



Manage Knowledge - Save Time & Stress

Running an Internal Board Site on Google

Why GoogleSites?

- Free!
- Integrates with Google suite of products

- Chrome Profiles*



Easy to share
bookmarks/accounts

- Manage centrally?
- Secretary shares access?

Calendar



Photos*



Gmail*



Drive



Docs



Sheets

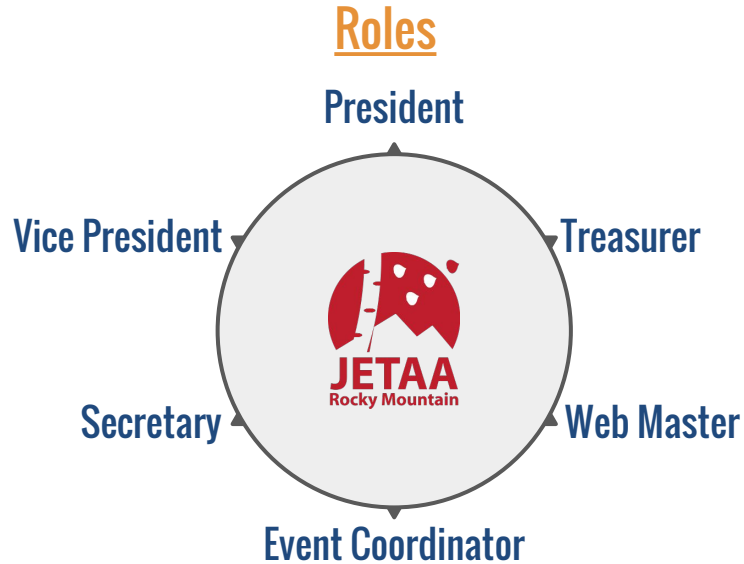


Forms (results go to a connected sheet)



Slides

Organizing the site:



Each role has a web page

Duties

Secretary

- Alumni Database
- Elections
- Event count, summarize
- Inventory
- Meeting Minutes
- **We don't have a perfect 1-to-1, some duties span multiple roles, but each duty needs connect to a board member.**

Each duty has a sub-page

JETAA RM Board

https://sites.google.com/site/jetaarmboard/home

Board Site | Calendar | Drive | Inbox | Public Site | Dropbox

Home (Calendar) Updated Aug 28, 2014, 12:09 PM

Identify your chrome profile

Bookmarks sync across computers

JETAA
Rocky Mountain

Home (Calendar)

- Board Meetings
 - Meeting Minutes
- Board Members
- Secretary
 - Alumni Database
 - Events Summaries & Evaluations
 - JETAA RM Inventory
 - Elections
- Treasurer
- Chapter Reports
- Events
 - Event Planner & Tracker
 - Career Seminar
 - Shinnen Bunkasai
 - Sing into Spring
 - Sushi Rolling
 - Tohoku Relief Fundraiser
- Resources
 - JETAA USA Newsletter
 - Ideas
 - Bylaws
 - Logos
 - Photos
 - Accounts

RMJETAA

Today September 2015

Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Sep 1	2	3	4	5
6	7	8	9	10	11	12
10am RMJETAA Monthly Mtg.						
13	14	15	16	17	18	19
2pm Second Sundays						
20	21	22	23	24	25	26
27	28	29	30	Oct 1	2	3

zone: Mountain Time

Google Calendar



Adam H. Lisbon - Chapter Secretary

to site changes. Click on the gear icon at the top right of this page and select "Subscribe to Site Changes".
 ings will result in you receiving an email message informing you of the latest change (blog posts, comments, uploads, etc.)

Knowledge Management: Alumni Database

- Explain steps to most effectively manage task (A must for transitioning board members!)
 - WHY steps are done the way they are, justification of methods
- Give history of task and how it has changed to clarify oddities
- Link as much as possible between relevant locations
 - Public website form
 - Internal side of form for editing
 - Results spreadsheet for checking
 - How to subscribe to changes on the form
 - Image / Logo folder if you use a custom banner
- Duties partially shared with WebMaster since the submission form appears on the site.

Home (Calendar)

▼ Board Meetings

Meeting Minutes

Board Members

▼ Secretary

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JETAA RM Invent

Elections

Treasurer

Chapter Reports

▼ Events

Event Planner & Tracker

Career Seminar

Shinnen Bunkas

Sing into Spring

Sushi Rolling

Tohoku Relief

Fundraiser

▼ Resources

JETAA USA

Newsletter

Ideas

Bylaws

Secretary >

Alumni Database

Below are the links to our two databases (one is for friends of JETs (FOJ)). In an effort to make these databases accessible and editable to all board members, please use the links below.

Link to Alumni Database in Google Drive

Directions on how to do duties effectively

■ RMJET Alumni Database

- The submission form to the above responses spreadsheet is on our [public website](#).
- This form was redesigned August 19th, 2015 to be more consistent. It has 2 additional tabs of "Legacy Data". This is older data about Alumni in the RM chapter that could not be integrated into the new form on the public website.
- The document must be periodically checked for duplicates because people sometimes resubmit their information when they move.
- The Secretary should 'subscribe' to this document with their secretary or personal/professional email to be aware of changes in membership.

