

# Using a Names List for your Chapter on Google Docs

## Alpha Sigma Phi Fraternity

Being able to upload your Names list onto Google Docs will allow every member access to the Names List. This access will allow each individual member to log onto the Google Docs page and add new Potential Prospects to the list after they meet them. This is a great resource because now the Recruitment Director can focus on other things rather than tracking down names for the list. Everyone is responsible!

### Steps:

- Go to the join website and download the “Names List Template” to your desktop if you haven’t done so already.

<http://www.alphasigmaphi.org/index.php/Undergraduates-Handbooks-Resource-Materials.html>

- Go to [www.google.com](http://www.google.com) and in the top left hand corner select the “Gmail” link.
- Underneath the Sign In box, select the “Create an account” box.
- Create a Google account for your Chapter.

Ex: Username: [yalealphasigs@gmail.com](mailto:yalealphasigs@gmail.com) Password: yale1845

- Log into your Gmail.
- In the top left hand corner select the “Documents” link.
- Below the search bar, select the “upload” button.
- In the new window, click the “select files to upload” link.
- After selecting the Names List Template, click the “Start upload” button at the bottom of the screen.
- Select the “Names List Template” link after the download completes.
- The template is now available for all members to access.

### Steps for members to access the template through Google Docs:

- Go to [www.google.com](http://www.google.com) and in the top left hand corner select the “Gmail” link.
- Using the user name and password you created, log in.
- In the top left hand corner select the “Documents” link.
- In the new box select “Names List Template”
- A new box will open with the names list. Each member can then add information to the list from there and save it.

