

Tech Tools: Google Contact Sharing

Fall Workshop 2019

Karen Hunter '85 (Dallas) & Rachael Delaney (Waco-McLennan)

[Club Name Here]	[Officer Position Here]	[desired email address]@aggienetwork.com	DesiredPasswordHere
Waco McLennan County	VP Membership	WacoMembership@aggienetwork.com	Members19!
	VP Fundraising	WacoFundraising@aggienetwork.com	
	VP Programs	WacoPrograms@aggienetwork.com	
	VP Special Events	WacoEvents@aggienetwork.com	
	Corresponding Secretary	WacoCorrespond@aggienetwork.com	
	Exam Packs	WacoExamPacks@aggienetwork.com	
	Scholarship	WacoScholarship@aggienetwork.com	
	Treasurer	WacoTreasurer@aggienetwork.com	
	Historian	WacoHistorian@aggienetwork.com	

Having the addresses for the officer positions available will make this process easier



Google

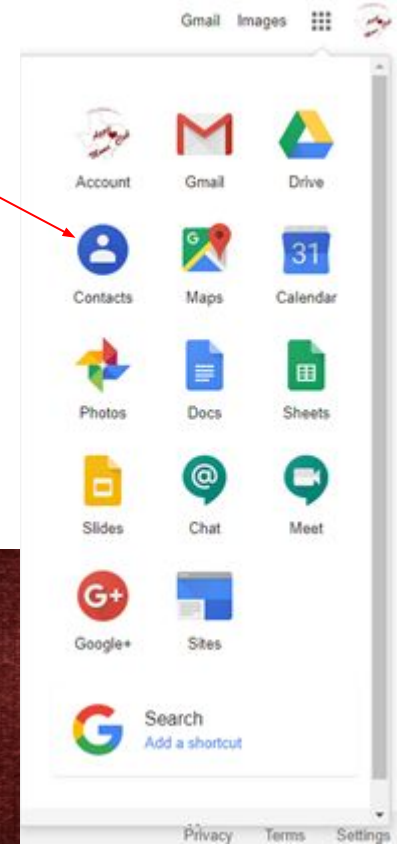
Google Search I'm Feeling Lucky

On the Google front home screen click on the  Icon in the upper right corner

Google

Google Search

I'm Feeling Lucky



*From the drop down menu choose the
Contacts  Icon*

Contacts

Create contact

Contacts

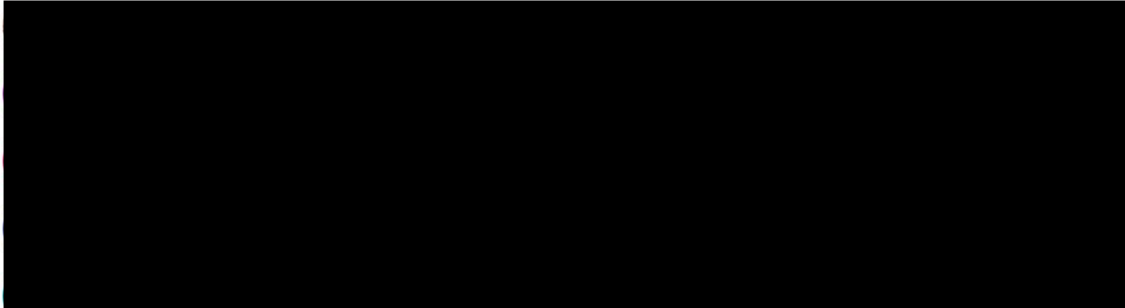
Frequently contacted

Duplicates

Labels

2017	14
2018	16
2019	22
2019-2020 Officers	13
2020	10
2021	29
2023	11
current members	
Other Aggie Moms	215
Paypal	

Search

Name	Email	Phone number	Job title & company
			

We have our moms split up into a couple of different categories:

- 1. Other Aggie Moms- moms who were at one time members but are not any longer (they still get emails inviting them to participate in fundraisers)*
- 2. Members- those who have paid memberships or are lifetime members but NOT officers*
- 3. Officers- officers and appointed positions*
- 4. Years- this is the year of the aggie associated with that mom. Some mom may be in members, 2019 and 2023- we do not send emails to these accounts often. Primarily for freshman moms, juniors to remind them of rings and seniors to remind them of graduation applications and cap and gown purchases.*

