

Diocese of Cleveland CYO

Using Google
Workspace/Products for
Athletic Administrators
and Other Free Resources

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[Link to Google Drive with Files from Presentation](#)

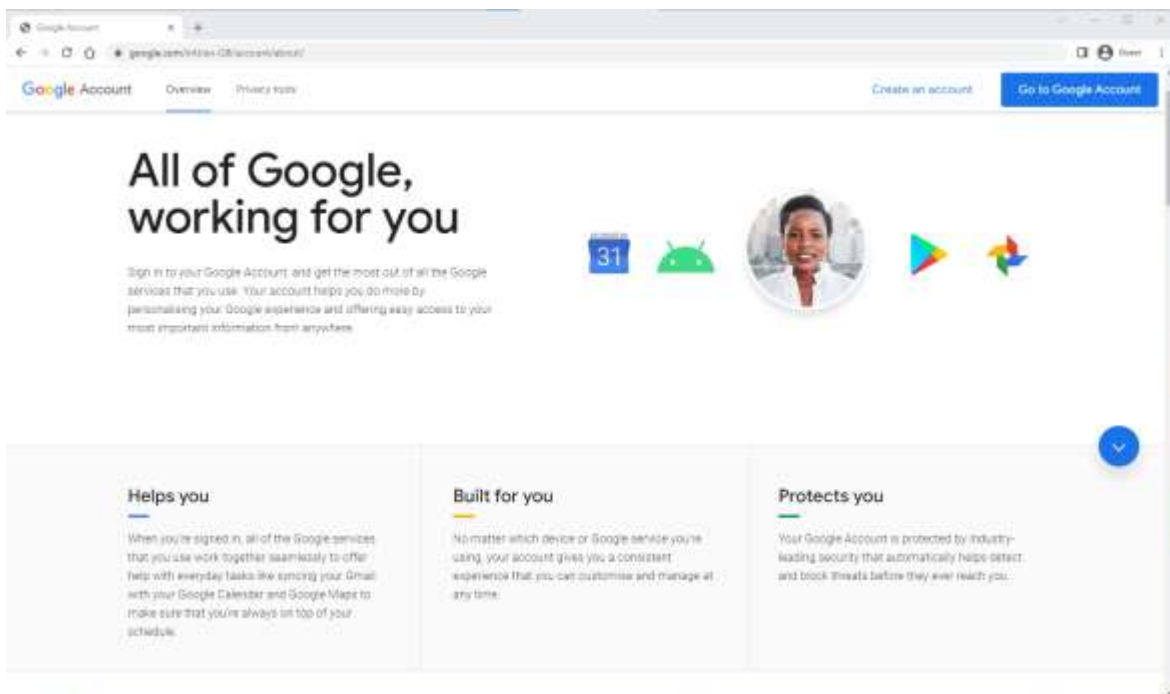
What is Google Workspace?

- Google Workspace is the suite of Google products/applications offered to businesses.
- Check to see if your School/Parish uses another Google product that you can access.
 - Google for Education
 - Google for Non-Profits
 - If your Athletic Association/Boosters is a separate non-profit, they can apply for Google for Non-Profits

Why Sign-Up for a Google Account?

- This helps keep CYO emails/files out of your personal email.
- Free account includes 15 GB of cloud storage across applications.
- Applications for Web, iPhone, or Android
- Can transfer the account to the next AD.
- Recommend creating policies/procedures around the account.
 - Want to prevent data loss in case position is unexpectedly abandoned.

<https://www.google.com/intl/en-GB/account/about/>



CYO inspires young people to know God, to love God, and to serve God through athletics.

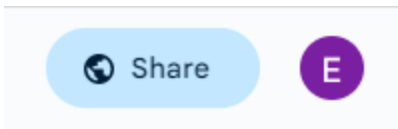
Google Account Applications

- Gmail – Email
 - Keeps conversations threaded/grouped together
 - Can create labels to help tag emails in a system that works for you.
 - Easy to Archive emails once issue is handled.
- Google Calendar - Shareable Calendar
 - Can create multiple calendars (Gym/Field Availability, Important Dates for Parents, Important Dates for AD)
 - Color code calendars
 - Events can be set up as single events or repeating
- Google Drive
 - Cloud based storage where you can store files, create and collaborate on Google Docs, Sheets, Slides, and Forms.
- Google Keep - Notes
 - Create checklists
- Google Sites - Website
 - User friendly
 - Can incorporate items from other Google Apps
- Google Groups - Group Email/Communication
 - Create Email Distribution list
- AND MORE!!
 - Google Meet – Video Conference, only free for an hour.
 - Google Photos – Photo storage and sharing.
 - Google Maps-My Map – Create Map with custom labels.

