Area 16, District 16, Zone B

COMMUNICATIONS WORKSHOP

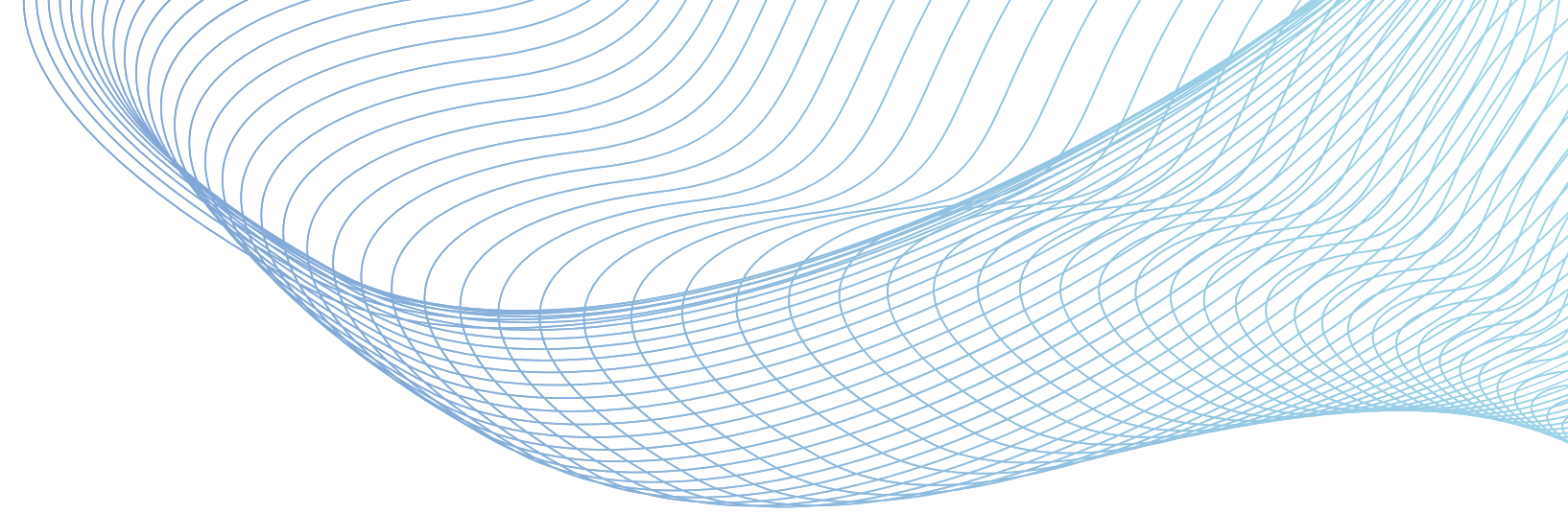communications16b@gmail.com

9/23/2023
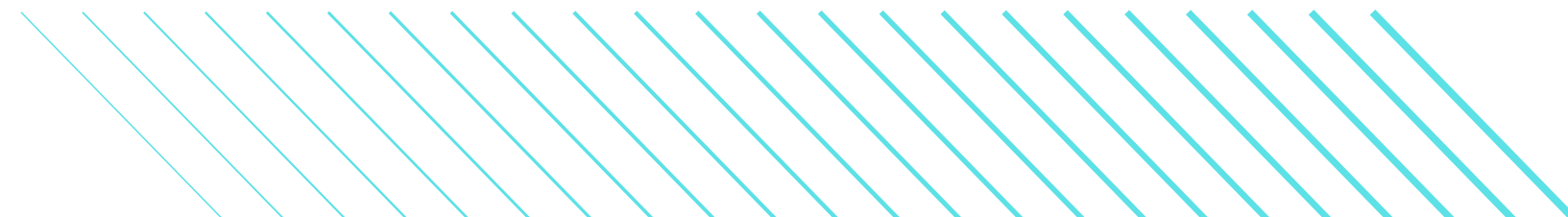
WORKSHOP OUTLINE

- Welcome - Introductions
- Communications Committee History
- The Hand of A.A.
- Website & Facebook
- Shared Data Storage - Why?
  - Google Drive - Personal vs. Shared
  - Accessing Shared Drives
  - Shared Drive Access Level - Security
- Current Shared Drives
- You are Not Alone - Getting Help

THE HAND OF A.A.

Tradition One
- "Our common welfare should come first; personal recovery depends upon A.A. unity."

Tradition Nine
- "A.A., as such, ought never be organized; but we may create service boards or **committees directly responsible to those they serve**."

Responsibility Statement

I am responsible…
When anyone, anywhere,
reaches out for help, I want
the hand of A.A. always to be there.
And for that: I am responsible.

COMMUNICATIONS COMMITTEE
History

2011 Committee Created to:
- Replace existing answering service with "Hotline" using Google Voice
- Develop/maintain a website for District 16B.

