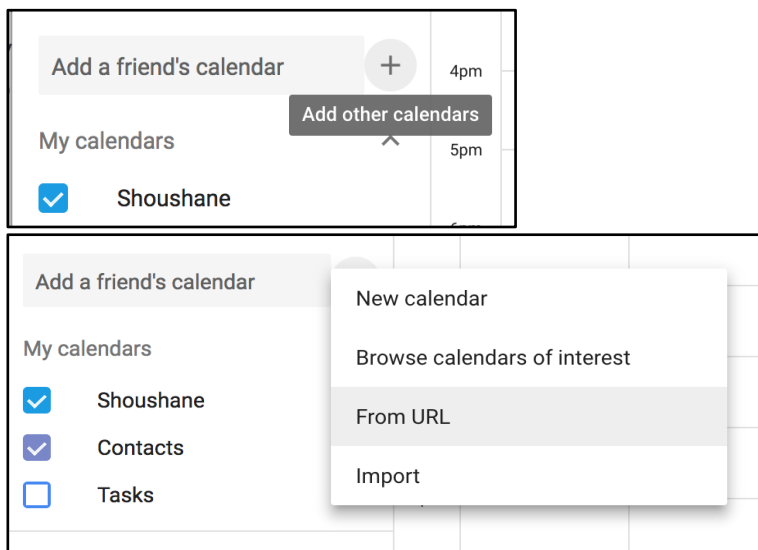
NOTE: This is a members-only calendar, DO NOT share this with anyone who is not a member of the chapter. Non-members can subscribe to our public calendar.

How to Add Members Calendar to Google/Android Calendar

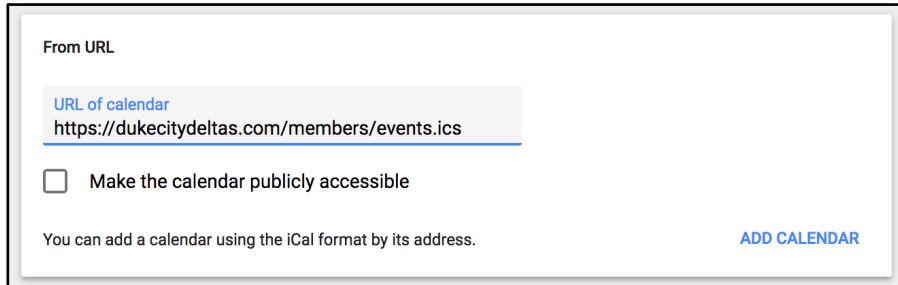
1. Log into your Google account in your browser, then go to your Google Calendar.



2. To import an iCal file, you need to click the + button next to *Add a friend's calendar*, then click the *From URL* option.

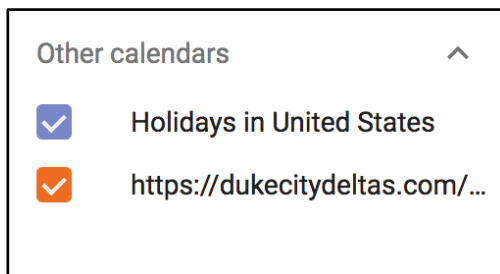


3. Type in the members only calendar URL http://www.abqdeltas.org/eventscal/?ical=1&tribe_display=custom&start_date=2018&end_date=2068, then click *Add Calendar*.



The screenshot shows a form titled "From URL". It has a text input field with the placeholder "URL of calendar" and the value "https://dukecitydeltas.com/members/events.ics". Below the input field is a checkbox labeled "Make the calendar publicly accessible" which is currently unchecked. At the bottom of the form, there is a blue button labeled "ADD CALENDAR". A small note at the bottom left says "You can add a calendar using the iCal format by its address."

