Google Workspace

Gmail · Drive · Meet · Calendar · Chat · Jamboard · Docs · Sheets · Slides · Keep · Sites · Forms

Women's Symphony League of Austin

The New Notebook: A better way to connect, collaborate, and communicate.

Preserving continuity from year to year, volunteer to volunteer.

Presented by Jenn Bell and Jené Bearse

Our previous method of passing along files and information from year to year was inconsistent, and at times unreliable.

Some board members used physical notebooks, some forwarded all their files to the next year's volunteer by email, and some used the WSL Dropbox. Sometimes, nothing at all would get passed on.

We needed a consistent way to store files so that they did not get lost, and so those who needed files could access them easily.

So, we implemented Google Workspace for Nonprofits.

Google Drive is an organized cloud filing system with secure, controlled access and large data storage limits. It enables us to collaborate in real time on documents, spreadsheets, and presentations instead of emailing them back and forth for edits. File updates are automatically saved and stored in Drive, so everyone always has access to the latest version.

Google Workspace
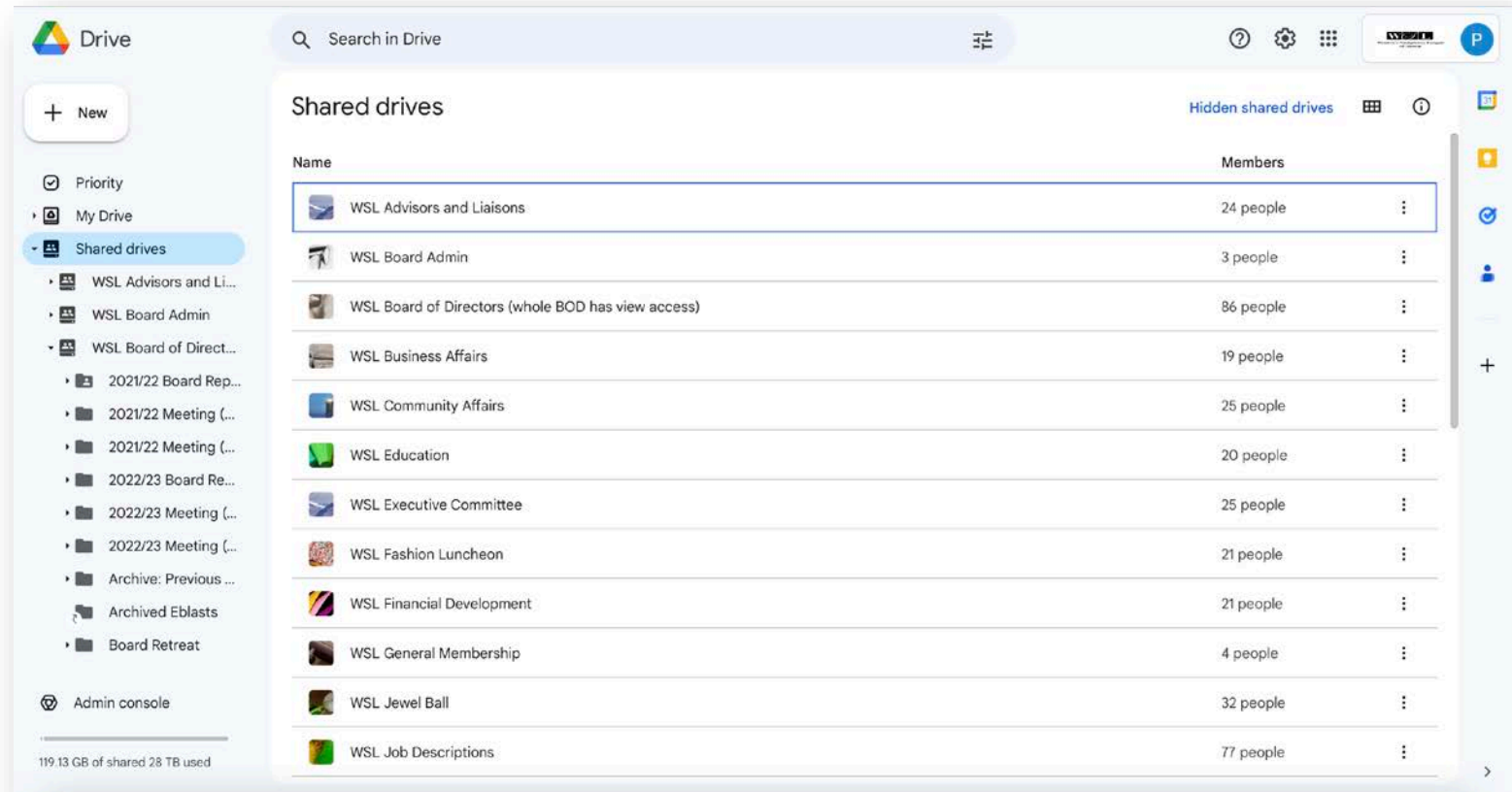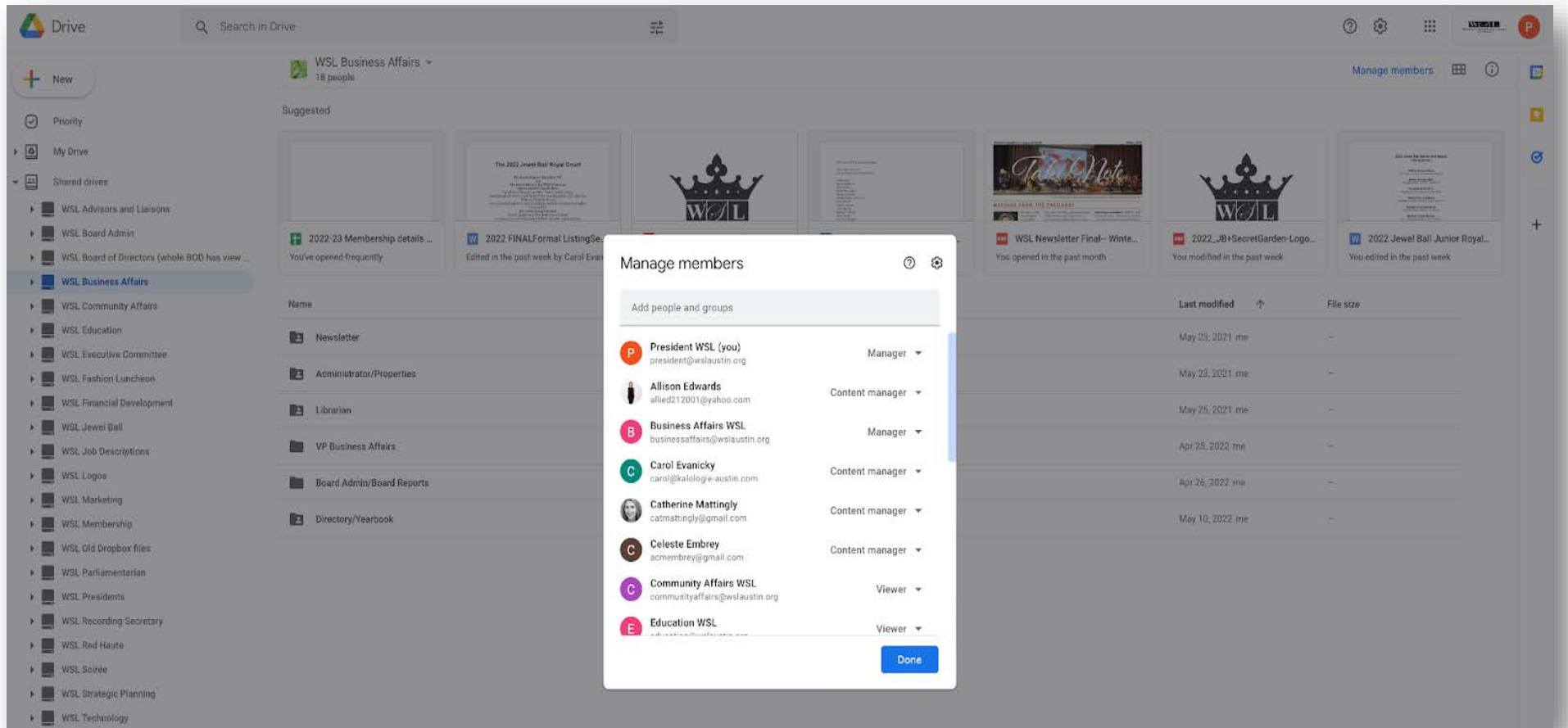
You can choose who to give access at different levels, so access is controlled and secure. (e.g. Manager, Content Manager, Contributor, Commenter or Viewer).

