



Getting Started in Google

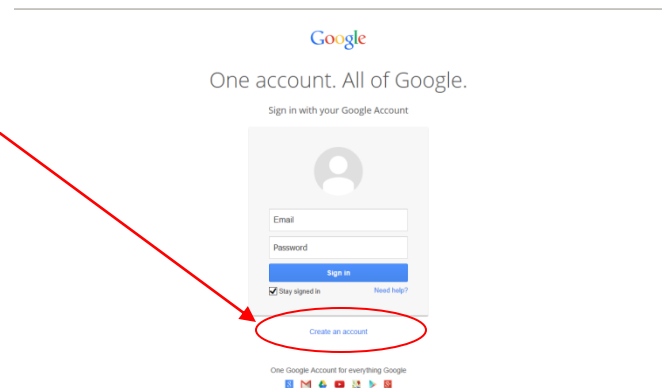
A Guide for Colonial Players Cast, Crew and Parents

Much communication (forms, calendars, handouts, etc) for this production will be managed through Google Apps. This means that each member must create a Google account (*note: a Google account is not necessarily a new email account – you can use your existing email address*). This document will help you get set up in the world of Google Apps.

Step 1 – Create a Google Account

If your primary email account is through gmail, you are ready to go – please proceed to step 2. If not, please use your primary email to create a Google Account according to the following steps. **YOU MUST USE THE EMAIL THAT YOU REGISTERED WITH OR LISTED AT THE SIGN IN.**

1. Go to www.google.com and click on Sign In located in the upper right corner.
2. Click on the “create an account” link under the sign in.
3. Complete the required form using your primary email address (if not a gmail address, then click “I prefer to use my current email address”, a password of your choice, your location, birth date and agreement to terms of service.
4. Click “Next Step”
5. An email will be send to your entered address. Click the link in this email to verify your account.
6. Smile – you have a Google account :)



Step 2 – Check Your Google Docs Access

Google Docs is where group members will be able to find handouts and forms needed throughout the show. For example, through this portal members will have access to sponsorship forms, field trip forms, the cast and crew phone chains, etc.

1. Go to <http://docs.google.com>
2. Sign-in to your Google Account, if necessary.
3. Look for a shared folder that starts with CP (CP, CPParents, etc). You may need to choose “Shared with Me” or “Incoming” to see the folder. If it is not there, please contact Val Collado at vcollado@colonialsd.org
4. Drag the CP folder into “My Drive” for easier access.
5. If you have a CP folder, open it and follow the directions to set up your calendars.