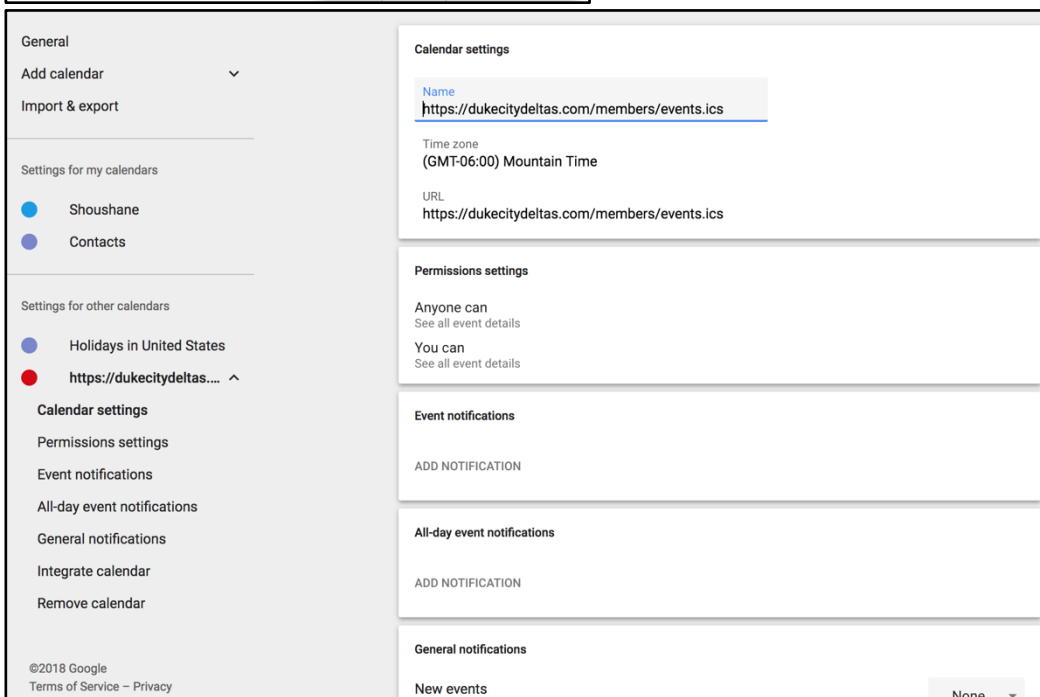
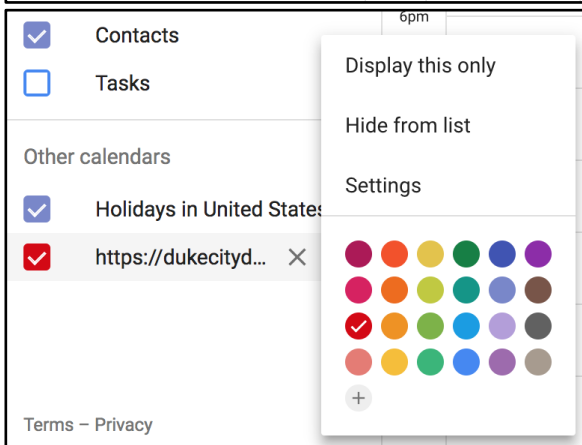
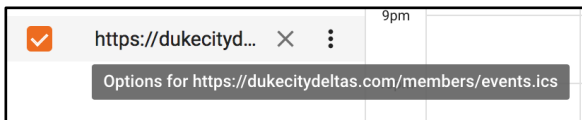
4. Your new calendar will show up in the list under "Other Calendars," and events should show up right away. You are done with adding the members only calendar. See below for other options.



The screenshot shows a list titled "Other calendars" with an upward-pointing arrow on the right. There are two items in the list: "Holidays in United States" with a blue checkmark icon, and "https://dukecitydeltas.com/..." with an orange checkmark icon.

5. You can change the name and color of the new calendar by placing your mouse over the calendar name and then clicking on the vertical dot to the right of the name. Then click on your desired color.

Click on *Settings* and you can change the name that display's in your list as well as other calendar settings.

