

ClubsOnline Quick Reference Guide –

Using Tools To Enhance Business Practices

Top 5 Checklist	Remember
<input type="checkbox"/> Comfy Web Pages <input type="checkbox"/> Free Mail <input type="checkbox"/> Free Docs <input type="checkbox"/> Calendar <input type="checkbox"/> Sky Drive	<ul style="list-style-type: none"> • Club username • Club passwords • Back up club files to a portable drive on a regular basis • Keep web content current
Do's	Don'ts
<ul style="list-style-type: none"> • Try other free apps • Keep club passwords safe • Check the Privacy settings • Check the Security settings • Seek permission before publishing photos on the Internet 	<p>Use free digital drives for:</p> <ul style="list-style-type: none"> • sensitive data • personal data • long term storage • formal record keeping • archiving
Handy Links	Terminology
<p>https://sites.google.com/site/genericsportsclub</p> <p>http://clubsonline.dsr.wa.gov.au/free-club-websites</p>	<ul style="list-style-type: none"> • Gmail: Free email account • Google Docs: Free document, spread sheet and presentation apps • Google Drive: Free digital storage app
<p>More Online Training</p> <p>http://www.hubspot.com/Portals/53/docs/small-business-social-media-ebook-hubspot.pdf</p>	