■ How to Subscribe:

- First, you must share this document with yourself.
 - Click *Share* in the upper right corner.
 - Add your own email, ideally a gmail account, and share it with yourself so that you can subscribe with your personal account to changes in the document.
- Now that you have shared the document with yourself, subscribe to all changes made in the document:
 - Go to the [responses spreadsheet](#).
 - Go to *Tools -- Notification Rules*
 - Set the options for "If any changes are made" then send an email

JETAA Rocky Mountain Membership Sign-up

We value our chapter members' privacy. The information you provide is to help JETAA Rocky Mountain know more about it's members and serve their location and interests. No information will be distributed to any third party.

* Required

I am a... *

- ☐ JET Program Alum
- ☐ Current JET Participant
- ☐ English Teacher in Japan on another program
- ☐ Japan Enthusiast

First Name: *

Last Name: *

Email Address: *

JET Placement - Prefecture: *

JET Placement - Town / City: *

n/a if not a JET

JET Placement - Starting Year: *

n/a if not a JET


JET Placement - Final Year: *

n/a if not a JET

I was a... *

- ☐ ALT
- ☐ CIR
- ☐ other

Tools >> Notification Rules >> Notify me at...(e-mail) >> Notify me with...☐ Email right away



Google Calendar - Week x | 2015 - Manage Kn... | JETAA RM Board | 0 - JETAA Rocky Mountair x

https://docs.google.com/spreadsheets/d/1AWRo6wJ43NI5QwCsW6F6MpGumtYxXbPjFi71ZeoGd78/edit/gid=1637331957

0 - JETAA Rocky Mountain Membership Sign-up (Responses) ★

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was on August 31

Timestamp

	B	C	D	E	F	G	H	I	J	K	L	M	N	
	I am a...	First Name:	Last Name:	Email Address:	ET Placement - Prefectur	T Placement - Town / C	Placement - Starting Y	ET Placement - Final Ye	I was a...	Current City:	Current State:	Professional Field	Job Title:	Employ
1	JET Program Alum	Adam	Lisbon	ahlisbon@gmail.com	Hyogo	Kobe	2004	2007	ALT	Boulder	CO	Education	Librarian	CU Bou
2	JET Program Alum				Shiga		2013	2015	ALT		NE	Other	Student	Univers
3	JET Program Alum				Gifu		2012	2015	ALT		CO	Education	Research Assistant	The Imp
4	JET Program Alum				Fukuoka		2012	2015	ALT		CO	Education		
5	JET Program Alum				Kyoto		2012	2015	ALT		CO	Education	Instructor	Weld Ri
6														
7														
8														
35														
36														
37														
38														
39														
40														

Form Responses Legacy Data 1 Legacy Data 2 Legacy Data 3

Explore



Search Drive



JETAA



My Drive > Logos & Images



NEW

- My Drive
- Shared with me
- Google Photos
- Recent
- Starred
- Trash



blackBG.png



darkBG-transparent.eps



darkBG-transparent.png



jetaarm_hikingclub_851x315px.png



jetaarm_secondsundays.png



lightBG-transparent.eps



lightBG-transparent.png



whiteBG.png



whitmts-transparent.eps



whitmts-transparent.png

Get Drive for PC

38 MB used (0%)
Buy more storage

Logos & Images

Details

Activity

LAST YEAR



You shared an item
Nov 2, 2014

whiteBG.png



Anyone with the link

Can view



You uploaded 8 items
Nov 2, 2014

whitmts-transparent.png

whitmts-transparent.eps

whiteBG.png

lightBG-transparent.png

lightBG-transparent.eps

darkBG-transparent.png

Show all...



You renamed an item
Oct 5, 2014



jetaarm_secondsundays_851x315px.png



You uploaded 2 items
Oct 5, 2014



Knowledge Management: Events & Accounts

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Accounts

● See how are previous events went, regular or one shot

- Record contacts, locations, phone & emails, costs attendance
- Round up, what we could have done better, what we can do next time

● Crossover with accounts

- Info on what web services we use and how to access them
 - Paypal to accept advanced JET discount prices
 - Chimpmail to promote the event to our mailing list
 - Survey Monkey for post event assessment

Google Integration: Embed anything on GoogleDrive into GoogleSites


Meeting Minutes - JETAA x JETAA RM

← → ↻ 🏠 <https://sites.google.com/site/jetaarmboard/meetings/minutes> 🔍 ☆ ☰

★ Bookmarks 📅 Board Site 📅 Calendar 📁 Drive 📧 Inbox 📧 Public Site 📁 Dropbox

Meeting Minutes Updated Aug 1, 2014, 12:51 PM jetaarockymountain@gmail.com

✎ 📁 ⚙️ 🔒 Share



JETAA RM Board

Search this site

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- [Sushi Rolling](#)
- [Tohoku Relief](#)

[Board Meetings >](#)

Meeting Minutes

Minutes	
TITLE	LAST MODIFIED
📁 2006 Minutes	8/1/14 JETAA RockyMountain
📁 2007 Minutes	8/1/14 JETAA RockyMountain
📁 2008 Minutes	8/1/14 JETAA RockyMountain
📁 2009 Minutes	8/1/14 JETAA RockyMountain
📁 2010 Minutes	8/1/14 JETAA RockyMountain



Questions?

Adam H. Lisbon - Secretary for the Rocky Mountain Chapter of
JETAA USA

adam.lisbon@colorado.edu

Japanese & Korean Studies Librarian
University of Colorado Boulder
University Libraries