Google Workspace
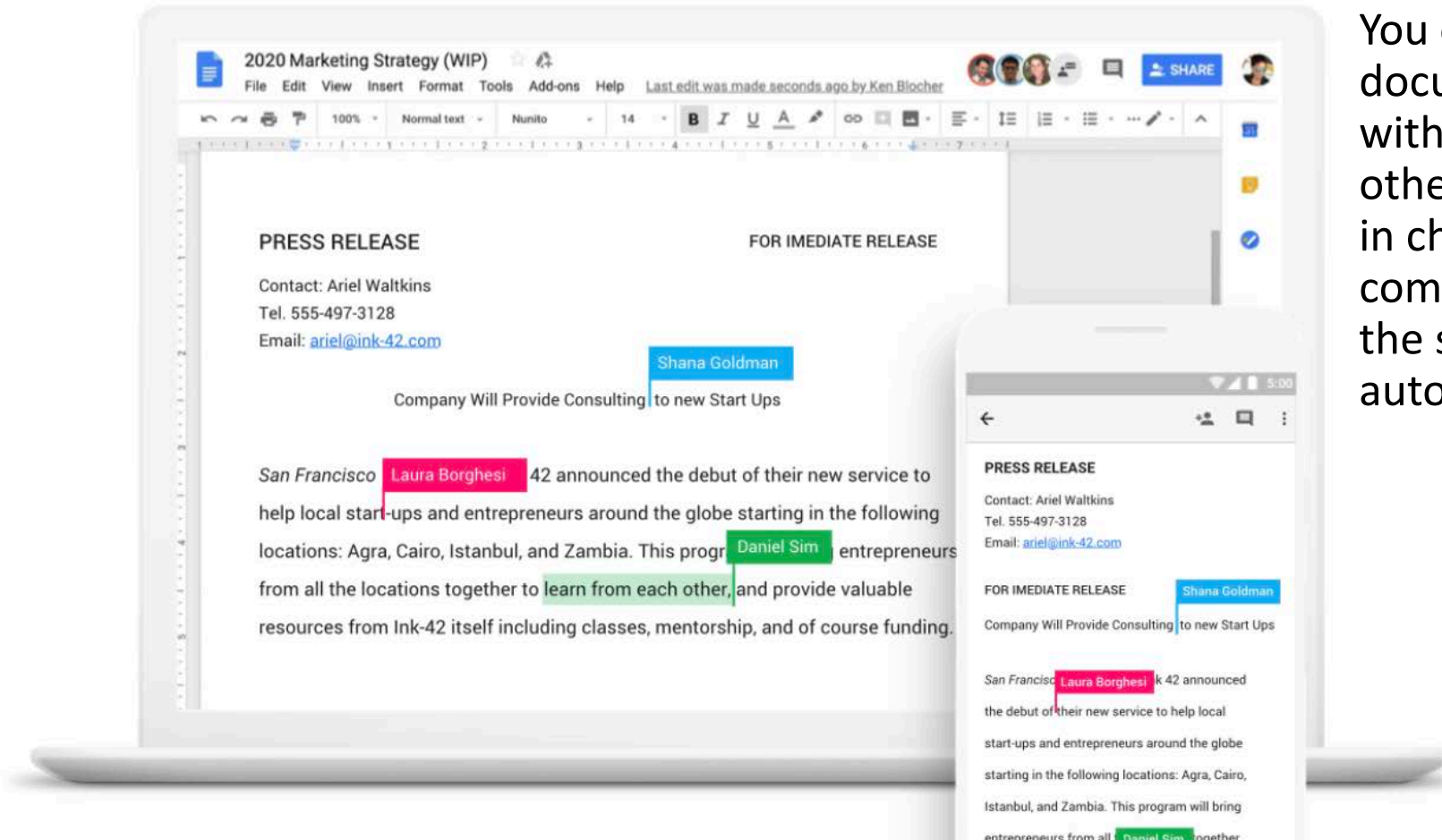
You can work simultaneously in a single document, spreadsheet or presentation with teammates. You can see edits as others type, communicate through built-in chat, and ask questions in the comments. Multiple people can work at the same time, and every change is saved automatically.

Google Workspace

Google Email (Gmail) provides custom email accounts for volunteers
to pass on each year (*treasurer@wslaustin.org*)

Google Workspace

Google Voice is a web-based phone number, texting and voicemail. Voicemails and texts are emailed and are also in the App. Voicemails are translated automatically to text and can also be played and/or forwarded by email to other people.