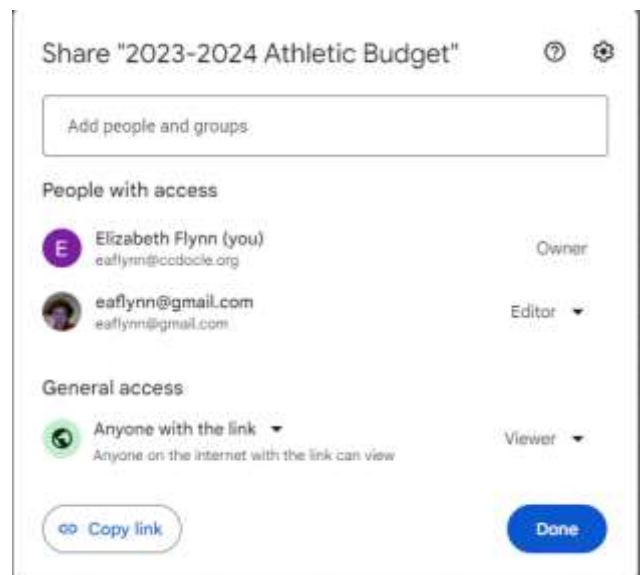
Google Drive

Files have multiple sharing permissions to allow people to edit, comment, or just view.

Click the Share Button in the top right corner.

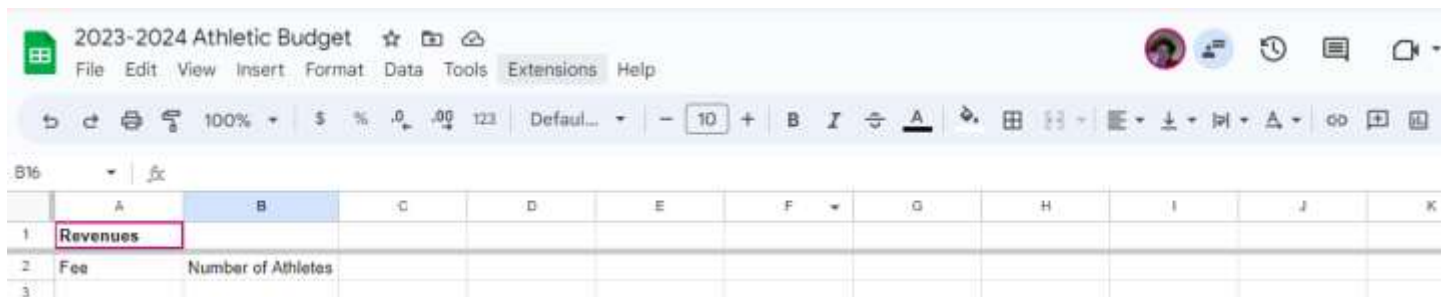


Choose the appropriate permissions.

