

Background

Based on Local Chapter needs for business continuity when roles change, the PTWW Board has established a Web-based Archiving Solution for Chapters to use. This process is important so chapter documents can be stored in the cloud and smoothly passed from one chapter's leadership team to the next.

Steps to gain access to the PRIVATE PTWW Google Drive Cloud storage

1. Submit a request form posted on the <https://chapters.theprimetimersww.com/WTIGERS>. This is the official support page for PTWW Bluehost/WordPress websites. Please be sure to identify your Local Chapter and your authorization with your role.
2. Once the request is processed, a Local Chapter Folder will be set up on the PTWW Google Drive for each specific, private chapter to use as a live, online repository or Archive.
3. You will receive an email inviting you to accept access to the folder that has been set up for your chapter.
4. **NOTE: A gmail.com account is required to grant any user access the Archive.**
5. Accept the invite and you will find the following already set up for you:
 - a. Main folder with your Chapter's name
 - b. Subfolders for:
 - i. Rosters
 - ii. Last profile sent to PTWW
 - iii. Financials
 - iv. Bylaws
 - v. Newsletters
 - vi. Photos
6. You will only have access to your own Local Chapter's folder.
7. You can add more subfolders to keep your Archives organized.
8. You are now ready to load files into the Archives.

Steps for Uploading a file to your PRIVATE PTWW Google Drive Cloud storage:

1. Once you accept the invitation you will have access to your Google Drive folder.
2. If you have requested editor rights, you can modify and save files to you assigned folders.
3. When you sign in, you will see the Google Drive symbol with a "+New" button.
4. When you click on the "+ New" button you will see the "file upload" option.
5. Click that option and your file explorer will open.
6. Select the file(s) you want to upload.
7. Once complete, you will see a box in the lower right of your Google Drive screen that indicates "(# uploads complete)".