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Google: So Much More Than a Search Engine!
Overview

Section 1: Introduction to Google Products

Section 2: Creating a Google Account

Section 3: Using Google Products to Organize Club and Journey Information

Section 4: Creating Google Forms and Sheets
When we hear the word “Google” we often think only of the search engine that is “Google”. However, there are so many more products that Google has to offer that are just as useful and helpful as Google Search. Here are just a few...
For an explanation of all Google products go to:
In this training we will focus on the following:

- Google Chrome Browser
- Google Mail (Gmail)
- Google Drive
- Google Docs
- Google Sheets
- Google Forms
Benefits of Using Google Products:

- Documents are stored online
- Edits are saved automatically
- Can be shared with collaborators
- Document is updated/saved in real time
Google Chrome

An Internet Browser (a way to view the Internet)

To download Google Chrome to your computer, click on this link:
https://www.google.com/chrome/browser/desktop/index.html

Google Chrome can be added to your smartphone or tablet through the app store on your device.
Google Mail (Gmail)

Gmail is a free Web-based e-mail service
• Consider creating Gmail accounts for the positions of people in your club boards. That way the person who is new in the position will have access to all of the e-mails previously sent/received on a certain topic. Examples: clubpresffaustin@gmail.com, vpffaustin@gmail.com, treasffaustin@gmail.com, membershipffaustin@gmail.com, etc.

• Consider creating a Gmail account that is easy for members to share with potential members: ffofaustin@gmail.com.

• Click on this link to create a Gmail account: https://www.google.com/gmail/about/
Google Drive

- A virtual filing cabinet (store club documents here)
- Offers 15 Gigabytes of free online storage
This is the directory of what is stored in your drive.

Here is where you can search for ANY document, form, spreadsheet, photo, etc. that you have created or that has been shared with you.
E-mail threads will be noted here. If there is a number, that indicates more than 1 message in the thread.
Click on “Labs” heading and enable extra features and capabilities to your gmail account.

The one I highly recommend for Journey Coordination is “Canned Responses”.
Google Docs - use like Word or Pages

Google Sheets - use like Excel or Apple Numbers

Google Slides - use like PowerPoint or Keynote
To get to Docs, click on the grid in the upper right hand corner. The apps will pop up. Click on “Docs”. You may have to click on the “More” label to find Docs.
Google Forms

- Google Forms allow you to collect and organize all types of information.
- Google Forms are presented in survey format.
- The responses from the forms are collected in a Google Spreadsheet that can be shared with collaborators.
Uses for Google Forms:

- To solicit home hosts for a Journey
- To survey members on outbound requests
- To collect member information
- As a sign-up document (potlucks, day hosts, theatre tickets, etc.)
To get to Forms, click on the grid in the upper right hand corner. The apps will pop up. Click on “More”. Scroll down until you see “Forms”
To create a new Form, go to your google drive by clicking on the grid in the upper right hand corner of the screen. Once on your Google Drive, click “New” and then “Google Forms”. You can also create new spreadsheets, docs, slides, etc this way.
Get real time answers by clicking on “Responses”.

Click on the green sheets icon to create a spreadsheet for the responses.
Highlight “Create a new spreadsheet” and click “Create”.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Timestamp</td>
<td>Name as it appears on Passport</td>
<td>Address</td>
<td>Telephone 1</td>
<td>Telephone 2</td>
<td>e-mail address</td>
<td>Skype ID</td>
<td>Birthdate</td>
<td>Gender</td>
</tr>
</tbody>
</table>
From a current spreadsheet click on “File” and you will be able to: can share the document, open a new one, open an existing one, rename the document, copy the document, see revision history, set the settings for the spreadsheet, **download the spreadsheet and save it in a different format (excel, pdf, etc.)** and others as listed.
To share the spreadsheet, click on the blue “share button” in the top right hand corner. Enter the e-mail addresses of those with whom you wish to share the document. (Please be mindful of sharing sensitive or private information contained in the document.)
You will need to change the link sharing options to “On – Anyone with the link”.
There is a way to be notified when changes are made to a spreadsheet you that is shared with you or one that you own. Click on “Tools” then “Notification rules”.

<table>
<thead>
<tr>
<th>Timestamp</th>
<th>Name as it appears on Passport</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>e-mail address</th>
<th>Skype ID</th>
<th>Birthdate</th>
<th>Gender</th>
<th>Marital Status</th>
<th>Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/16/2017 15:32:41 Bob Smith</td>
<td>4-965-4342</td>
<td><a href="mailto:bobb@anytoursusa.com">bobb@anytoursusa.com</a></td>
<td>12/22/1971</td>
<td>Male</td>
<td>Married</td>
<td>6/2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Choose your preferences and then click “Save”.
Everyone who participates in a Friendship Force Journey needs to fill out an Ambassador Application and Agreement. You can choose to use a hard copy, a fillable PDF form or an online form. The online form is fully customizable. Talk to your RSM if you are interested in using the online form to collect Applications and Agreements.
The responses from the online Ambassador Application and Agreement form are sent to a spreadsheet that may be shared with the committee.
You can be notified by e-mail when a user submits a form. To set a notification rule, click on “Tools” and then “Notification Rules”.
Choose your preferences and click “save”.
The **Ambassador Recommendation Form** can also be customized and the responses sent to a Google Spreadsheet, just like the online Ambassador Application Form.
Club Activities:

• Use a google form to gather club member information

• Use a google form to solicit participation in an event

• Use a google form to gather consensus on something (Journey Destination Requests, dates and times for meeting, etc.)
Journey Activities:

• Use a google form to gather Ambassador Applications and Agreements or Host Agreement forms

• Use a google form to solicit participation in an inbound hosting program (home hosts, dinner hosts, drivers, etc.)

• Use a google form to gather evaluations on a Journey.
Thank you!

We appreciate your dedication to the mission of our organization.

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