



RBC Google Doc 101

for indoor sessions

At RBC we sign up for rowing practice (**and communicate absences**) by using a shared document, a “Google doc.” We also use the Google doc to communicate club news, coordinate social events and regattas, and order club merchandise. It’s easy to use and allows for multiple users to edit in real time. Keep the link to the Google doc handy and check it regularly! You can access it from your computer and from your smart phone. Here’s how to get set up with (and use) our Google doc.

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.
2. Send us the email address you used for your Google sign-in (email it to row@rochesterboatclub.org). Once we have it we’ll email you a link to the Google doc. **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.

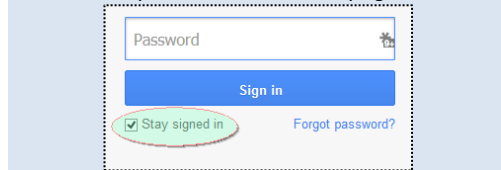
NOTE: Your Google sign-in email address does not have to be an “@Gmail.com”

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, 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.

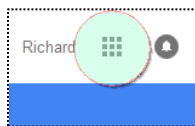


2. Click the link provided in the email we sent you.

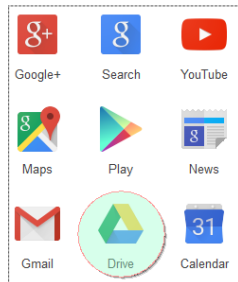
— OR —

Do the following:

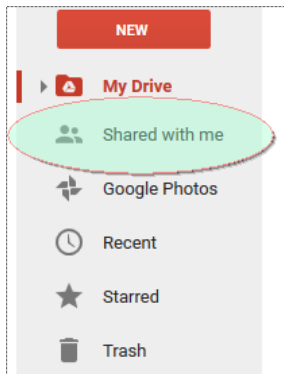
- a. In the upper left (or upper right) corner of your screen, click the **Google Apps icon**.



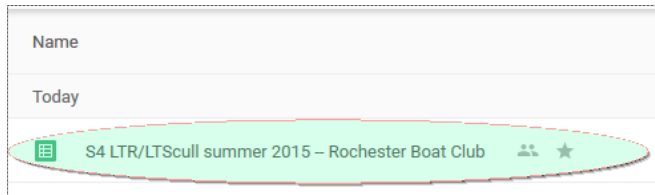
- b. From the pop-up, click the **Drive icon**.



- 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.



The Google doc opens to its Announcements page. Here you'll see the sign-up protocol, announcements, and links to our social media. Notice the tabs along the bottom of the page (on a phone they may be at the top).

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.)

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
- LINKS

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

4. *To confirm attendance, mark an absence, or request a make-up,* continue with the following procedure.

Confirming attendance, marking absences, and requesting make-up classes

To edit a signup page, **be sure you're signed into Google**, open the Google doc, then do the following:

- Click the tab for the first date on which you are registered to row. (Registered rowers will be listed in the gray area.)
 - ✓ *To confirm for that day,* move your name up to the main area.
 - ✓ *If you're unavailable to row that day,* move your name to the tan "unavailable" area to the right.
 - ✓ *If you'd like to make up a missed row on a particular day,* click that tab, and add your name in the *Make-up* area along with the date of the row you missed or will miss. Add "sc" to scull, "sw" to sweep, "*" if you'll row wherever there's a spot available. (If there's room, you'll be able to row.)

Please remove your name AS SOON AS you know you can't attend. You will free up a spot, and a teammate may be able to make up their missed row from another day! If you become ill at the last minute, please let us know. Text the coach or the Daily Row Coordinator (contact info is on the *Roster* tab).

- *If accessing the doc from your smartphone,* click the checkmark when done.

IMPORTANT! If using your smartphone, your data isn't actually entered until you click the checkmark.

It's that easy!

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

CHECK THE DOC BEFORE YOU GO

It's good to check the Google doc right before heading off to practice, especially if you suspect there could be a weather-related cancellation. There may also be some info from the Coach (see "Coach's Notes").

IMPORTANT SIGN-UP DEADLINES

Please move your name by the deadline so that we can plan for adequate coaching coverage and so that seats don't go empty needlessly.

If you miss the deadline, you can email the Coach Liaison (See the *Roster* tab). If there is space, we will accommodate you, but if we're nearing capacity, registered rowers who signed up on time will have priority in the tanks over those who did not. (However, there are usually plenty of ergs available.)

PROBLEMS OR QUESTIONS

For problems or questions concerning the Google doc or sign-up process, the RBC Registration Team at registrations@rochesterboatclub.org. 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.