2016
- Current Website development begun

2017
- Began storing District 16B's documents using lifetime 2TB pCloud online storage account

2018
- Hotline Handbook created

2018 Began utilizing Area 16's non-profit Google Workspace account for:
- District email address
- District Contacts & Email lists
- Shared Drives

2022
- Implemented scheduled backups of all Google Drive data to pCloud
- Private Facebook Page introduced to promote Unity/Service

2023
- Post COVID revitalization begun
- Bulletin Board added to Website

WEBSITE & FACEBOOK

- **www.athensaa.org**
  - Mobile & Desktop different appearance
- **https://www.facebook.com/groups/district16b**
  - Must be invited

Please provide feedback and suggestions

webmaster@athensaa.org
OR
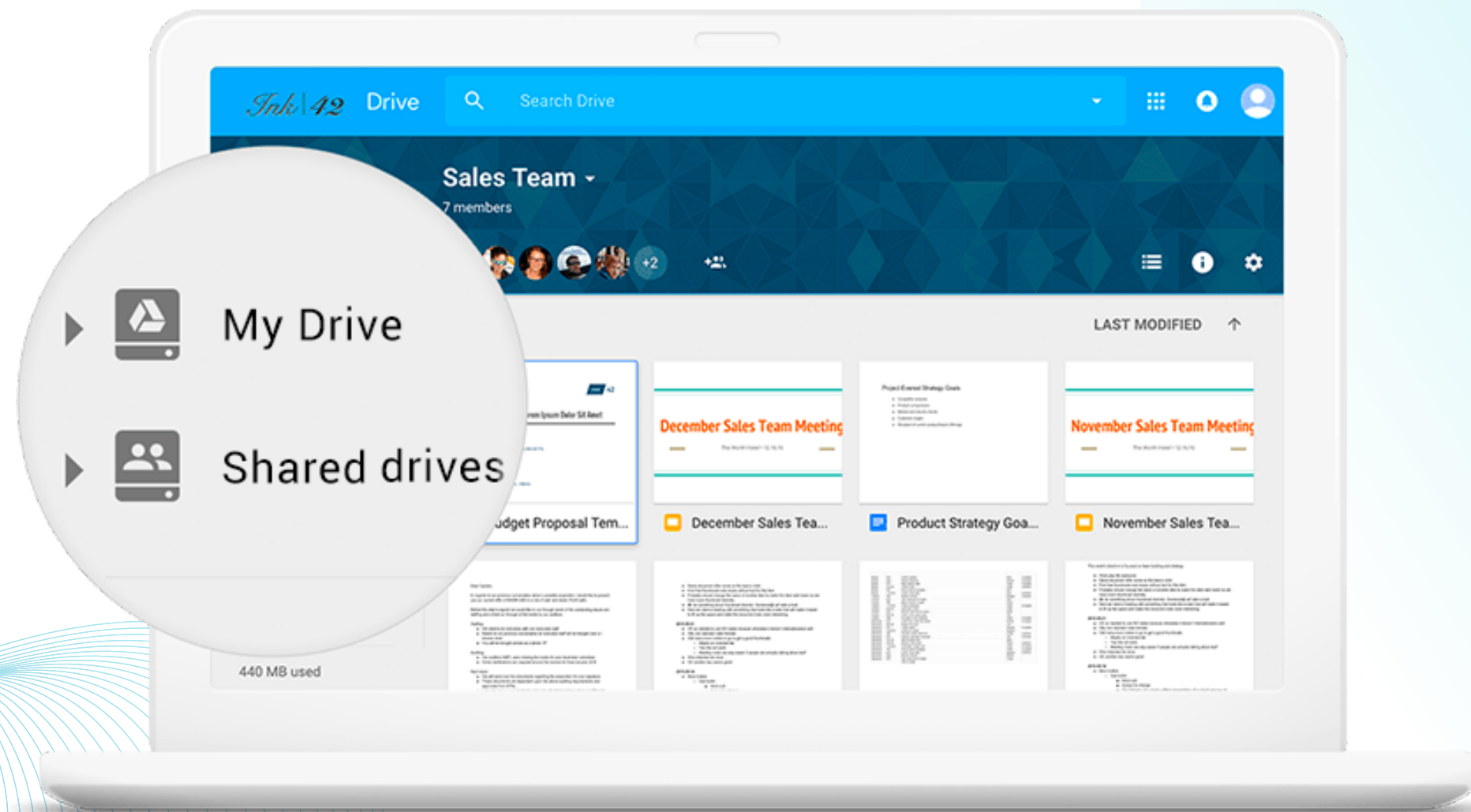communications16b@gmail.com

SHARED DATA STORAGE - WHY?