☰ Contacts

👤 Create contact

- 📅 2023 11
- 📅 current members 27
- 📅 Other Aggie Moms 216
- 📅 Paypal
- + Create label
- ▼ More

📁 Other contacts

⚙️ Settings

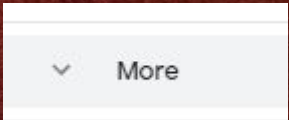
🗉 Send feedback

🔗 Help

🔍 Search

⋮ The Association

Name	Email	Phone number	Job title & company	⋮
[Redacted Content]				

While on the main Contact page (not a group), use the left menu and scroll to “More”  and click on the down arrow to open more options

☰ Contacts

+ Create contact

📄 Import

📄 Export

🖨️ Print

👤 Delegate access

↶ Undo changes

👤 Other contacts

⚙️ Settings

💬 Send feedback

🔗 Help

🔍 Search

☰

The Association

🇸🇦

Name	Email	Phone number	Job title & company	⋮
[Redacted content]				

From the new options that are available scroll down and select "Delegate access"



+ Create contact

- 🗑️ 2020 10
- 🗑️ 2021 29
- 🗑️ 2023 11
- 🗑️ current members 27
- 🗑️ Other Aggie Moms 216
- 🗑️ Paypal
- + Create label
- ^ More
- 📶 Import
- 📦 Export
- 🖨️ Print
- 👤 Delegate access

Name Email Phone number Job title & company

FREQUENTLY CONTACTED

	Parks, Roxanne	trianne@grandecom.net	+12547171463	Matthew
	Perkins, Traci	traci.perkins@gmail.com		
	Adams, Marie 🍷			Jacob
	Hill, Linda (lifetime m			
	Faust, Cindy			Kathryn
	Faust, Cindy			
	Burnett, Brenda 🍷	jbzburnett@gmail.com	+12547226125	Zachery
	Scott, Mary	mscott66@att.net	+12547162876	

Delegate access

Delegates can view, edit, delete and create contacts. [Learn more](#)

You haven't given delegates access to your contacts yet

[Invite delegate](#)

[Done](#)

+ Create contact

- 📅 2020 10
- 📅 2021 29
- 📅 2023 11
- 📅 current members 27
- 📅 Other Aggie Moms 216











+ Create label

- ^ More
- 📁 Import
- 📁 Export
- 🖨️ Print
- 👤 Delegate access
- ↶ Undo changes

📁 Other contacts

Name Email Phone number Job title & company ⋮

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-  Perkins, Traci
-  Adams, Marie 👍
-  Hill, Linda (lifetime m
-  Faust, Cindy
-  Faust, Cindy
-  Burnett, Brenda 👍
-  Scott, Mary
-  Devers, Tracy
-  Fangué, Britni

Invite delegate ✕

Type a name or email

b.fangué@ccc creationsusa.com

Matthew











Jacob

Kathryn

Zachery

Create contact


- 2020 10
- 2021 29
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 Hill, Linda (lifetime m			
 Faust, Cindy			Kathryn
 Faust, Cindy			
 Burnett, Brenda			Zachery
 Scott, Mary			
 Devers, Tracy			
 Foyus, Brita			

Invite delegate

wacomembership@|

SEARCH RESULTS










-  wacomembership@aggienetwork.com
wacomembership@aggienetwork.com

+ Create contact


- 2020 10
- 2021 29
- 2023 11
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-  Scott, Mary
-  Devers, Tracy

Invite delegate ✕

 wacomembership...

Add a message Send

Matthew

Jacob

Kathryn

Zachery

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- Delegate access

Name	Email	Phone number	Job title & company	Labels
FREQUENTLY CONTACTED				
Parks, Roxanne	trianne@grandecom.net	+12547171463	Matthew	2019-2020 Officers 2019
Perkins, Traci	traci.perkins@gmail.com			2019-2020 Officers
Adams, Marie				Other Aggie Moms 2019-2020 Officers
Hill, Linda (lifetime member)				current members
Faust, Cindy				2019-2020 Officers 2020 current mem
Faust, Cindy				
Burnett, Brenda				2021 Other Aggie Moms 2019-2020 O
Scott, Mary				Other Aggie Moms
Devers, Tracy				2019-2020 Officers

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Delegates

null ✕
wacomembership@aggienetwork.com

[Invite delegate](#)

[Done](#)