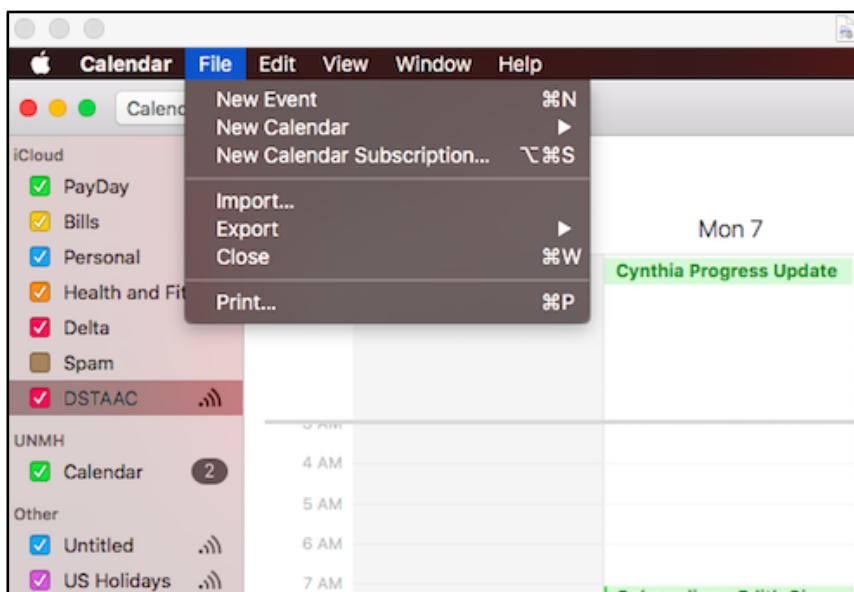


How to Add Members Calendar To Mac Calendar

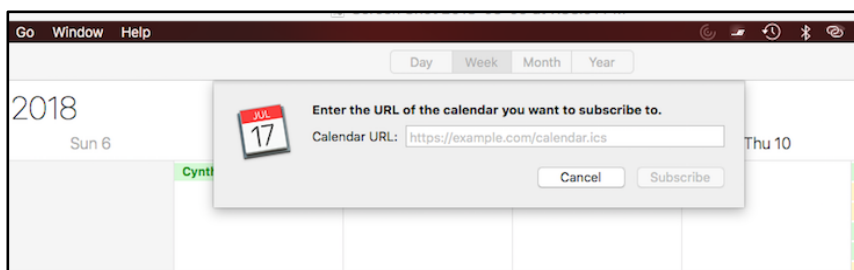
1. Open the Calendar app on your Mac



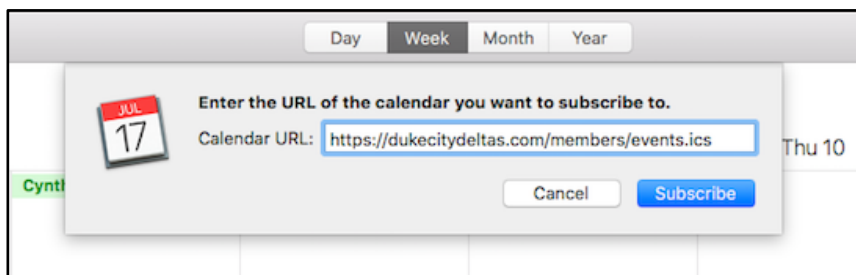
2. Click "File" at the top and select "New Calendar Subscription"



3. Copy and paste the following URL in the dialog box that pops up
http://www.abqdeltas.org/eventsca/?ical=1&tribe_display=custom&start_date=2018&end_date=2068



4. Click “Subscribe”

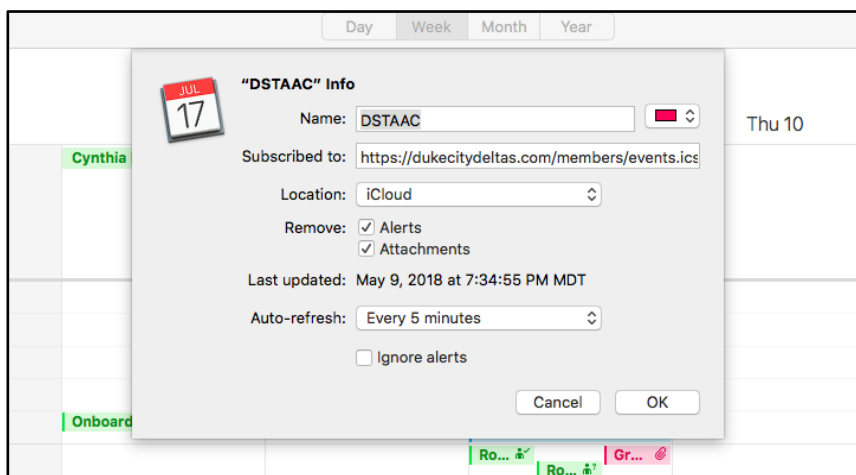


5. Name the calendar whatever you would like (e.g. “DSTAAC”, “DukeCityDeltas”, etc.)

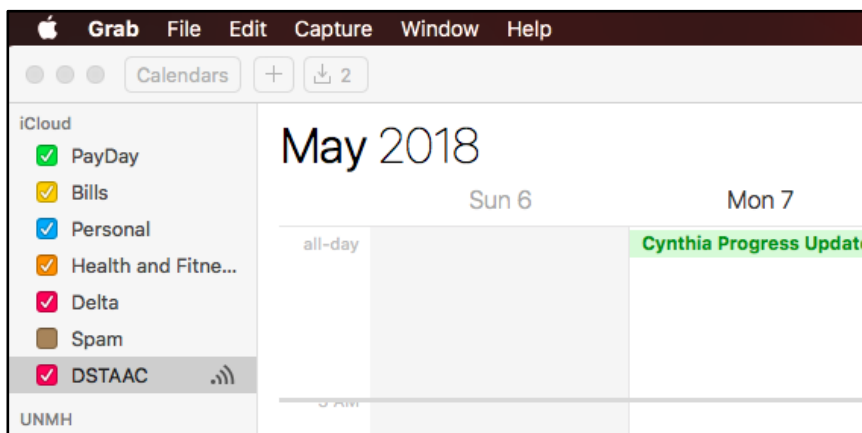
Choose the location where you would like the calendar to reside

