## Romsey Road Runners – Google Group

The Romsey Road Runners' Google Group has been set up to allow us to communicate via email. It is open to all members of Romsey Road Runners but not to others. In order to join the Romsey Road Runners' Google Group you must either be invited to join or you must apply for membership and be accepted. In either case it is best to have a Google account before joining.

The Google Group can be used for

- a weekly reminder of the club's activities
- requests for and offers of lifts to races
- race results
- notifications of social events
- other short term messages
- electronic distribution of the club magazine
- photographs of running events
- any announcements that are made at club night
- any other material that is not useful on the public website

The Google Group is particularly useful if you are unable to come to the club since you will still get emails telling you what is going on. Please be considerate when adding anything. Inappropriate material will be removed and the perpetrator banned from the group.

## Joining Instructions

- 1. Create a Google account:
  - a. Go to <u>www.google.co.uk</u> and click on 'Sign in' at the top right-hand side of the screen. Use your usual email address and create a password. Click 'Sign in'
  - b. If your email address is new to Google it will take you to a screen to add in other information, complete as appropriate.
- 2. Apply for Google Group membership:
  - Once you have create an account and are signed in on Google, use the following link to go directly to the Romsey Road Runner Group page: <u>https://groups.google.com/forum/?fromgroups#!forum/romseyrr</u>
  - b. Alternatively, once signed in to Google, search Google Groups, and once on the Google Group page search Romsey Road Runners
  - c. Click 'Apply for membership', on the next screen set your notification preferences and click 'Apply to this group'
- 3. Using the Group:
  - a. Once your membership to the Group has been accepted, you will receive emails according to your notification preferences, as set above.
  - b. You can start your own thread by going to the Romsey Road Runners' Google Group page and starting a new post, or email your post to <u>RomseyRR@googlegroups.com</u>
  - c. You can also reply to posts emailed to you, either to everyone by clicking 'Reply All' or just back to the originator by clicking 'Reply'