

ClubsOnline Quick Reference Guide –

Using Tools To Enhance Business Practices

Top 5 Checklist	Remember
☐ Comfy Web Pages ☐ Free Mail ☐ Free Docs ☐ Calendar ☐ Sky Drive	• Club username • Club passwords • Back up club files to a portable drive on a regular basis • Keep web content current
Do's	Don'ts
• Try other free apps • Keep club passwords safe • Check the Privacy settings • Check the Security settings • Seek permission before publishing photos on the Internet	Use free digital drives for: • sensitive data • personal data • long term storage • formal record keeping • archiving
Handy Links	Terminology
https://sites.google.com/site/genericsportsclub http://clubsonline.dsr.wa.gov.au/free-club-websites	• Gmail: Free email account • Google Docs: Free document, spread sheet and presentation apps • Google Drive: Free digital storage app
More Online Training http://www.hubspot.com/Portals/53/docs/small-business-social-media-ebook-hubspot.pdf	