

# Google Tools Your Associations Will Love Note Packet

## Top 11 Reasons Google Drive is the Best Option for Your Association

### 1. Cloud Based - Anything you do on a computer device, that uses the Internet connection

Works on every device	More cost effective
Works online & offline	Easier to learn, train & deploy
Private or can be shared/collaborate	Syncs across devices

### 2. Google Tools Integrate & work together seamlessly

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### 3. Open API allows 3rd Party companies to build tools called Add-Ons inside Google's systems

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### 4. Gmail versus GSuite

<b>Gmail</b> <a href="http://www.google.com/gmail">www.google.com/gmail</a> <ul style="list-style-type: none"><li>• Free</li><li>• No Support</li><li>• Includes Related Advertisements</li><li>• Email Address Ends in @Gmail.com</li><li>• Only 15 Gigs of Storage across the entire account</li></ul>	<b>GSuite</b> <a href="http://www.google.com/gsuite">www.google.com/gsuite</a> <ul style="list-style-type: none"><li>• \$12/mo/seat = Paid Business Account</li><li>• 24/7 Support &amp; Free On-Boarding</li><li>• No Advertisements</li><li>• Email Address Uses Your Domain (me@me.com)</li><li>• Unlimited Storage across the entire account</li></ul>
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### 5. Add-Ons for Gmail, Calendars, & Contacts (Add-ons > Get add-ons or [gsuite.google.com/marketplace](http://gsuite.google.com/marketplace))

- Gmail
    - [WiseStamp](#) - create really nice looking email signatures
    - [Mailvelope](#) - allows you to send password protected/encrypted emails
    - [Boomerang for GMail](#) schedule & track emails, tasks/reminders, etc. (free or \$4.99/mo).  
Responsible uses AI to determine the likelihood someone will respond to your email
    - [Grammarly](#) - Helps you write better (grammar, spelling, etc.) documents, emails, social media posts, etc.
  - Calendars
    - Google Calendars now integrates with Google Meet & Zoom and supports Room Scheduling & Team Member Comparison
    - [Calendly](#) - easily schedule appointments with a link (free or \$8/mo)
    - [Assistant.to](#) - easily schedule appointments by including potential times in an email.
    - [Doodle](#) - easily coordinate group meeting times (free or \$69/yr)
  - Contact - 3rd Party CRM & Task Managers including Yesware, Streak, Insightly and Zoho
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6. **Google Docs** (Docs = Word, Sheets = Excel, Slides = Powerpoint, Drawing = Publisher, Forms = Access)
- Each program is free, works on all devices, & supports Add-Ons
  - Each include templates that can be used in-house, for members & events
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### Forms

- Create Questionnaires, Polls, Surveys, Website Landing or Sign In Pages, And more
- Can further automate actions using Zapier or IFTTT
- [E-Mail Notifications for Google Forms](#) - set up an auto-reply to emails, drip campaigns or send user-defined web page when they fill out a Google Form questionnaire or landing page.
- [Google Forms Dynamic Fields](#) - Add a custom and conditional questions to Google Forms

### How to Automate Sending Class Confirmation Emails &/or Provide a Free Resource from a Website Landing or Sign In page using:

1. Set up a Google Form as a web landing page with Email Notification for Google Forms Add-On
  2. Draft email message they receive either in Email Notification Add-on or Draft in Gmail
  3. Have user go to either a URL, webpage or provide downloadable file upon submittal
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### Docs:

- [Grammarly](#) - Helps you write better (grammar, spelling, etc.) documents, emails, social media posts, etc.
  - [Mail Merge from a Google Sheet](#) - does a mail merge of documents to email, letters, envelopes, etc.
  - [Avery Labels](#) - merge document or spreadsheet to letters, envelopes, etc.
  - [Vertex 42 Template Gallery](#) - library of templates for calendars, sign in forms and more
  - [Doc Tools](#) - Great for quickly editing or formatting documents
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### Slides

- [Haiku Deck](#) - easily pull in copyright safe pictures into your presentations
  - [Pear Deck](#) - module for creating interactive questions, polls, etc. into your presentations
  - [Insert Icons](#) - easily pull in clip art, icons and vector images into your presentations
  - [LucidChart](#) - module for creating dynamic charts, graphs, etc. into your presentations
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### Sheets

- [Power Tools](#) - adds very complex formulas, pivot tables, etc.
  - [Remove Duplicates](#) & [Split Names](#) - helps clean up spreadsheets/rosters
  - [Yet Another Mail Merge](#) - easily do 1500/day merge email blasts with tracking \$19/yr
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**How to Automate Sending Class Certificates in 3 easy steps:**

1. Create a nice looking email template with a fillable certificate in [Email Monster](#) Add-on
  2. Copy that template as a Draft or Canned Response in GMail
  3. Merge a Google Sheet to the draft using [Yet Another Mail Merge \(YAMM\)](#) Add-on
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7. **Keep** - similar to Evernote or OneNote for note taking, organizing, etc. across devices

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8. **Hangouts, Voice & Meet** - Chat, SMS/Text, Phone, Video & Conferencing platforms

- o Meet supports up to 50 participants in Gmail & 250 in a GSuite account & has several cool integrations including Google Translate with real time language translation

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9. Google Drive + Drive Sync - Backup entire computers into Drive automatically plus Google Photos, YouTube, Hangouts, Voice, Keep, etc. means everything is backing up & syncing at all times.

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10. GSuite Marketplace - 100's of Google & 3rd party tools to enhance your account & run your business

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11. Value, Security & Support - for \$12/mo per seat you could potentially also eliminate a lot of existing costs:

- Gmail (Outlook, Contacts, Calendar, Email Hosting with unlimited inbox size)
  - Google Docs (Microsoft Office 365)
  - Google Drive & Drive Sync (Dropbox & Carbonite)
  - Google Forms (Survey Monkey, LeadPages, etc.)
  - Google Hangouts & Voice (Phones, Video Conferencing, even Webinar solutions)
  - Google Keep (Evernote or One Note)
  - Plus 24/7 Support with Google, Free On-Boarding, Great Security
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