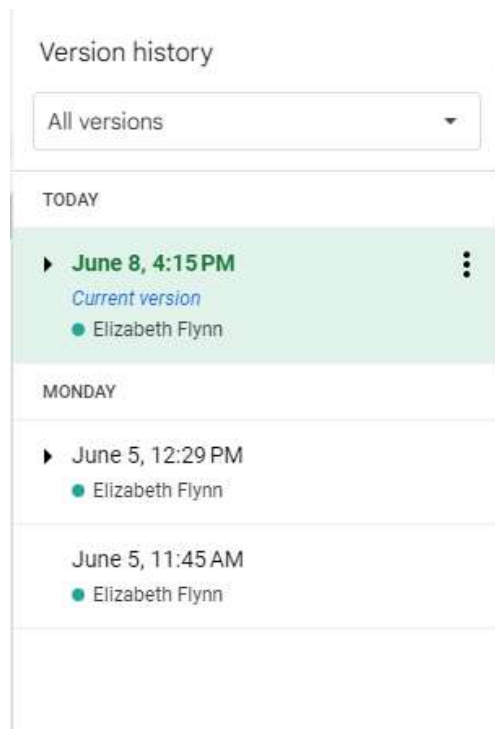
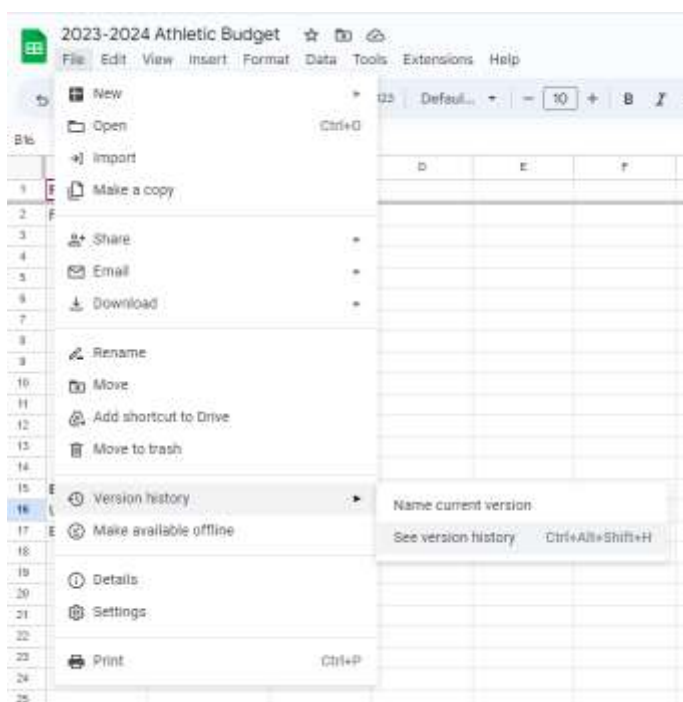


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Multiple people can work on a document at one time.