- a. On your Mac - choosing this will keep the calendar on your Mac computer only and will not sync across all devices
- b. iCloud - choosing this will sync the Calendar across all Apple devices signed into the same iCloud account. For example, if you have an iPhone, iPad, and Mac computer all signed into the same iCloud account, then the events will appear on all 3 devices

You can choose to remove calendar alerts and any calendar attachments that come with the event. Set your auto-refresh rate to whatever you'd like. The more frequently this is set, the more times your Mac computer will look for new events and update your calendar accordingly. The recommendation is that you set this to every 5 minutes to have the most updated calendar at all times

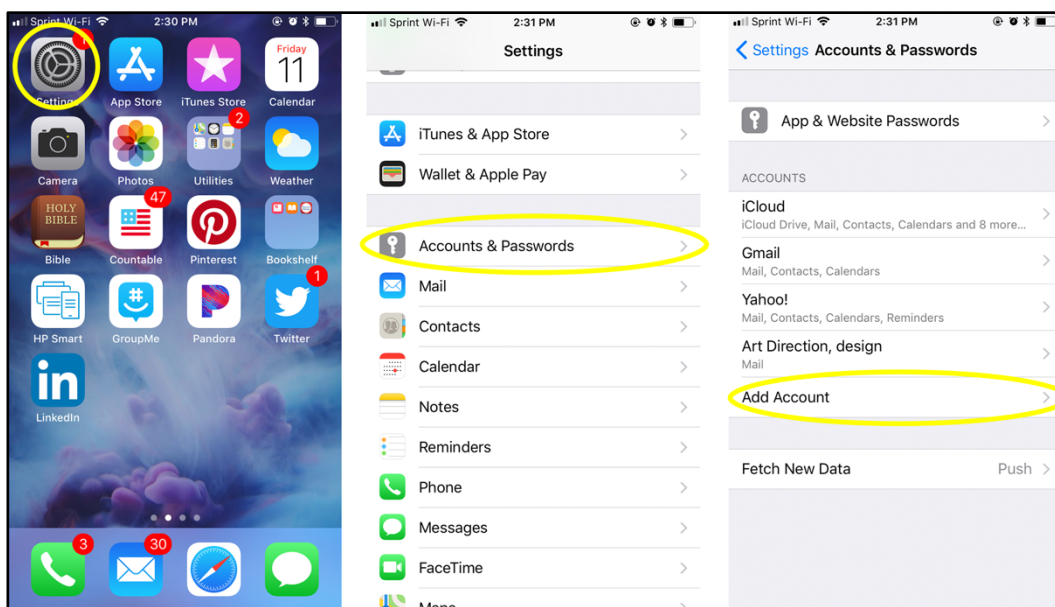