Google Calendar is a shared calendar that members can subscribe to digitally via an easily sharable link. It can be utilized to send out calendar invites to meetings. With one click, you can turn the meeting into a Video Conference with Google Meet. You can share your screen to collaborate.
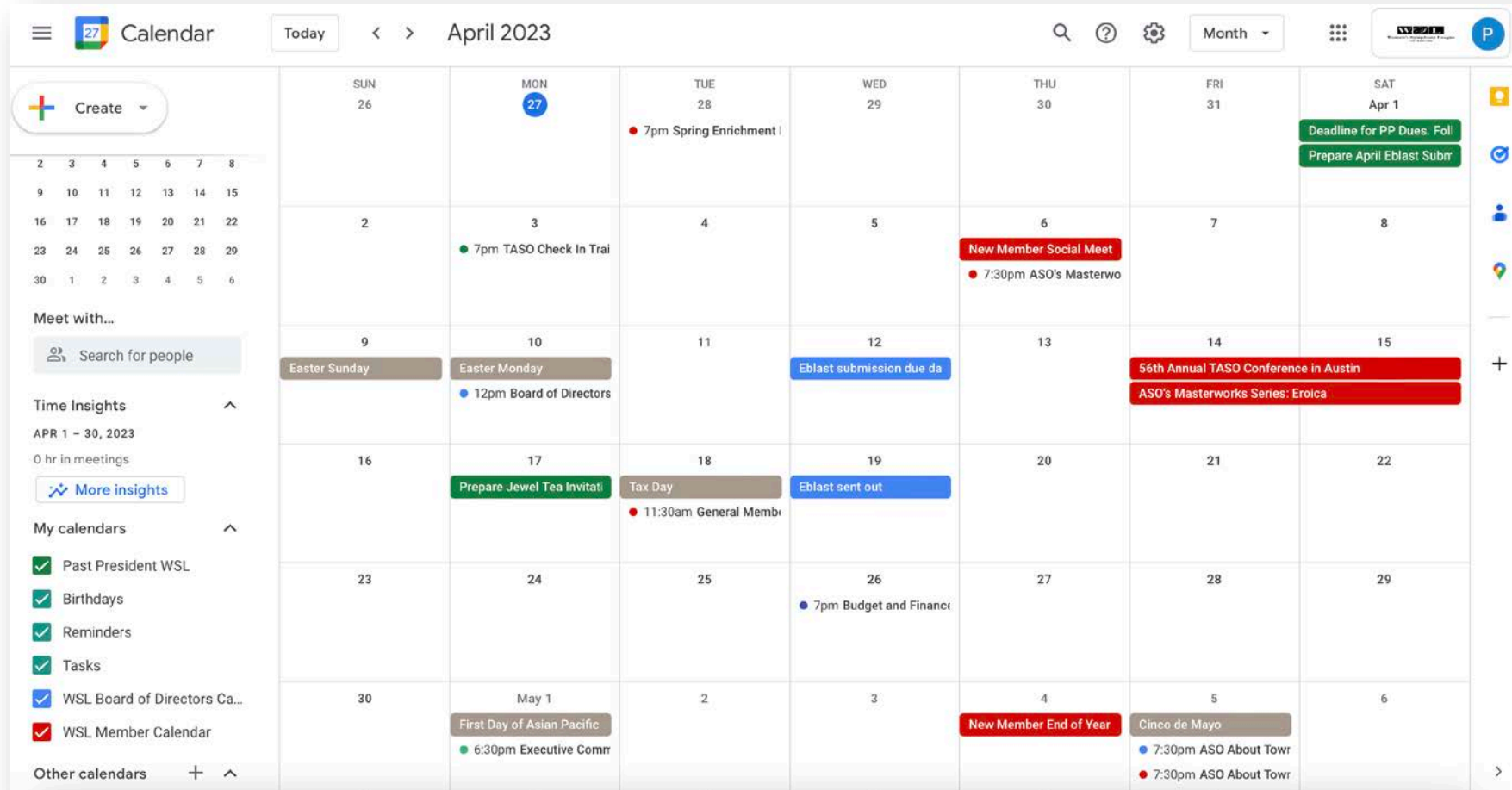
Financial Information and Timeline

Cost: Google for Nonprofits Business Standard is discounted at $3 per Google User Account. Google Voice is $10 per month.

Timeline:

- Go to https://www.google.com/nonprofits/ to sign up. Your organization will need to join TechSoup for nonprofit status verification and discounts.
- Decide how many accounts you need and set them up in your admin console.
- Train users on how to use it.
- Distribute email addresses, phone number and calendar links to membership.
- Assign someone to manage. For the WSL of Austin, this role is assigned to the Librarian.

Impact on the Community: WSL of Austin's contact info will now stay the same every year, no matter who it is. Board members will have consistent access to current and past files.

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