



Leadership Directories & Email Distribution Lists

Delta Gamma has created two Leadership Directories to communicate who serves on Leadership. These documents list various types of contact information for volunteers.

LEADERSHIP DIRECTORIES

There are two versions of the Leadership Directories:

- One that only contains names, positions, and cover email addresses that can be found in the Barbara Nussa Boersma Library on the DG website
- One that contains, names, positions, home addresses, alumnae groups, and cover email addresses under the Leadership tab in Anchorbase.
 - Only other members of Leadership are able to access this document.
 - **This version of the Leadership Directory also contains the list of who is included on various email distribution lists. It can be found at the very end of the document.**

ACCESSING THE DIRECTORY IN THE BARBARA NUSSA BOERSMA LIBRARY ON THE WEBSITE

1. Go to <https://www.deltagamma.org/>.
2. In the top right-hand corner, select “log in” and enter your credentials.
3. Once logged in, select Library in the top right-hand corner.
4. In the “Quick Search” field, search “Leadership Directory”.
5. Select the “Delta Gamma Leadership Contact Directory” from the files.

ACCESSING THE DIRECTORY IN ANCHORBASE

1. Go to <https://anchorbase.deltagamma.org/public/Login.aspx?cblock=pLogout>.
2. Enter your credentials to log in.
3. Once logged in, find the “Leadership” tab from the top menu bar. To find it, you might need to click the “hamburger button” (square button with three horizontal lines) which is located in the top right hand corner.
4. Under the “Leadership” tab, expand the “Reports” category by clicking the downward facing carrot to see the documents.
5. The “Leadership Directory” includes all contact information, whereas the “Photo Directory” includes photos of all members of Leadership.