6. Select OK. The calendar should appear on the left-hand column underneath the name you selected.



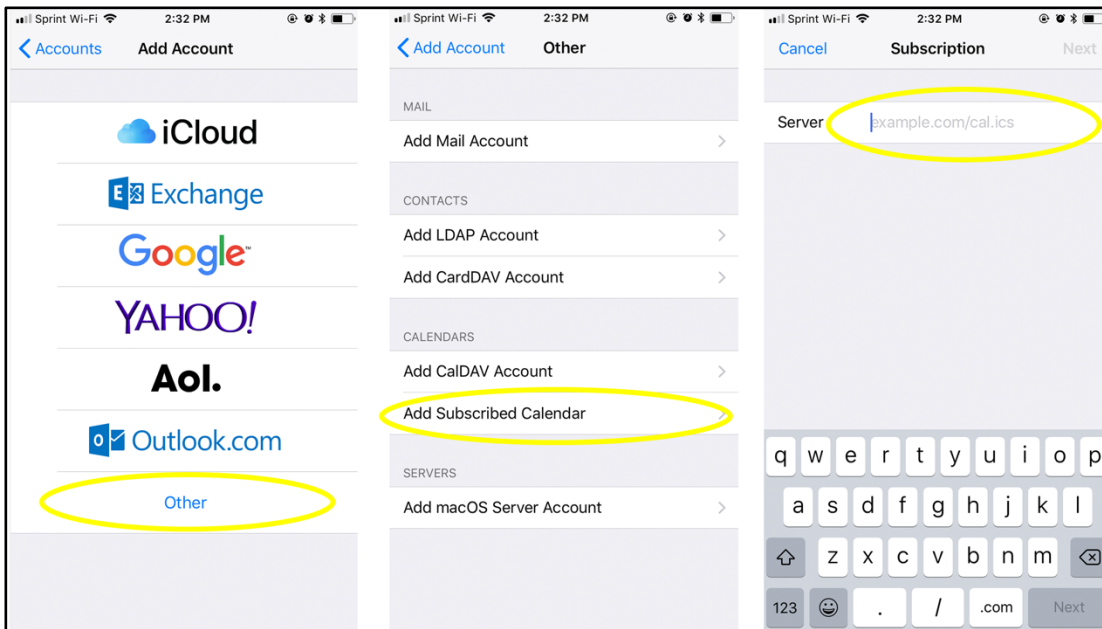
How to Add Members Calendar To iPhone

1. Go to your settings menu.
2. In the Settings Menu, scroll down and tap *Accounts & Passwords*.
3. Tap *Add Account*.

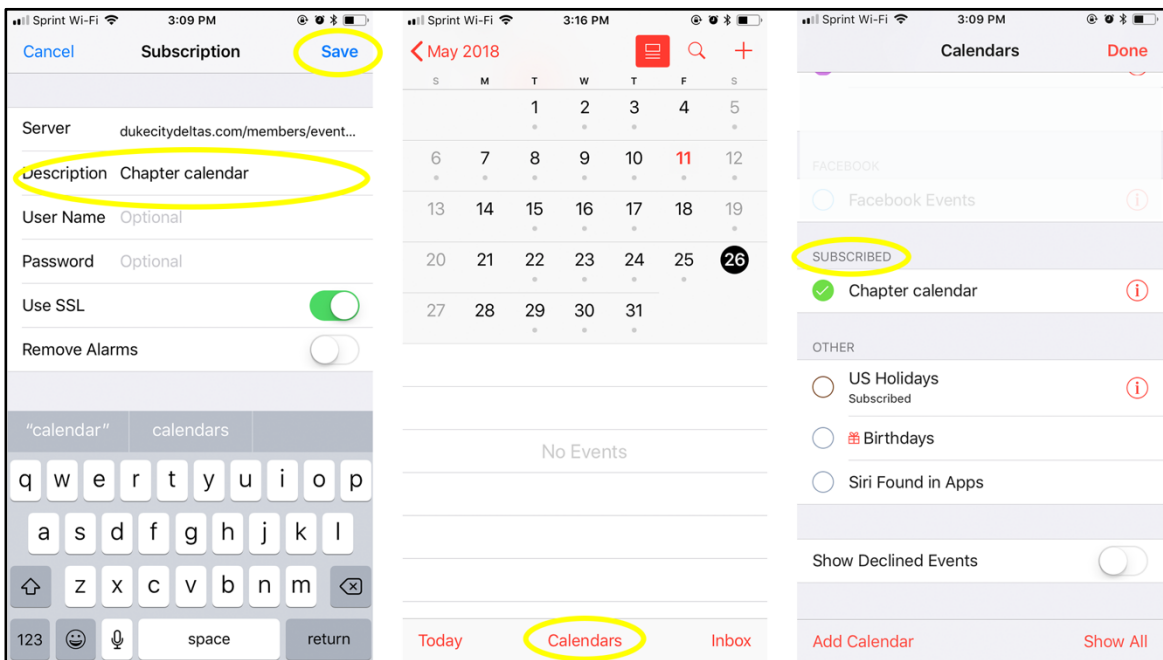


4. Tap *Other*.
5. Select *Add Subscribed Calendar*.
6. In the box titled *Server*, type:

http://www.abqdelatlas.org/eventsca/?ical=1&tribe_display=custom&start_date=2018&end_date=2018

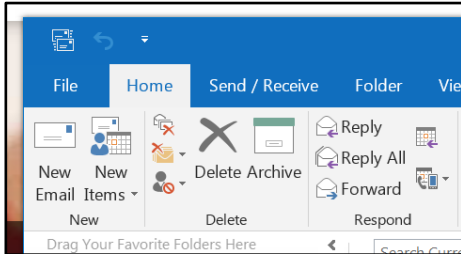


7. You can fill in the Description to the calendar to let you know what it is. A good example is “Chapter Calendar” or “DST Calendar”.
8. To check to make sure you have added the calendar:
 - a. Go to your calendar and tap “Calendars”.
 - b. Scroll down to the Subscribed header. The calendar should be listed there.

