

Organizational

TIPS & TRICKS

Staying organized can be overwhelming. Here are some tips to help our chapters stay organized.

Chapter Gmail Account:

- Keeps everything in one location and can be passed down to new executives.
- All chapter documents can be uploaded to the google drive and will never be lost.
- Chapter contacts can be saved and organized.
- Gives access to many useful features & applications

Filling out forms digitally:

DocHub pdf editor can be added to your google account. Simply upload the pdf to your google drive and open the pdf with DocHub to edit & sign.

Adobe Acrobat Reader is also simple and easy to use. There is a desktop version and an online version. Sign in with an adobe account, or with your google account. To edit a pdf, upload the document and click fill & sign.

CamScanner & Adobe Scan allow you 'scan' documents using your phone camera & share as a PDF. Helpful for handwritten forms if you don't have a scanner.

Remember:

Chapters forms help the MOA Grand Lodge know what our chapters are up to and where they may be struggling or need support. Please do your best to fill out these forms.

Using Google Drive:

- Click on the 9 square grid at the top right corner of your gmail to access your Google Drive.
- Organize your google drive into folders.
 - e.g. Minutes, Treasury, Forms, Rosters, Flyers etc.
- Upload ALL of your chapter meeting minutes, bank statements, completed forms and any other important documents to your Google Drive.
- For maximum efficiency:
 - Have your secretary take minutes using google docs and have your treasurer create her general ledger with google sheets within your chapter's google drive. They can edit from anywhere and it will auto save to the google drive.