Creating and managing a Google Account

Your club can request a generic google account which is your club number (for example ours is <u>0137@wbcci.net</u>). 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 Our Club uses Google Drive to house historical documents and also to house Executive Board Meeting materials.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.

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्र Starred 🔟 Trash	Executive Board Meetings 2023		me	Feb 15, 2023	_	:	

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.

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300.7 MB of 30 GB used	Executive Board Meetings 2023		me	Feb 15, 2023	-	:	
Manage storage	Executive Board Meetings 2022		me	Oct 20, 2022	-	:	
	Executive Board Meetings 2021		me	Oct 20, 2022	-	:	
	Constitution ByLaws and Policie	\$	me	Oct 20, 2022	-	:	
	Administrative References		me	Oct 20, 2022	-	:	
	SEMAC Birthday & Anniversary	List.xlsx 🕰	me	Mar 9, 2023	57 KB	:	
	Meeting notes		me	Dec 3, 2022	4 KB	:	>

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.

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Storage 300.7 MB of 30 GB used Manage storage	Membership Directories Archives	me C+ Share	÷	
	Executive Board Meetings 2023	me 🕰 Add shortcut to Drive	:	
	Executive Board Meetings 2022	me Move to	1	
	Executive Board Meetings 2021	me 🖉 Rename	:	
	Constitution ByLaws and Policies	me Change color > Q Search within Newstream	:	
	Administrative References	me 🕠 View details Folder m	management menu allows	
	🗴 SEMAC Birthday & Anniversary List.xlsx 🚢	me 🛃 Download you to s	hare, remame, move,	
	E Meeting notes		and perform other admin	
		function	S.	

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

Name V	Owner	Last modified 🕶	File size		
SEMAC Misc	me	Oct 20, 2022	-		
Rally Planning	me	Oct 20, 2022	-	:	
Inventory	me	Oct 20, 2022	-	:	3 subfold
Forms	me	Oct 30, 2021	-	:	documen
Financial Review Docs	me	Oct 20, 2022	-	:	"people"
SEMACLogo.png 🕰	me	Jun 4, 2019	259 KB	:	name vo
SEMAC Secretary Role.docx	me	Jan 1, 2021	14 KB	:	granted a
SEMAC President's Guide to Executive Board Mtgs 2022.doc	x 🕰 me	Dec 7, 2022	349 KB	:	granteu a
🛛 SEMAC President Guidebook.docx 🚢	me	Oct 20, 2022	24 KB	:	
SEMAC Officer Descriptions.docx	me	Jun 22, 2021	26 KB	:	
SEMAC Nominating Committee Guidelines.docx	me	Jun 22, 2021	18 KB		

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.

	.,				
≡	Contacts	Q S	earch		
+	Create contact	Name		Email	Phone number
		CONTACT	S (8)		
8	Contacts 8	m	ms	iil.com	
Ð	Frequently contacted	-			
I	Directory	S	SEMAC Vicepresident	SEMACvicepresident@gmail.c	
ŧ	Merge & fix	6	semacmembership@gmail.co	semacmembership@gmail.com	
^	Labels	s	semacnewsletter@gmail.com	semacnewsletter@gmail.com	
+	Create label		semacpresident@gmail.com	semacpresident@gmail.com	
£	Import				
٩	Export	0	semacsecretary@gmail.com	semacsecretary@gmail.com	
0	Print	۲	semactreasurer@gmail.com	semactreasurer@gmail.com	
+	Other contacts		ste	om	
1	Trash				

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.



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.