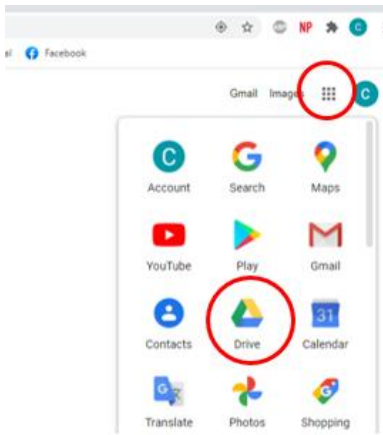
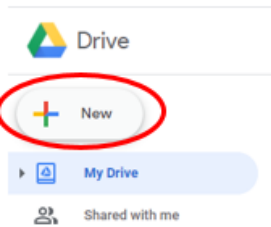


How to Create a Google Folder to Share

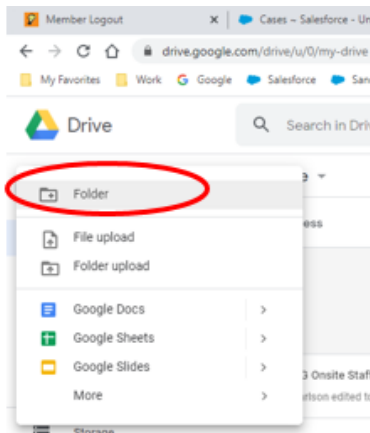
1. Login to your google account or create one (click [here](#) to create)
2. Click the square of boxes (top right)
3. Select Drive



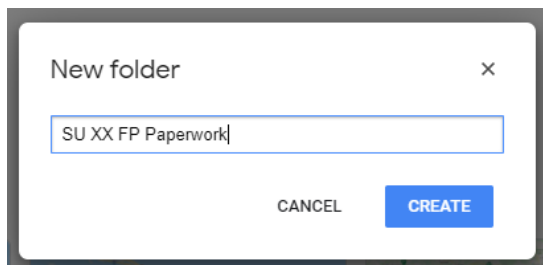
4. Click the New



5. Click Folder



6. Name your folder and click create. In this example the folder is named **SU XXX FP Paperwork**

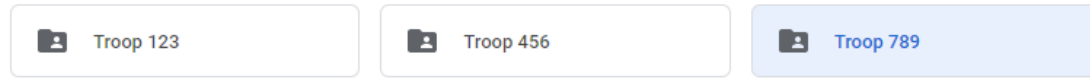


If you do not want troops to have access to other's files – best for confidential info on the permission forms. Complete step 7. If not move on to step 8.

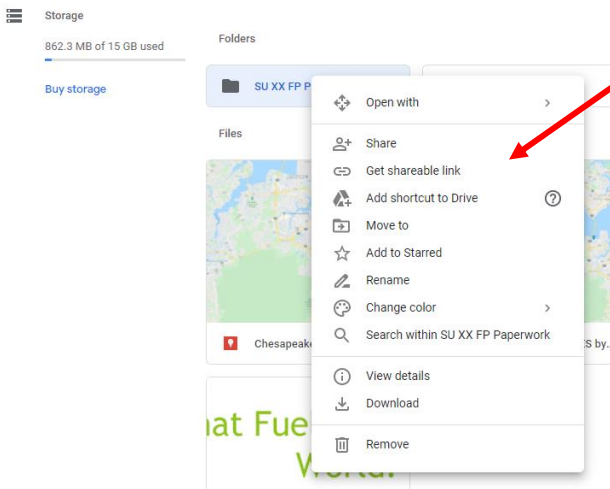
7. Open your folder and follow the same steps to create another folder. Create one folder per troop.

My Drive > SU XX FP Paperwork ▾

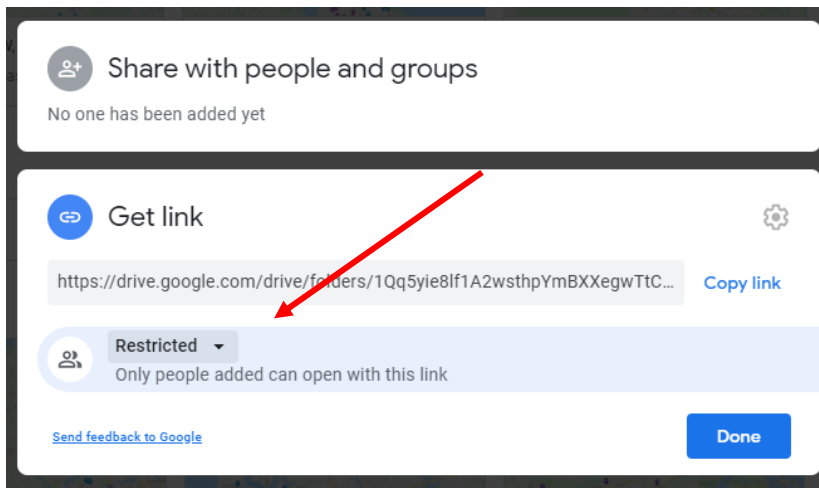
Folders



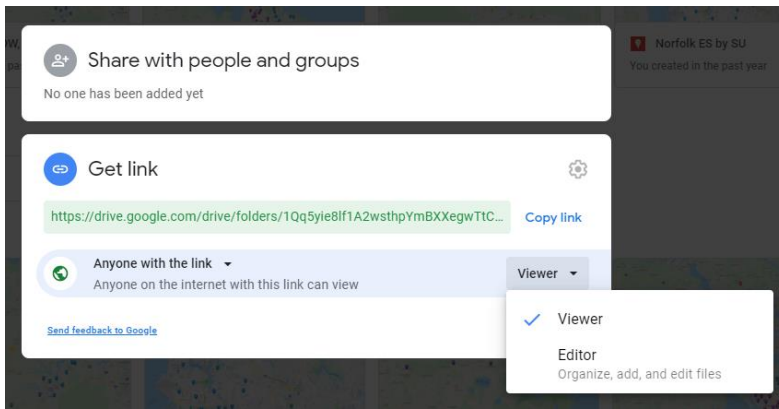
8. Right click on your main folder or each individual troop folder (if you completed step 7). Click **Get Shareable Link**.



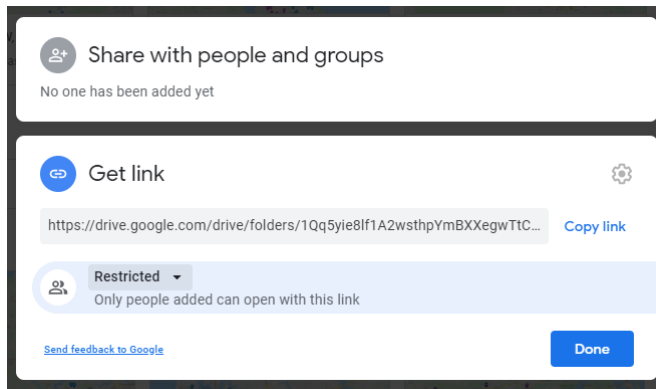
9. Under **Get Link**, click the drop down beside **Restricted**. Select **Anyone with the Link**.



10. Click the drop down beside **Viewer** and select **Editor**.



11. Click copy link. Email the link to all of your troops or just the TFPC for the specific troop (if you completed step 7).



12. Click Done

If you are sharing with Council, please share the main folder so we can access all of the troop folders below.