- Shared drives store our District's work in secure, easy-to-manage shared spaces. Files added to shared drives are owned by the District, so everyone stays up to date. *When a member leaves, the data stays*
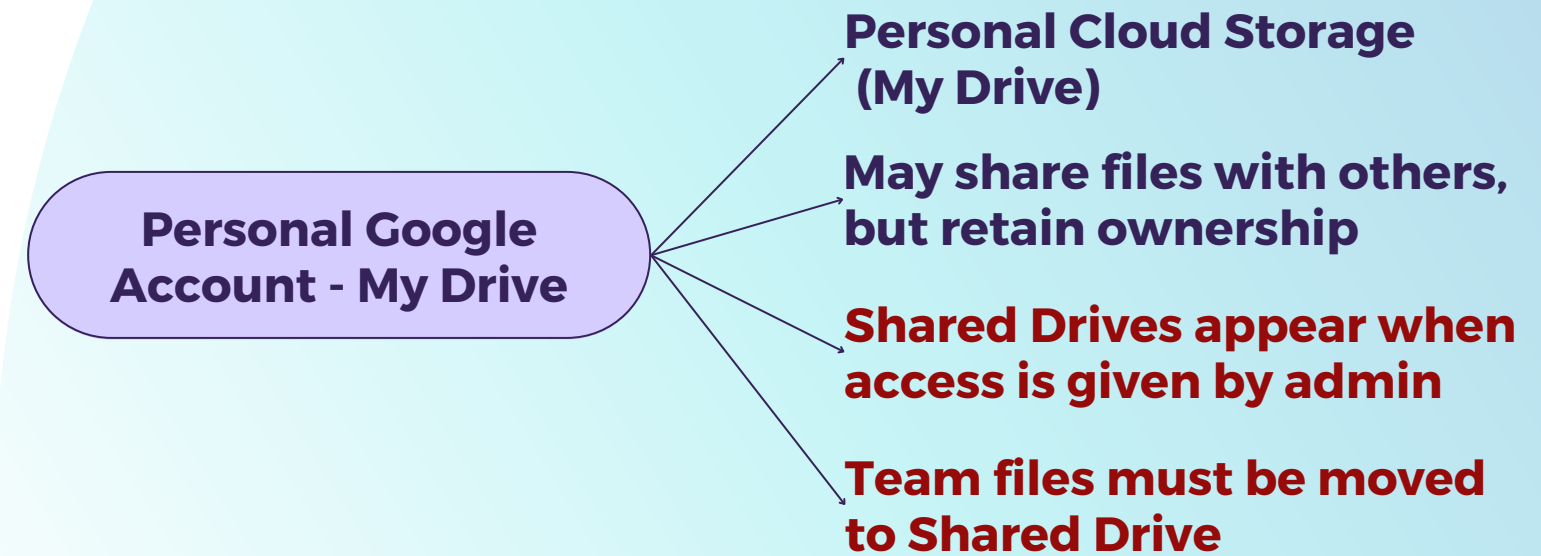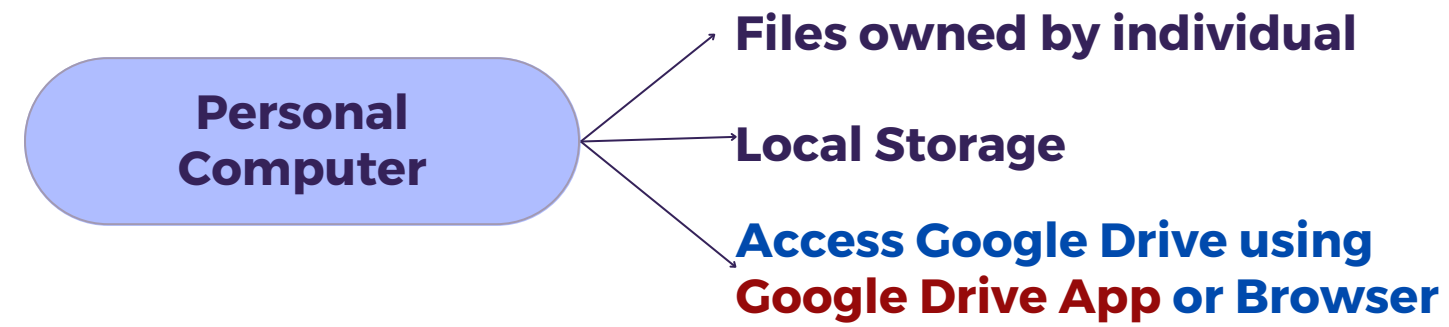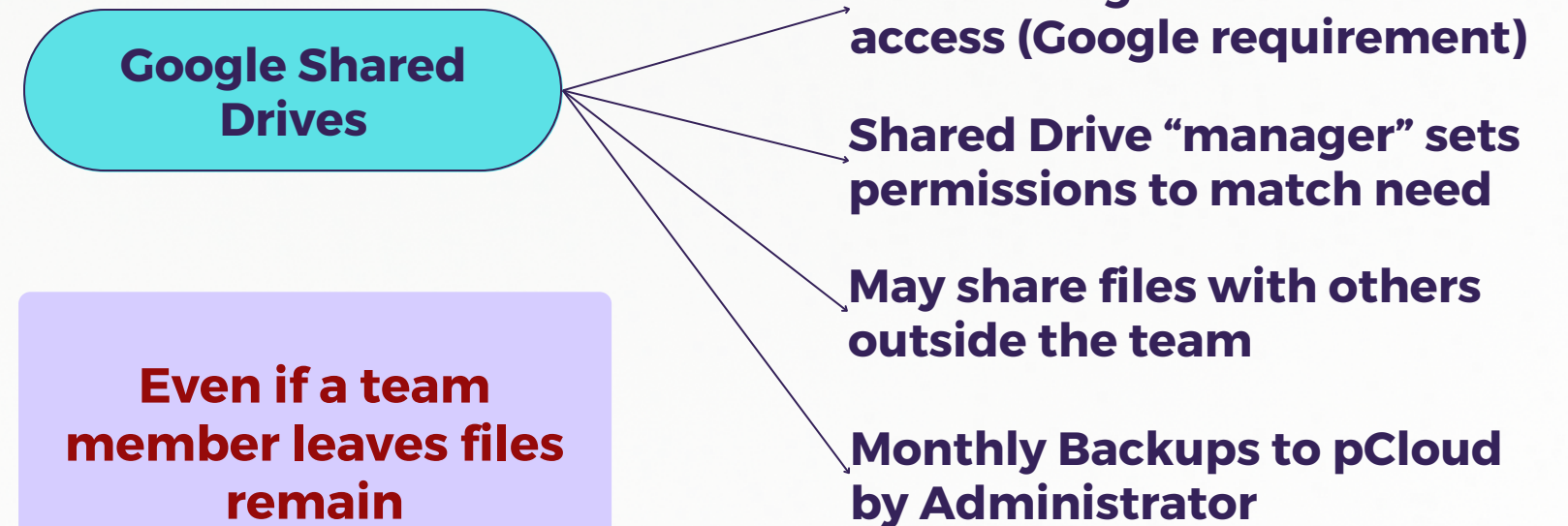
GOOGLE DRIVE
Personal vs. Shared

