



## Tools to Help Manage Your Chapter

*(Resources below vary in cost and functionality.)*

### Virtual Meetings and Events

**Zoom** - web-based platform to host meetings and webinars. Cost varies

**Microsoft Teams** - web-based platform to host meetings and webinars.  
Free versions available

**Google Meet** - web-based platform to host meetings and webinars. Free  
versions available

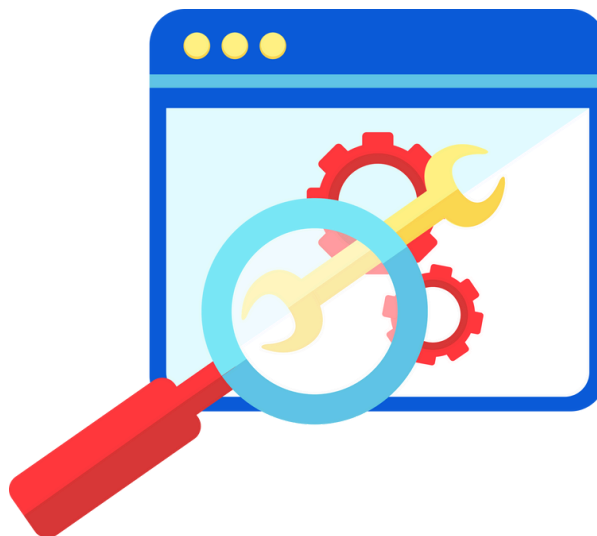
**WebEx** - web-based platform to host meetings and webinars. Cost varies

**Free Conference Call** - free teleconferencing (dial in numbers are not toll  
free)

### Meetings and Events

Your Chapter's **Crowded** Account - Registration payment processing

**Eventbrite** - event registration



## Communications

**Canva** - design graphics, newsletters, email banners etc. There is a no-cost version and a paid version (\$119/year)

**MailChimp** - email delivery system. There is a free version which allows a certain amount of emails per month, and a paid version

**Grammarly** - double check your communications for grammar mistakes

**Microsoft Templates** - templates for Word, Excel, PowerPoint and more

**Calendly** - free scheduling tool

**Evite** - electronic invitations and RSVP tracking

**Poll Everywhere** - audience polling system via text messaging

**SurveyMonkey** - free or low cost online survey tool

**Doodle** - free scheduling tool

Social Media (**Facebook**, **Instagram**, **X (formerly known as Twitter)**, etc.)

## Miscellaneous

**ChatGPT** - AI system. Free of cost

**Dropbox** - cloud file storage, sync to multiple devices, share files and folders. Free versions available

