



# Anchorbase

## Overview of the Basics

Anchorbase is Delta Gamma's online portal for conducting chapter business. It is accessible by Council, Leadership, EO Staff, as well as collegiate officers and alumnae volunteers. It provides online tools and information that are vital to the success of Delta Gamma collegiate chapters and alumnae groups. These tools include:

- a platform to maintain an electronic profile of each collegiate chapter, alumnae group and house corporation board.
- a place for groups to create their calendar.
- a place that provides a dashboard of summary information relevant to each group and their activities.
- a place for collegiate chapters to add new members and record their recruitment and scholarship activities.
- a place for alumnae groups and house corporation boards to record a history of their activities.
- a place for summary reports accessible to Council, Leadership, and staff.

Anchorbase uses the same DG login as the [Delta Gamma member site](#). If you currently hold an office, you can use that login to access Anchorbase. If you have any issues logging in, email [dg-eo@deltagamma.org](mailto:dg-eo@deltagamma.org) for assistance.

### Terminology

- **Workflow (task):** a collection of actions which allow the user to make record of information and upload documentation
- **Step:** Each workflow passes through five steps before being finalized. These steps are consistent across all workflows and include: *Overview, Selection, Additional Info, Validation and Receipt*
- **(Radio) button:** the item that must be selected in order to complete a specific action within the workflow. Each button represents a unique activity and consists of questions to collect the necessary information and accompanying documentation
- **Reports:** central place within Anchorbase where stakeholders can view the information that has been submitted previously

### Getting Help

Members can email [anchorbase@deltagamma.org](mailto:anchorbase@deltagamma.org) for help at any time. They can also click on "Help" along the top of the screen when logged into Anchorbase. This

will open a help page with resources and a link to open a ticket to the IT staff. On submission of the ticket members will receive a copy to help track the resolution of the issue. *We ask that members include as much detail as possible about the issue they are experiencing, and at minimum their name and the relevant chapter.*

The Help tab contains links to recorded Anchorbase webinars and training materials. On alumnae Dashboards, the General Reminders block has tutorials and resources.

