

Part 1: Make a Google Account

Setting up a League Google account is a way to ensure that multiple people will always have access to your tracking sheet. Follow the steps below to make one.

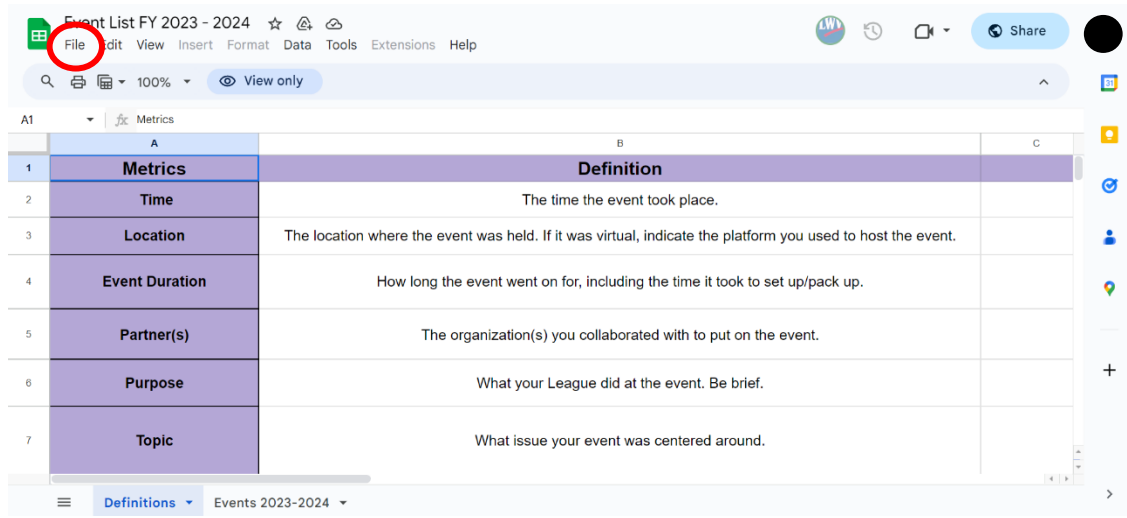
1. Go to the Google account sign in page: <https://accounts.google.com>
2. Click on the blue **“Create account”** button on the lower left side.
3. Select **“for my personal use.”**
4. Enter your League’s name in the **“First Name”** box.
5. Click the blue **“Next”** button.
6. Enter a birthdate. It doesn’t matter what date you use, and it doesn’t affect anything; Google wants to make sure the person making the account is over 18.
7. Click the blue **“Next”** button.
8. You’ll be asked to make a Gmail address. Select the **“Create your own Gmail address”** option. Enter what you’d like your League’s email to be. We recommend using a variation of your League’s name.
9. Click the blue **“Next”** button.
10. Enter and confirm your password. Make sure you write it down!
11. Click the blue **“Next”** button.
12. You’ll have to complete a two-step verification process. Enter a cell phone number. You will then receive a text message. Enter the code in the message.
13. Click the blue **“Next”** button.
14. Agree to the terms and conditions.
15. Congratulations! You now have a League Google account.

Part 2: Save an editable version of the data tracking sheet to your Google account.

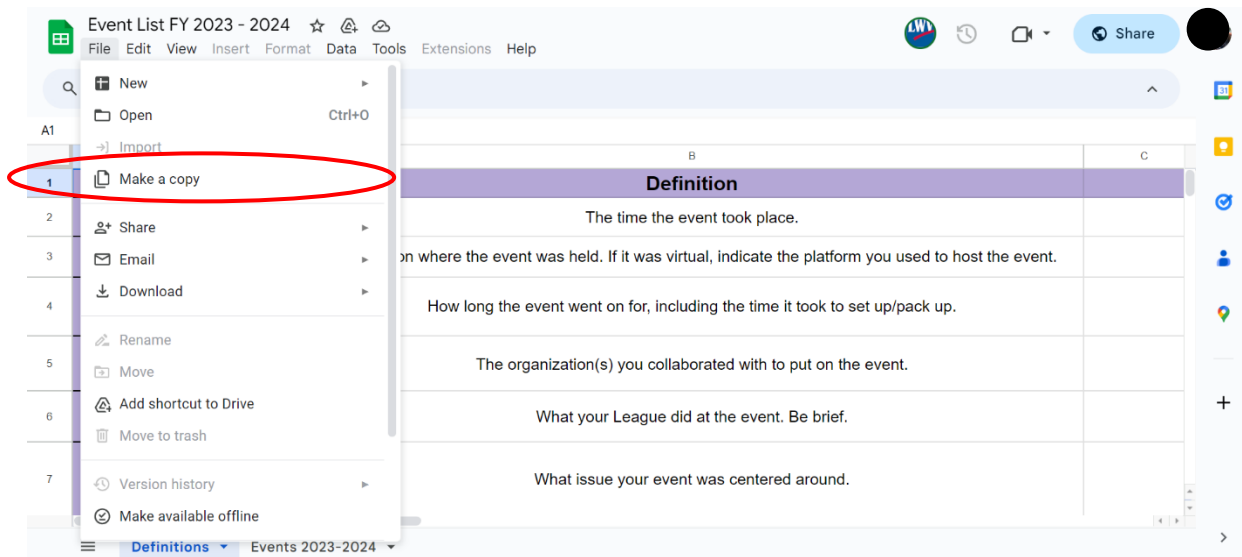
Now that you have a League Google account, you can easily make a copy of the State League’s data tracking sheet.

