

Board Access to DCHA master google drive

The DCHA Master Google Drive was created to enable the DCHA to store all **original soft copy** documents in a central location. The benefits:

- Provides a current and historical record for the DCHA, the BC Societies Act and future board members.
- Provides efficiency by enabling the DCHA to reuse templates, tools, posters etc.

The board master google drive resides on the desertcovehoa@gmail.com

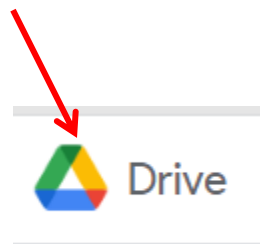
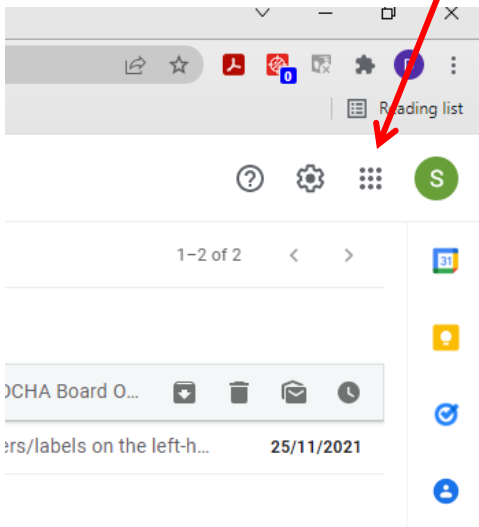
The President, Secretary and Data Management Director have full **edit** access to the drive.

All other board members have '**view**' access; however, they can request edit access to documents at any time.

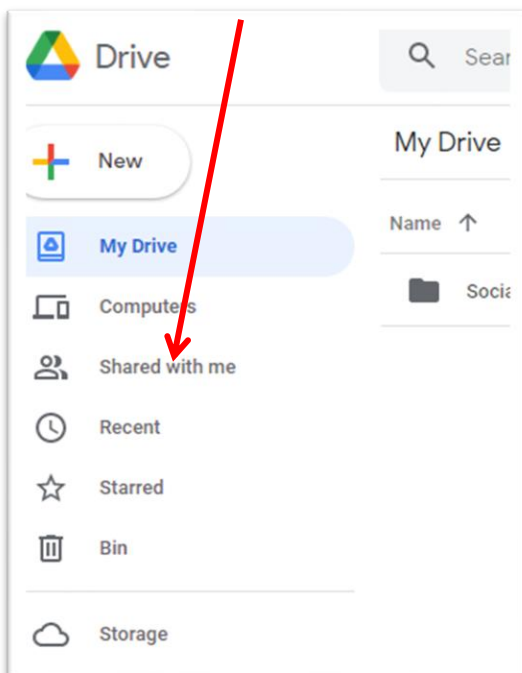
To access the google drive:

Open your google mail

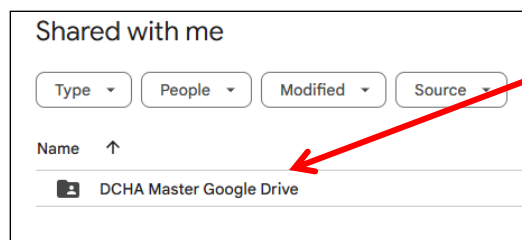
Click here, a drop down will appear, then click on drive



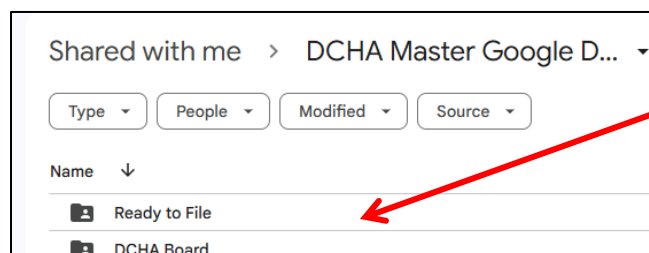
Then click on:



You now have view access to the DCHA master google drive:



Double click on the above and the below folders will appear:



Feel free to browse the folders, there is a wealth of information on the drive.

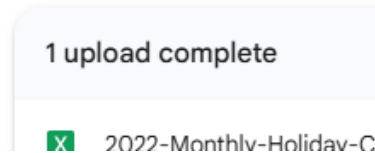
Board members are asked to submit **any and all master documents to store on the drive.**

If you have a master document to submit, file on the google drive in the “**Ready to File**” folder, or email the document to the President or Data Manager to file on your behalf.

To file:

Open the **Ready to File** folder. **Drag** the file from your computer and **Drop** it anywhere in the folder. A message will appear to let you know the file has been uploaded.

Open



If you need a master document to revise or reuse, please notify the Data Manager, President or Secretary.

“There is no joy in possession without sharing, share your knowledge. It is a way to achieve immortality. If you have knowledge, let others light their candles in it.”

