# Shared Storage Daughter Release Forms

This is the set up done by Bethel 28, Marie Meyer. She has offered to answer any questions or give assistance if needed. Please feel free to reach out to her directly should you need additional guidance.

It is best to use a Google Drive tied to a bethel email address. This could also be setup in someone's personal folder but recommend adding more administrators in that case. With the bethel email option anyone with the bethel email credentials can also act as an administrator.

Step 1 (Optional): Setup a bethel gmail account
Step 2: Ensure you're on the desired account at https://drive.google.com/ (top right avatar allows you to toggle accounts)
Step 3: Create a dedicated folder (New > New Folder > Name "Daughter Release Forms" > Create)
Step 4: Share folder (three dots on the right of the navigation pane > Share > Share) Add Grand Secretary email address and email addresses for any bethel adults who will chaperone the girls (gmail works best). Be sure to set the access level as needed (all of our are editors)
Step 5: Upload files (Open Folder > New > File Upload)

- The bethel secretary still collects paper forms from parents then scans them to her computer
- Think about how you want to organize the files. Each daughter could have a folder, we have all files in the main folder with the name year_daughter name_form name *(2023_Anna_Member _Media Release).*
- I found having all of the forms under one file per daughter is (1) more work to upload because my scanner does one page at a time and (2) means you have to scroll through all 4 pages anytime you (GS) or me (Chaperone) needs to get information

Step 6: Upload files regularly - Every January when we complete dues we also renew **EVERYONE'S paperwork**. No later than Jobie Weekend **we ask all daughters to turn in forms, even if they are not attending, so we don't have to remember later in the year.**