- 1.) Go to the State League’s data tracking sheet.
 - a. Please meet with your League’s leadership team to decide who is going to transfer the sheet to your League’s account. When that has been decided, have them email Milly at milly@lwvny.org. They will give you access to the sheet.

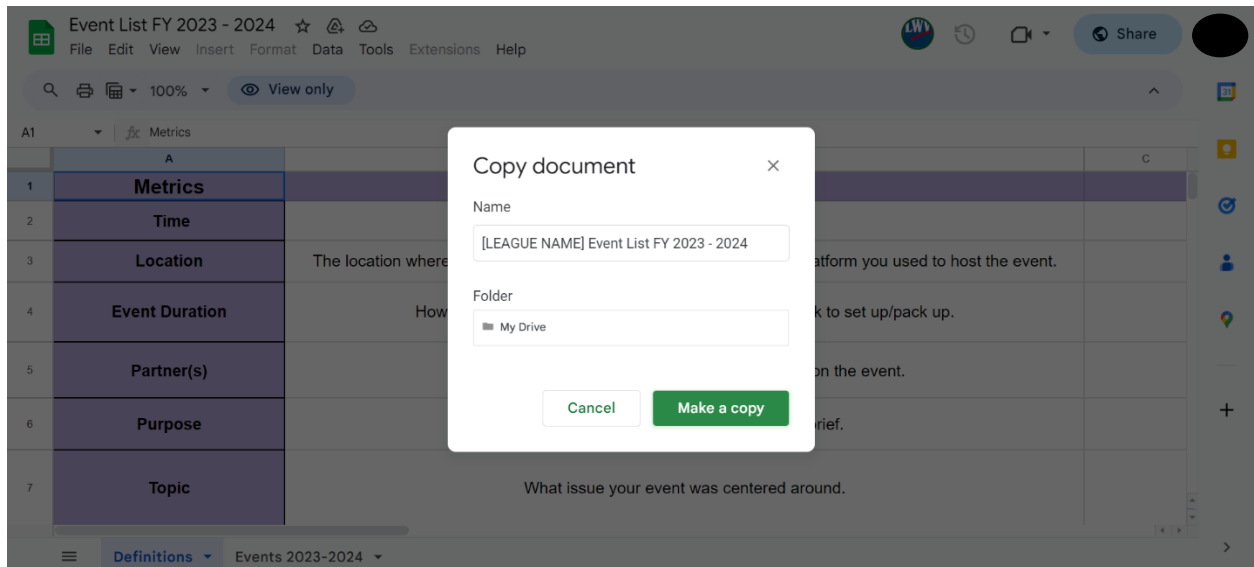
2.) Click the **“File”** tab. It is in the upper left corner of your screen, directly below the sheet name.



3.) A new menu will pop up. Click on the **“Make a copy”** option.



- 4.) A new screen will pop up. You have the option to rename the document. Type in the new file name in the “**Name**” box. The “**Folder**” section indicates where in your Google Drive the file will be saved. For now, keep it in “**My Drive**.” You can assign it to a specific folder later. Click on the green “**Make a copy**” button.

