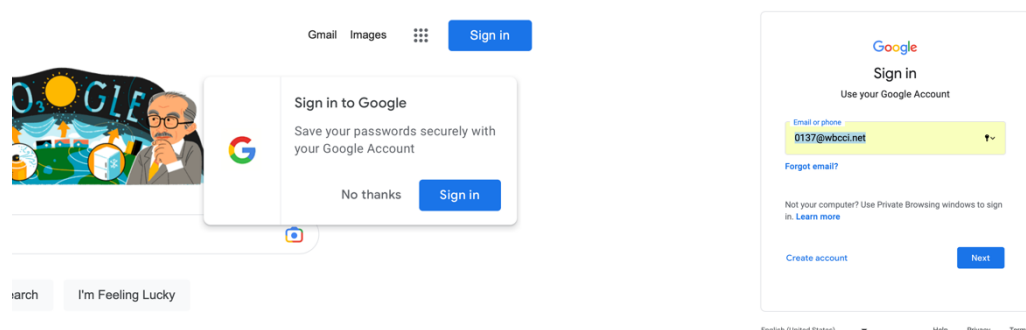


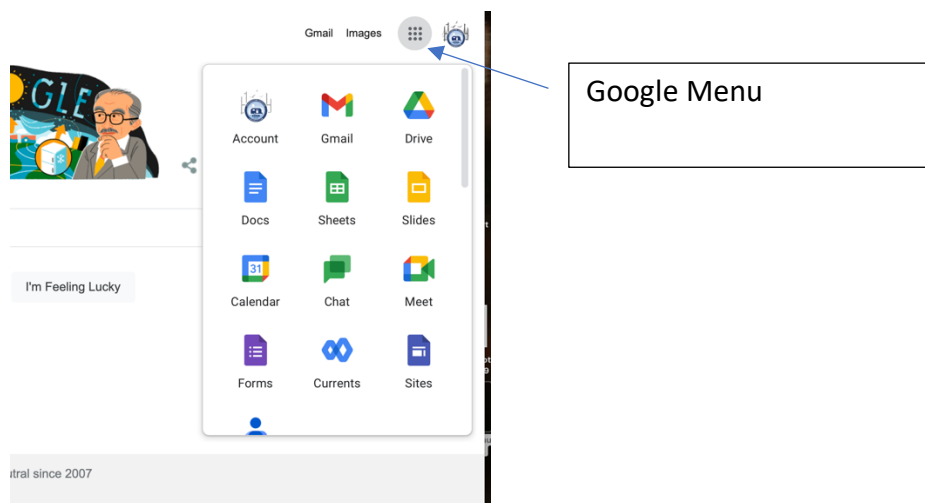
Creating and managing a Google Account

Your club can request a generic google account which is your club number (for example ours is 0137@wbcci.net). Our club does not use this email address for anything other than access to google and also it is our logon for MailChimp and JotForm. The password is shared with the President and Secretary who are responsible for maintaining the account.

Log onto Google with this email. On the first time, it will prompt you through some security settings – for phone numbers and recovery emails, we use the club secretary’s information. This information can be changed at any time.



Once you have successfully logged on, all the google apps will be available for use and access through the menu.

