



# RBC Google Doc 101

for outdoor sessions

At RBC we sign up for rowing practice by using a shared document, a "Google doc." We also use the Google doc to check our lineups, check for last-minute weather cancellations, communicate club news, coordinate social events and regattas, list club contact info, and order club merchandise. It's easy to use, and you can access it from your computer and your smart phone. Here's what you need to know.

## Getting started – Setting up your Google account

In order to use Google documents, you'll need a Google account. You can read about Google accounts here:

<https://support.google.com/accounts/answer/27441?hl=en>.

1. If you don't already have a Google account, create one here: [accounts.google.com/signup](https://accounts.google.com/signup).
2. When you registered to row, you received the link to the Google doc in your confirmation email. **Please bookmark it, or save the URL/link somewhere handy.**
3. If you plan to access the Google doc from your phone, install these free apps: Google Drive & Google Sheets.

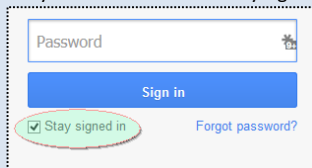
**NOTE:** Your Google sign-in email address does not have to be an "@Gmail.com"

## Signing into your Google account and opening the doc

Once you've received our email with the Google doc link, take a test drive. Sign into your Google account as follows:

1. Go to [google.com](http://google.com), type the email address and password you used to set up your account, and click **Sign in**.

**HINT:** You may want to check the "Stay signed in" box.

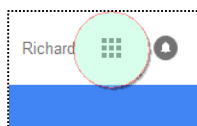


2. Click the link provided in the email we sent you.

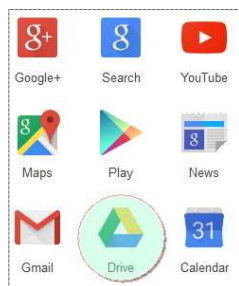
— OR —

Do the following:

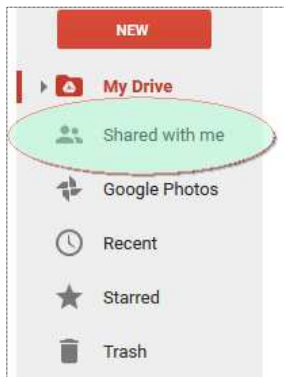
- a. In the upper left (or upper right) corner of your screen, click the **Google Apps icon**.



- b. From the pop-up, click the **Drive icon**.



- c. In the left pane, click **Shared With Me**. You'll see a list of all Google Docs that have been shared with you.



d. From the list, find the Google doc shared by RBC and double-click it.



3. To gain access to the document, click **Request Access**.

At some point soon (typically with 24 hours), the doc will be shared with you and you'll receive an email telling you it is shared.

4. Click the link provided in the email (or navigate to it any way you choose).

The Google doc opens to its Announcements page.

Here you'll see the sign-up protocol and current announcements.

Notice the tabs along the bottom of the page (on a phone they may be at the top). Each tab is clickable and gets you to another page. **Typically, you'll see these tabs:**

- ANNOUNCEMENTS
- SIGNUP TABS (ONE PER DAY OF ROWING PRACTICE)
- ROSTER
- FORMS
- VOLUNTEER OPPORTUNITIES
- SUB LIST
- RBC STORE
- LINKS
- REGATTAS

**HINT:** This is a good time to bookmark the doc. One way to do this is to drag the URL to the desktop. (Your window must be *not* maximized, *i.e.*, must not be filling the screen.)

5. *If this is your first sign-in*, click the various tabs to become familiar with the content on each page.

a. Click the **Roster** tab. Add your name and contact info.

b. Press ENTER (or if accessing from your phone, click the checkmark).

c. *If you are willing to sub now and then*, click the **Sub List** tab, add your info, then press ENTER.

**IMPORTANT!** Your data isn't actually entered UNTIL you press ENTER or click another cell (or on your phone, click the checkmark).

4. *If you are ready to sign up for practices*, continue with the following procedure. Otherwise, close the document.

## Signing up to row

To sign up for rowing, **be sure you're signed into Google**, open the Google doc, then follow these steps:

1. Click the signup tab for the first date on which you plan to row, and move your name from the "registered rowers" list to the "attending" list.

### SWEEP/SCULL and SIDE PREFERENCES:

- *If you're an experienced rower willing to scull or sweep*, add an asterisk (\*) after your name.
- *If you prefer to row a particular side*, include an "s" (starboard) or "p" (port) in the column next to your name.

2. Sign up for as many practices as you know you'll be able to attend.

Remember to click an open cell after each edit—before going to the next tab or closing the doc.

It's that easy!

Please read on—there’s just a little more to learn.

### CHECK THE DOC BEFORE YOU GO

Always check the Google doc right before heading off to practice. Why?...

- You’ll want to be sure there’s not a cancellation/delay—weather-related or otherwise.
- You can check for your seat assignment. (Find your name and seat number on the right hand side of the page.)
- There may be some info from the Coach (see “Coach’s Notes” and “Workout”) describing planned drills and pieces.

### IMPORTANT SIGN-UP DEADLINES AND PROTOCOL FOR LAST-MINUTE ISSUES

Please respect the deadline for signing up and be familiar with the protocol for unexpected changes, shown on the Google doc’s Announcements page. For example, here is the protocol for our *Evening* rowing program, as shown on its Google doc:

<b>SIGN UP TO ROW:</b>
1. Sign up by 12:00 noon the DAY BEFORE rowing.
2. Lineups are typically posted by 8 pm the evening before your row.
3. Once you are "boated," you are committed to show up!
4. If something comes up AFTER lineups are established, please contact the coach immediately. Use the Roster tab for contact info for the Coach on duty – text is best!

### WHAT IF I FORGET TO SIGN UP?

If you find that you’ve missed the sign-up deadline, but the coach has not yet entered any boating assignments, go ahead and move your name up, but do NOT move up or remove your name after boating is done—rather, do your best to find a sub (as stated in #4 above).

It’s also sometimes possible (and beneficial to your progress as a rower) to ride along with the coach and observe the boat from his/her vantage point. Contact the coach if interested.

### PROBLEMS OR QUESTIONS

For problems or questions concerning the Google doc or the sign-up process, contact a member of our Board. For access issues, you might try switching browsers to Google’s “Chrome,” which seems to work better as it was designed with compatibility in mind.

### OPTIONAL BUT HANDY—EMAIL NOTIFICATIONS

If you want to stay on top of changes to the Google doc, but don’t have time for frequent sign-ins, you might like the “Notification Rules” feature. Click the **Tools** menu, and choose **Notification rules**. From the pop-up, you can then choose to be emailed when anything changes on the current page or in a range of cells on that page (such as Coach’s Notes or the boating area).