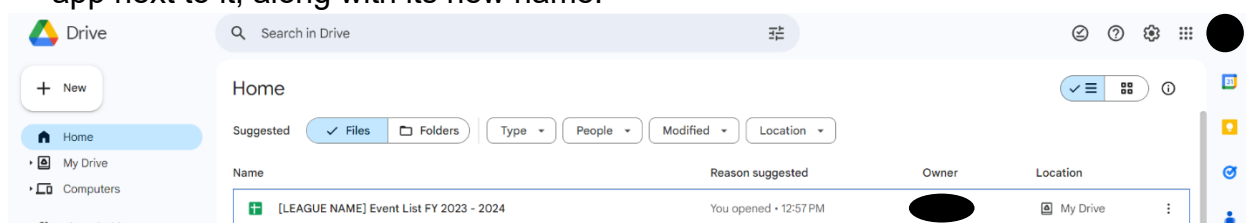


- 5.) A new tab will open with your version of the sheet! You can now freely edit it, and it is permanently saved to your account.

Part 3: Getting to your Google Drive in the future.

Repeat these steps any time you want to access your data tracking sheet.

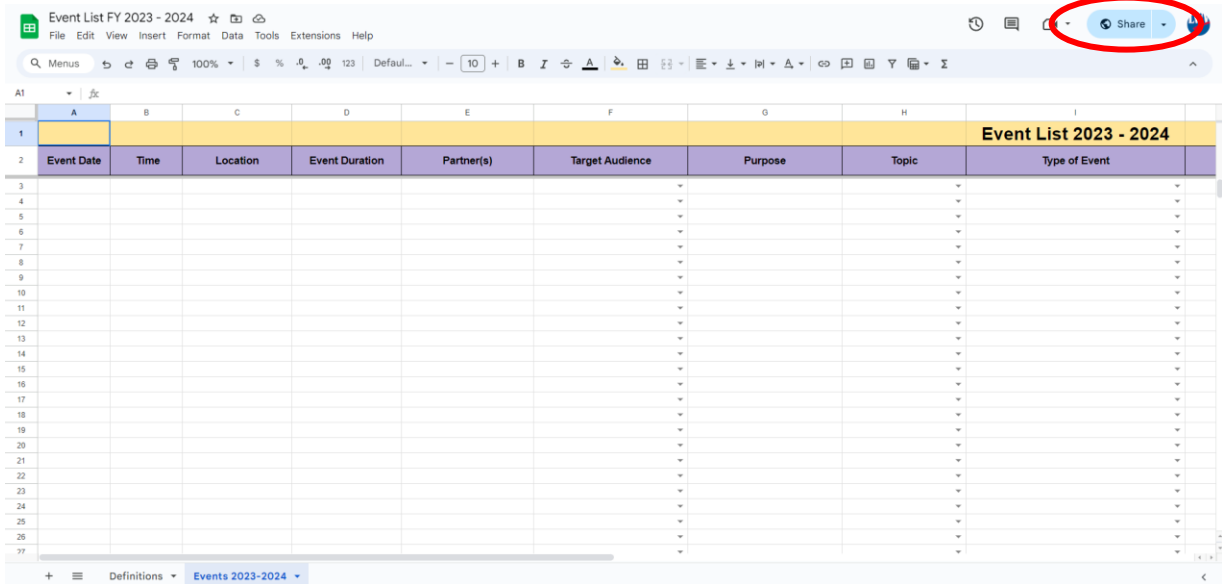
- 1.) Go to <https://drive.google.com/drive/home>
- 2.) Enter your League account’s email.
- 3.) Click the blue “**Next**” button.
- 4.) Enter your League account’s password.
- 5.) Click on the blue “**Next**” button.
- 6.) You will then be redirected to your League’s Google Drive! Your sheet should be the first file on your drive’s page. It will have the green icon of the Google Sheets app next to it, along with its new name.