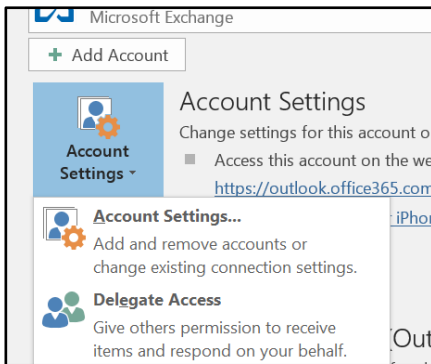


How to Add Members Calendar to Outlook

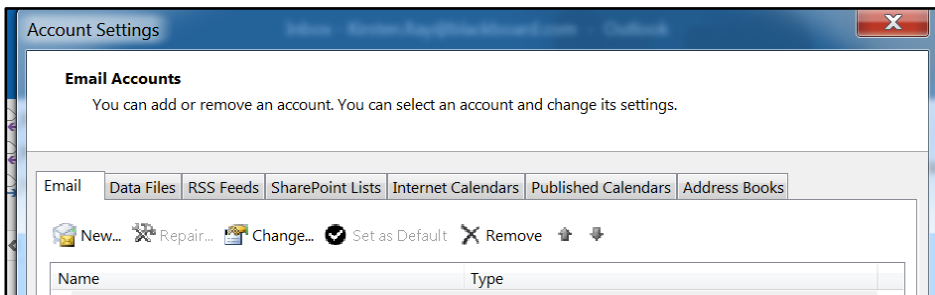
1. In Microsoft Outlook, click on *File* (In the Tools bar).



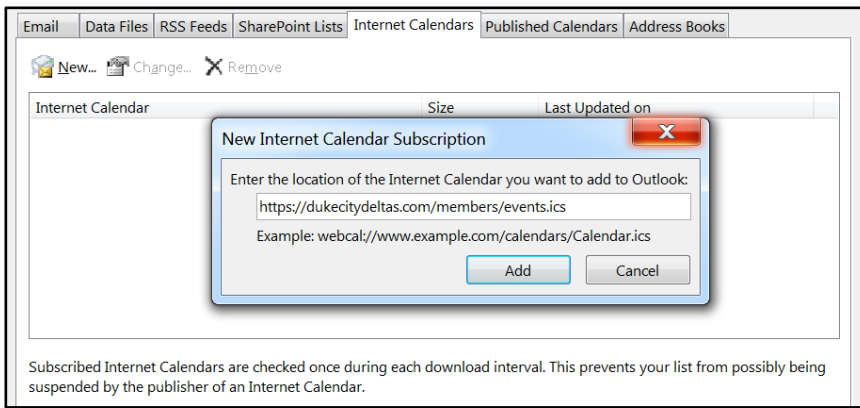
2. Then, click on *Account Settings* and select *Account Settings*



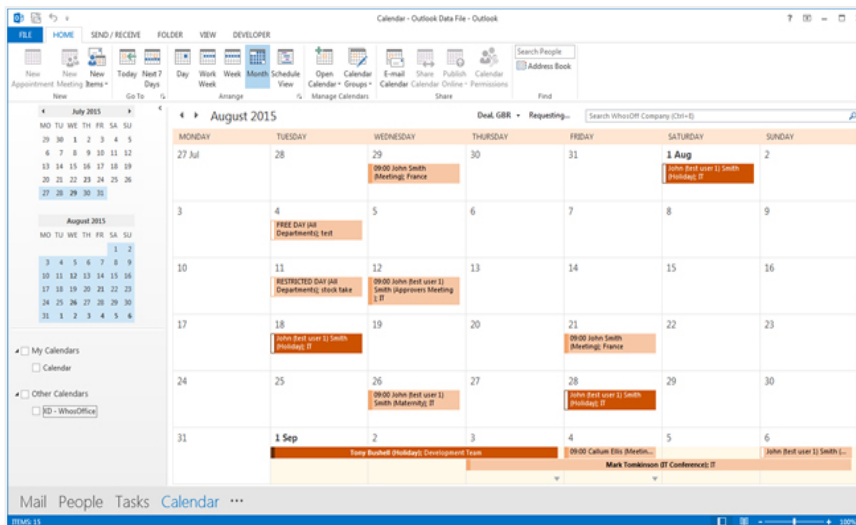
3. Then, click on *Internet Calendars*



4. Now click *New* and the *New Internet Calendar Subscription* window will appear.



5. Type in the URL for the members only calendar, http://www.abqdeltas.org/eventscal/?ical=1&tribe_display=custom&start_date=2018&end_date=2068, then click on *Add*.
6. Click *Advanced...* on the dialog box that comes up. Enter a Folder name : (i.e “DukeCityDeltas”) Description : Albuquerque Alumnae Chapter Members Only calendar feed. Click *OK*
7. **IMPORTANT!** When asked `Do you wish to subscribe to updates?`, click **YES**.
8. The new feed will become available inside your Calendars area once the link has been checked by Outlook.