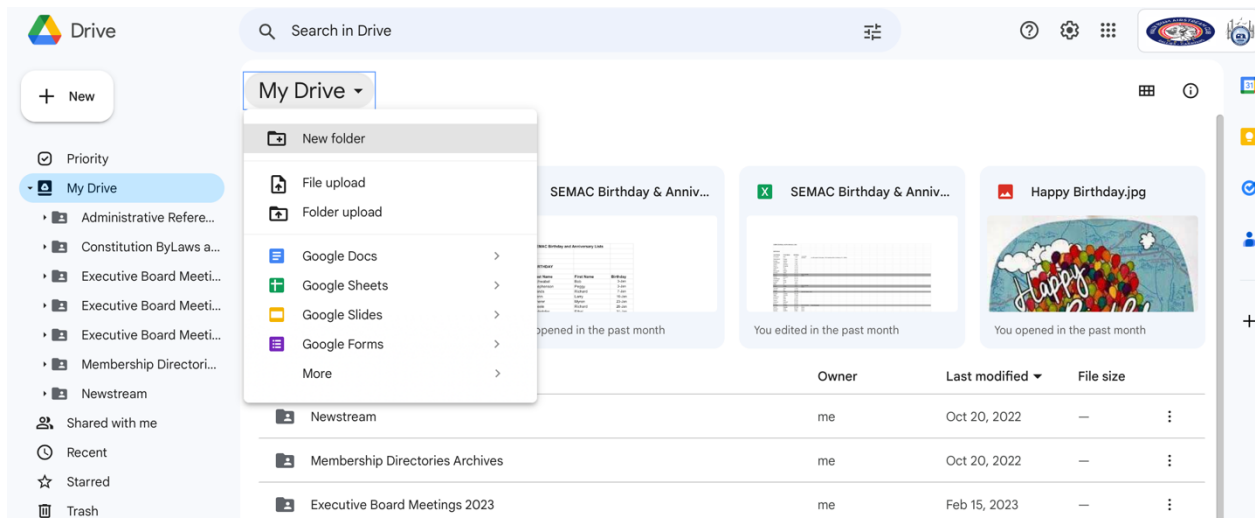


The primary apps used for sharing document and collaboration are Drive, Docs and Sheets. You can use other apps as appropriate (like Meet for video calls or Photos for archives).

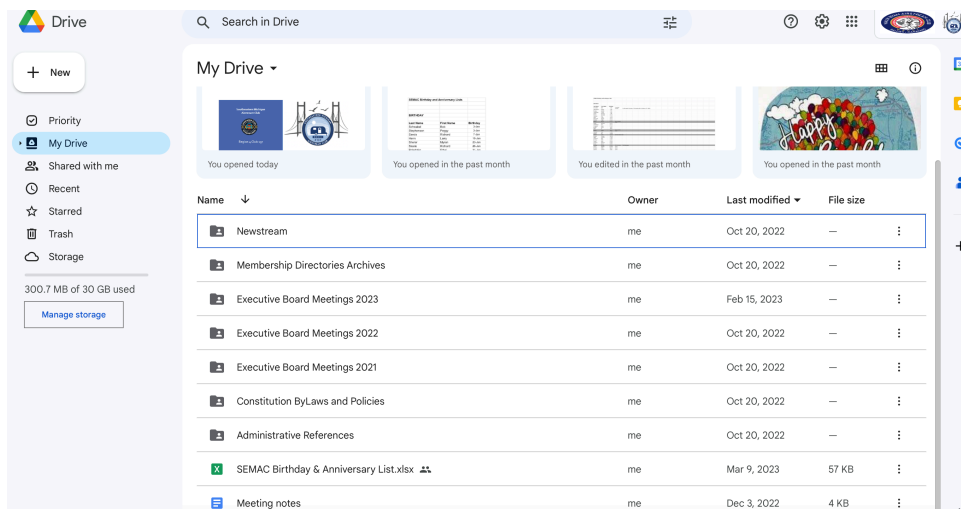
GOOGLE DRIVE

Google Drive is a storage application which allows you to create folders and store Club documents. The drive is hierarchical and allows multiple levels of folders/subfolders each with their own attributes. Our Club uses Google Drive to house historical documents and also to house Executive Board Meeting materials. For board meetings, all board materials are posted to the specific meeting folder prior to the meeting to reduce the emailing of documents.

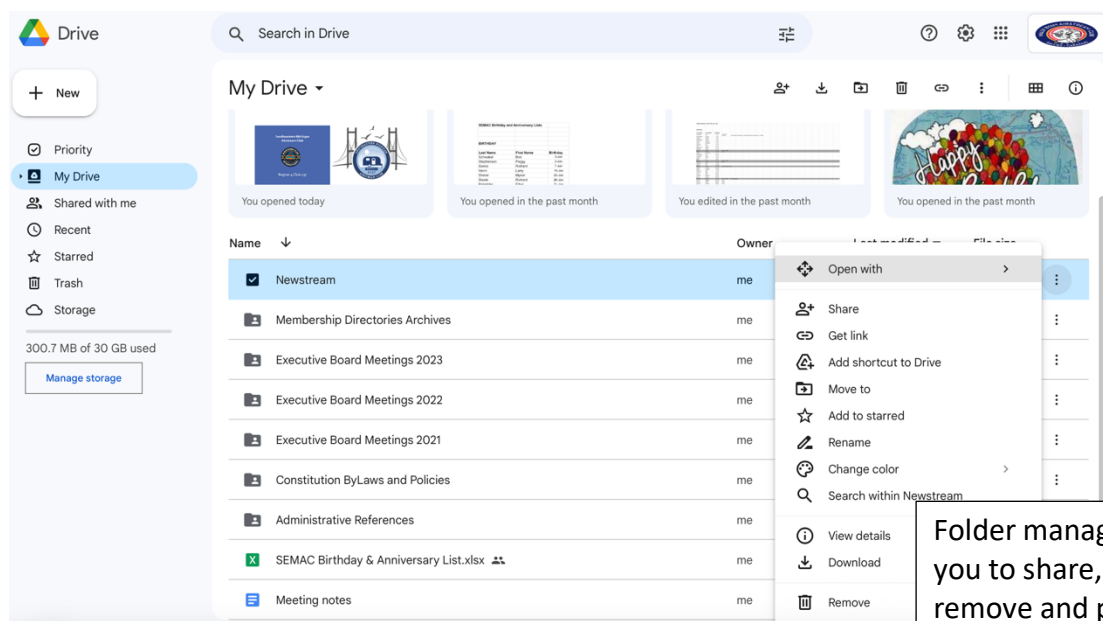
The My Drive menu allows you to create folders to make document management easier.