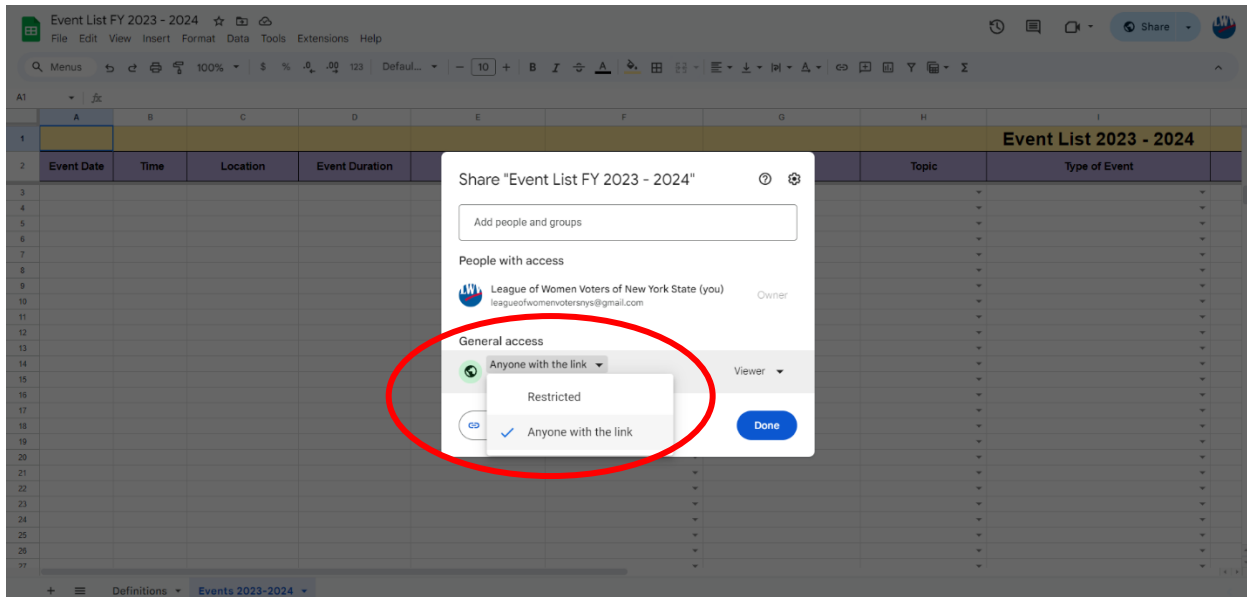
- 7.) Double click on the file. It will open in another tab.

Part 4: Sharing your League's Google sheet.

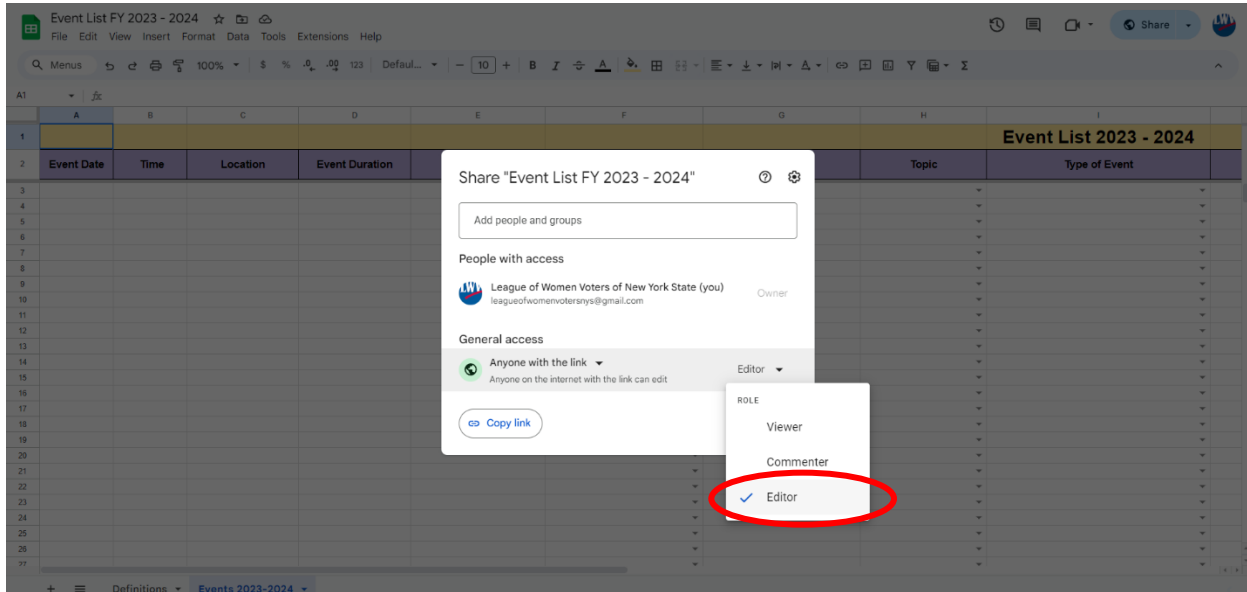
- 1.) Open your Google sheet.
- 2.) Click on the blue **"Share"** button. It is in the upper right corner of the screen.



- 3.) A new screen will pop up. Click on the text under the **"General Access"** section, then select **"Anyone with the link."**



4.) In that same section, click on the tiny text to the right of the access menu. A new screen will pop up. Select “**Editor**,” then click on the blue “**Done**” button.



5.) Click on the “**Copy Link**” towards the bottom of the screen. You can now paste the link and send it to anyone you want to have access to your League’s data tracking tool!