Personal Computer

- Files owned by individual
- Local Storage
- **Access Google Drive using Google Drive App or Browser**

Personal Google Account - My Drive

- **Personal Cloud Storage (My Drive)**
- **May share files with others, but retain ownership**
- **Shared Drives appear when access is given by admin**
- **Team files must be moved to Shared Drive**

Team Collaboration

Google Shared Drives

- **Must have gmail address for access (Google requirement)**
- **Shared Drive "manager" sets permissions to match need**
- **May share files with others outside the team**
- **Monthly Backups to pCloud by Administrator**

Even if a team member leaves files remain

ACCESSING SHARED DRIVES

- You need a Google Gmail account - A Google requirement

- If you do not have a google account, **create one**

- Request access to your team's shared drive
  - communications16b@gmail.com or your designated Shared Drive Manager (more later).....

- **Browser** access from any device
  - https://drive.google.com/drive/my-drive

- Access files via PC/Windows Explorer or Mac/Finder
  - Download and install **Google Drive App** - Shared Drives will appear when you have been granted access

SHARED DRIVE ACCESS LEVEL

- This is a subset of permissions

Permission	Access level				
	Manager	**Content manager**	**Contributor**	**Commenter**	**Viewer**
Can view files and folders	✔	✔	✔	✔	✔
Can comment on files	✔	✔	✔	✔	
Can edit files	✔	✔	✔		
Can create and add files, can create folders	✔	✔	✔*		

Manager's are able to add members & more.

Search for -Google shared drives access or ask for help   https://support.google.com

OUR <u>CURRENT</u> SHARED DRIVES

📁 District 16B Activities
📁 District 16B Administrative
📁 District 16B Archives
📁 District 16B ATHYPAA
📁 District 16B Communications
📁 District 16B Corrections
📁 District 16B Grapevine
📁 District 16B PI_CPC
📁 District 16B Printed Schedule
📁 District 16B Treasurer
📁 District 16B Treatment Accessibility

📁 Easy Does It
📁 High Noon
📁 How it Works
📁 Jug Tavern
📁 New Freedom
📁 Usual Suspects
📁 Women Who Show Up

YOU ARE NOT ALONE

- Don't stay confused or lost - Ask for help

- Ask for the **"Your Google Drive Access"** guide for quick reference

Send questions / Request Help

communications16b@gmail.com
or **district16b@aageorgia.org**

www.athensaa.org