See below for an example of our Club's first level folder structures.

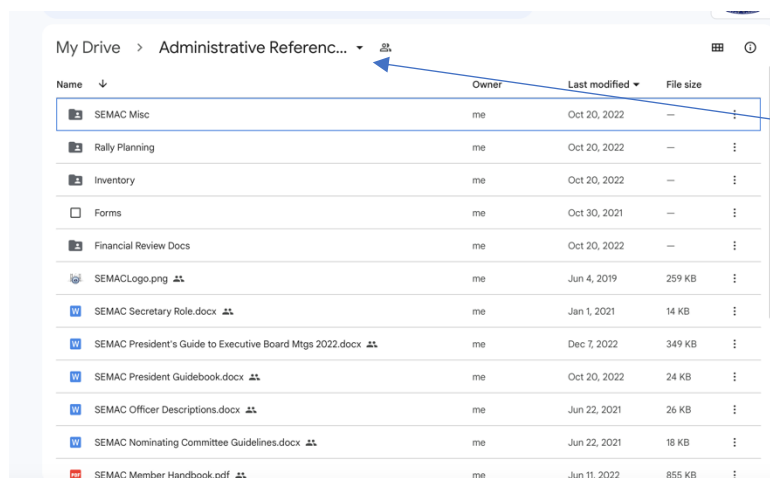


Each folder has its own set of attributes and actions which can be accessed by “clicking” the 3 dots at the right side of the folder.



Folder management menu allows you to share, rename, move, remove and perform other admin functions.

Here is an example of a folder that has both subfolders and individual documents.



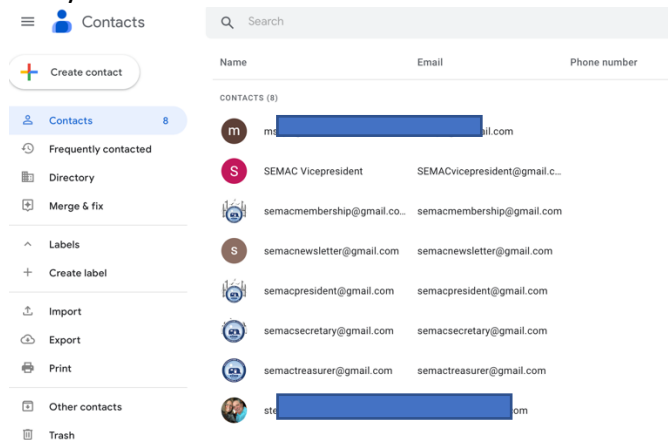
Main Folder: Admin Reference
3 subfolders and multiple individual documents. If you click on the “people” image next to the folder name, you can see who has been granted access.

Sharing Access:

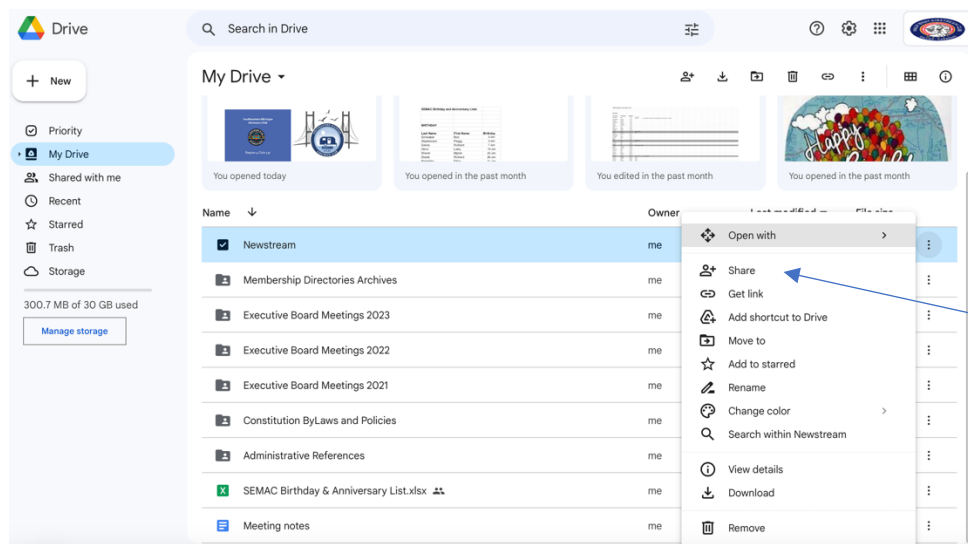
Folders can be shared at any level – if you share a folder you are giving access to all its subfolders. For example, our club provides access to all board members to all folders – so access is granted at the highest level. If an individual is to be only granted access to a specific subfolder or document, you can add access at that sub level.

The easiest way to maintain access for multiple individuals is to assign responsibility for sharing to a specific board member – in our case, the Secretary is responsible for the Drive as well as access permissions.

All Board members are added to the Contacts so that individual emails do not need to be keyed every time.

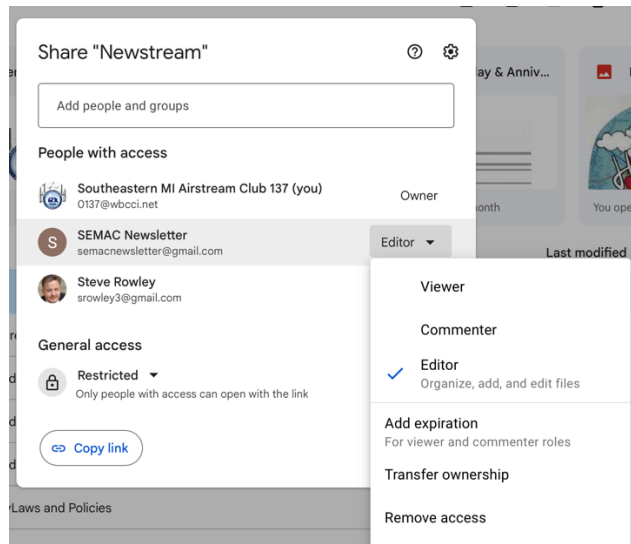


When you need to grant access, you will “share”. Sharing can be granted at an individual document level, a sub folder level, primary folder or to the entire drive. The key to reducing “access management” is to grant access at the highest appropriate level.

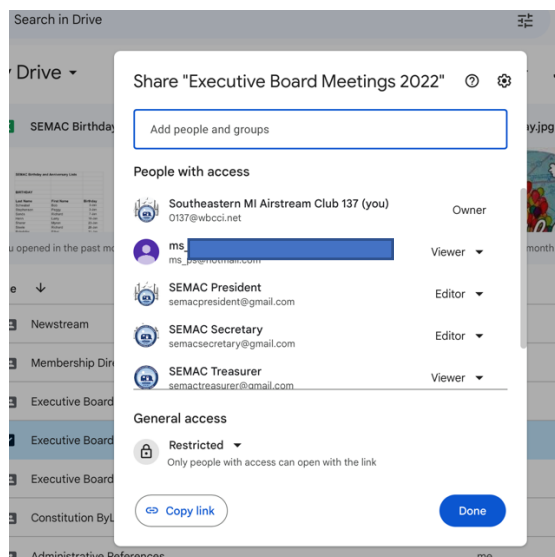


The folder menu (3 dots at right) is where sharing is managed.

Below is an example of how to set sharing at a subfolder level. Once you select “share” icon and add email access, you will define the level of access (Viewer, Editor, Commenter) and add any dates for expiration dates. This is where you will remove access as well.



At the bottom you will see GENERAL ACCESS, which defines who can access the folder/document. We set our security to “Restricted” which means that they must have been given sharing access and not just the link to the folder. If you wish to be able to share to anyone that you provide the link to, you would set the access to “Anyone with Link”. Remember that granting access to a folder gives access to everything in that folder’s hierarchy – all subfolders and documents.



Created by Barb Derian, Secretary, Southeastern Michigan Airstream Club.