

USING GOOGLE DRIVE FOR NAMES LIST

Google Drive can be a great resource to use for documents like the Names List Template and your chapter calendar. If given the correct permissions, chapter members can access, view and even use those documents as their own resources.

To use Google Drive in the most effective way, allow members to edit some documents like the Names List. Any documents that are purely informational for chapter members, like the chapter calendar, only allow them to view the document so accidental changes are not made. This helps alleviate confusion amongst members.

Should you have any questions about Google Drive, please contact Alpha Sigma Phi Headquarters or visit support. google.com/drive.

STEPS:

- Go to the join website and download the “Names List Template” to your desktop if you haven’t done so already:
<http://www.alphasigmaphi.org/index.php/Undergraduates-Handbooks-Resource-Materials.html>
- Using your chapter’s Gmail username and password, sign into Google.
- In the top right hand corner, select the “drive” link.
- Below the search bar, selected the “upload” button.
- After selecting the “Names List Template”, click the “start upload” button at the bottom of the screen.
- Select the “Names List Template” link after the download completes.
- Change the “share” preferences so that it’s accessible and editable by all chapter members via their Gmail account.
- The template is now available for all members to access.

STEPS FOR MEMBERS TO ACCESS THE TEMPLATE FOR GOOGLE DRIVE:

- Go to www.google.com and in the top left hand corner select the “Gmail” link.
- Using the username and password you created, log in.
- In the top left hand corner, select the “drive” link.
- In the new left box, select “shared with me” and see any documents shared.
- Select the “Names List Template” document and each member can then add information to the list from there and save it.