Version History



Sheets Ideas

- Budgets
- [Gym Time](#)
- Record Payments
- Track Uniforms
- Sign Up Sheet

Docs Ideas

- Policies/Procedures

Forms Ideas

- Interest Surveys
- Coaches Applications
- Registration
- Practice Attendance

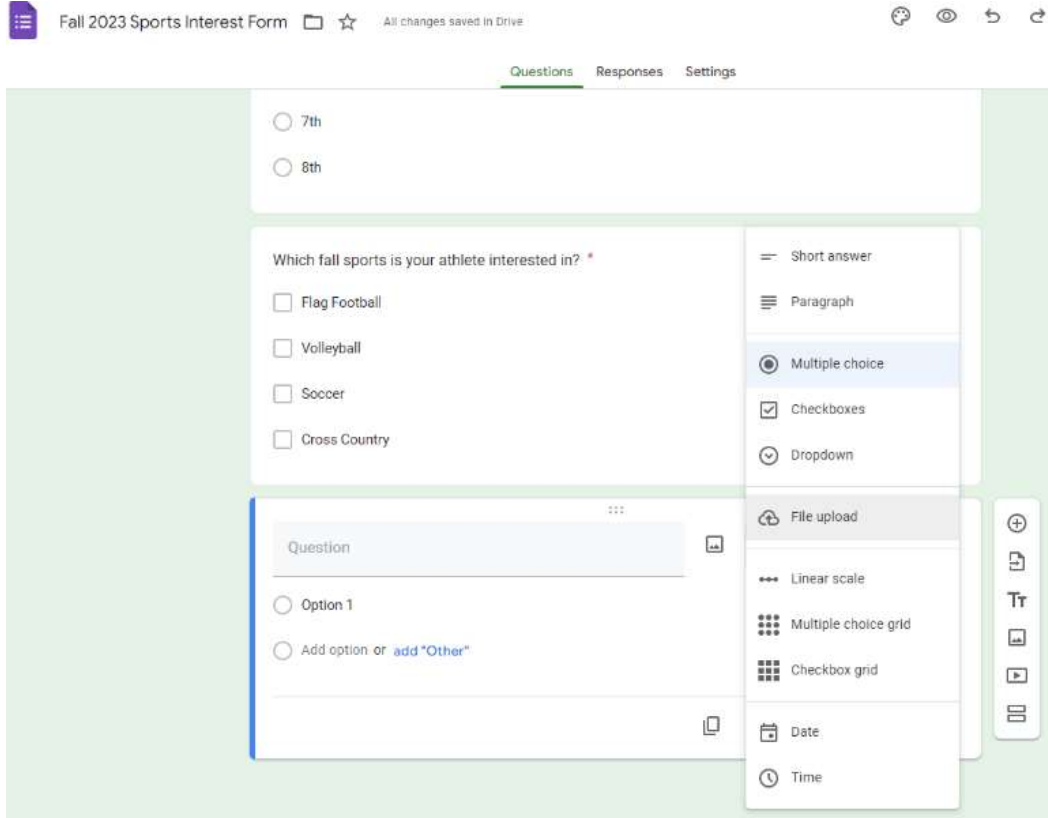
Slides Ideas

- Coaches Meetings
- Parent Meetings
- Org Charts
- Coaches Evaluations

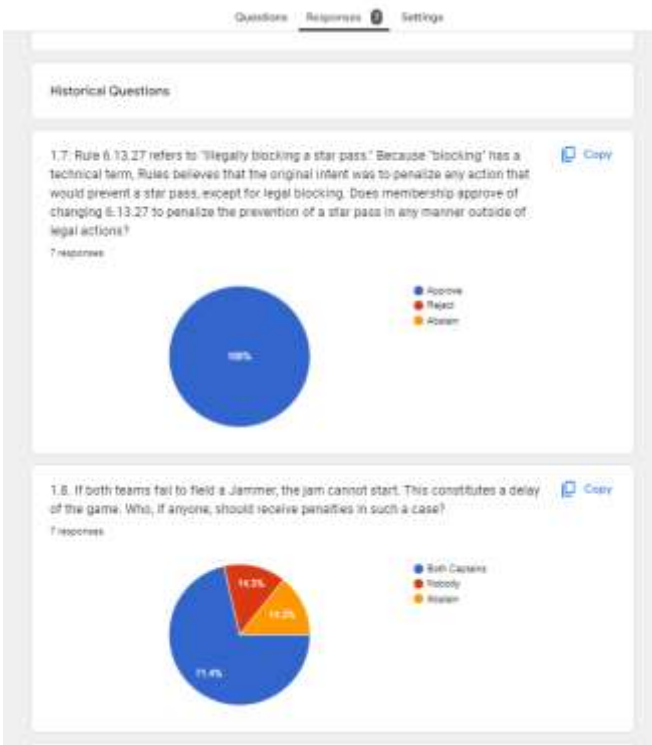
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Google Forms

Tons of Question Options – Including Uploading Files



View Responses as Charts or in a Sheet



The screenshot shows the 'Responses' view of a Google Form, displaying a table of responses. The table has columns for 'Timestamp', 'Response', and 'Action'. The data is as follows:

Timestamp	Response	Action
12/17/2013 9:39:00	Approve	Retain Official Review
12/17/2013 9:54:50	Approve	Retain Official Review
12/17/2013 10:21:2	Approve	Official Review is "Used Up"
12/17/2013 13:09:3	Approve	Retain Official Review

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Google Keep

Notes Application

- Can make and share Task Lists
- Take voice notes



Google Sites

Easy to use website builder

- Integrates with Google Drive to share files
- Make closed sites only available to Google Group Members.

Google Groups

Email List +

- Use to control sharing of docs in your Google Drive.
- Set permissions so only Managers (Admins) can send emails; avoid that “reply all” situation.
- Useful for Boards or Committees.

Other Resources

BAND

Free! Group Communication Tool

- Create Announcements
- Shared Calendar – Import your Google Calendar
- Event Reminders
- Share Info
- Robust Permissions.



QuickClub

Free Group Communication Tool

- Integrates with SportsPilot
- Events RSVP
- Task Management

Users include St. Rita



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Canva

Graphic Design Tool

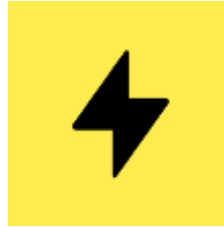
Built in templates for social media posts, business cards, videos, flowcharts, etc
Free, but Non-Profits can apply for free access to paid features.



My Lightening Tracker

Tracks Lightening

Important for Outdoor Events



Zoom

Video Conferencing



SignUp.com

Online sign-up sheet.

Single day events
Multi-day events
Set Time Slots



PRIVIT – NOT FREE

Online Forms

Collect Information to ensure compliance
Electronic Signatures
Used for Pre-participation Form/Physicals
Negative: Does not sync with SportsPilot

Others:

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