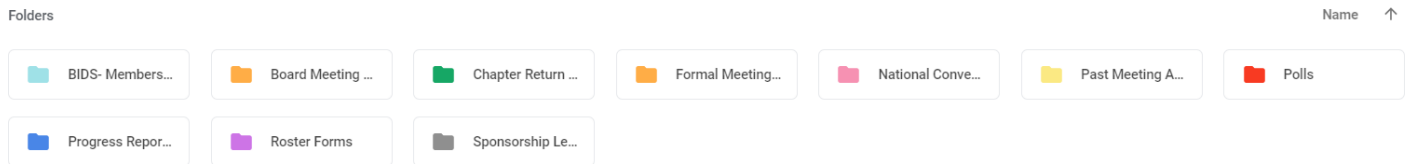


# Chapter Organization Tips: Drive & Files

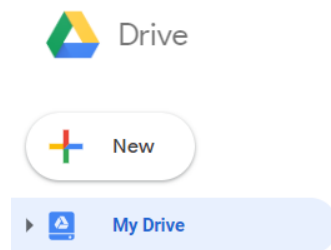
Once you have your Gmail account created, you now have access to all the google apps. The most important app you will have access to is to the google drive. Here is where all your forms, flyers, and other projects will reside. Easy for all your board members to access. Simply click on the 9 square grid at the top right corner and click on DRIVE.

Next step is to upload the required files that are needed to be submitted throughout the year.

To continue to stay organized, here are some ideas for different folders.



You can find all these resources to create your own folders and to upload documents by clicking on the NEW button



We suggest using all the resources available to you in this google account. We recommend creating *Google Polls* to help decide on up incoming events. *Hangouts* is another great app you can use for your board meetings. It's a google version of skype, but this way it's easier to call everyone through their email. Now your chapter is organized and ready to go! Email your liaison or [moagrandsecretary@gmail.com](mailto:moagrandsecretary@gmail.com) if you have any questions.