Grand Chapter Information

Online Presence

Main Email Address

dstemail@deltasigmatheta.org

Mailing Address

1707 New Hampshire Avenue, NW
Washington, DC 20009

Website

<https://deltasigmatheta.org>

Members Portal

<https://members.dstonline.org>

Twitter

<https://twitter.com/dstinc1913>

Facebook

<https://www.facebook.com/dstinc1913>

Instagram

<https://www.instagram.com/dstinc1913>

LinkedIn

<https://www.linkedin.com/company/2370848>

How To

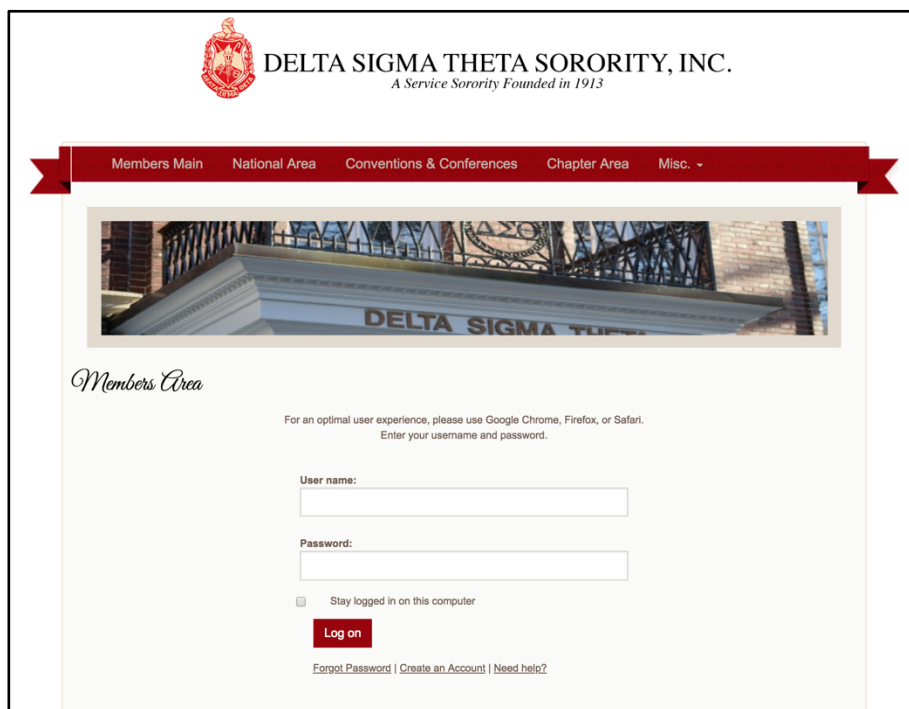
How to Login to the Members Portal

Go to <http://www.deltasigmatheta.org> and click on "Member Portal"



You can also go directly to the members portal here, <https://members.dstonline.org>.

Login if you have a username and password already. We advise against using the "Stay logged in on this computer" feature as it is a security risk. Your personal information is available in the Members Area and to protect yourself a login should be required at all times.




How to Create a New Members Portal Account

If you don't have an account you can create one by clicking the "Create an Account" link below the login form.

Stay logged in on this computer
Log on
[Forgot Password](#) | [Create an Account](#) | [Need help?](#)

Fill out the new account form and look for an email to confirm your registration. When you have completed your registration, you will be able to login.

Members Main National Area Conventions & Conferences Chapter Area Misc. ▾



Member ID:

[Forgot Member Number](#)

System ID:

[Forgot System ID](#)

First Name:

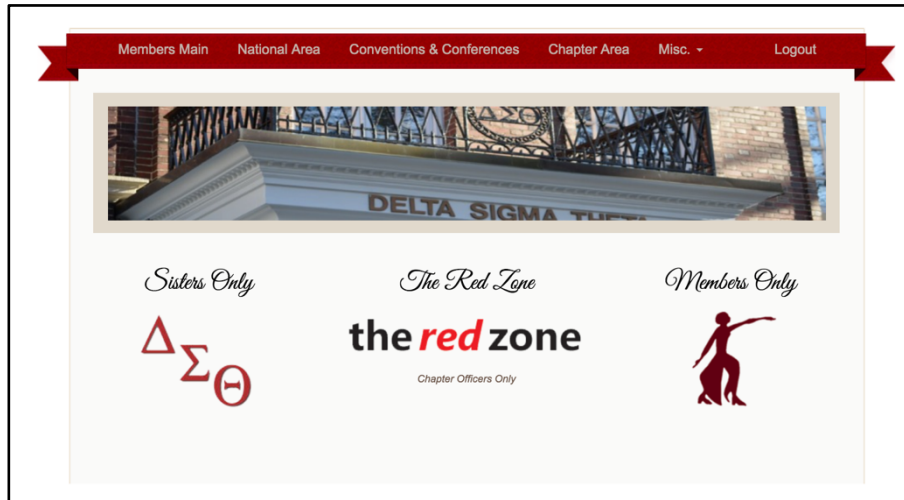
Current Last Name:

Email of Where You'd Like to Receive the Registration Instructions:

Submit

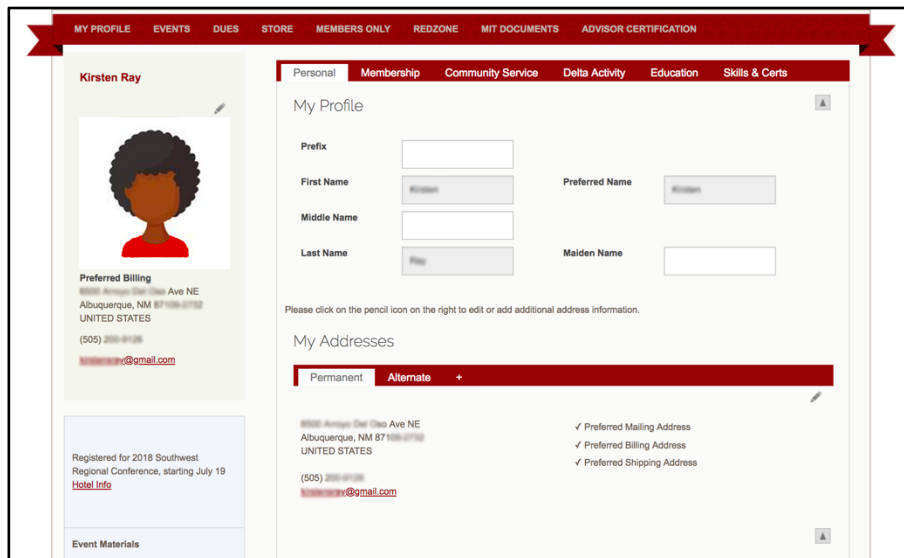
Members Portal Areas

Once logged in you will see three different areas.



Sisters Only


The Sisters Only area is for all members of Deltas Sigma Theta regardless of financial status. In this area you can change your profile information and submit community services hours.



Members Only

The Members Only area is for financial sorors. This area is where you can find information and documents from Grand Chapter, National Officers, and National Committees.

Members Main National Area Conventions & Conferences Chapter Area Misc. ▾ Logout



Members Area: Main

[2018 - 2019 Dues Table](#)
[2018 - 2019 Annual Membership Dues Renewal Form](#)

[Constitution & Bylaws Call for Amendments Call for Amendments Form](#)

[Memo for Recommendations of Individuals for Honorary Membership for the 2019 National Convention Honorary Membership Recommendation Form](#)

[Campaign Center - View Candidate Profiles](#)

[#Reclaim4K Introduction Letter](#)
[Collegiate Connection Month Letter](#)

[Leadership Academy: 2018 - 2019 Delta Fellows Program](#)
[2017 Delta Financial Statements with Single Audit](#)
[January 2018 Grand Chapter Financial Report](#)

Red Zone

The Red Zone is only for national and regional leadership, chapter officers, and chapter advisors that need access to do the business of Delta Sigma Theta.

the red zone

Task Center Membership Management Membership Intake Compliance Regional Director Upload Fiduciary Forms Request Help Members Only Sisters Only Logout

Task Center > Snapshot Albuquerque Alumnae (0150)

<p>Finance</p> <p>Your chapter currently owes \$0.00 in member dues based on submitted transmittals that we have not received payment.</p>	<p>Welcome to The Red Zone.</p> <p>The Red Zone is a proprietary system developed exclusively for the leaders of Delta Sigma Theta Sorority, Inc. Use of this system is limited to purposes of chapter/regional management only.</p> <p>If you experience problems, the Help Desk is available 8:30 a.m. - 5:30 p.m. ET (M-F) at 202-986-2400 ext. 300. In addition, you may select the Request Help tab to submit an email to report your problem.</p> <p>Please wait 10 minutes for calculations to complete before printing new transmittals.</p>	<p>Compliance</p> <p>All forms and fees have been received for Compliance.</p>
<p>Membership</p> <p>You currently have 49 financial members.</p>		<p>Events</p> <p>No open events.</p>
		<p>Required Actions</p> <p>Your chapter has 1 pending membership transactions that are pending or require paperwork to be submitted to your Chapter President, Regional Director and/or National Headquarters.</p>