

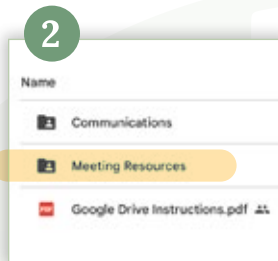
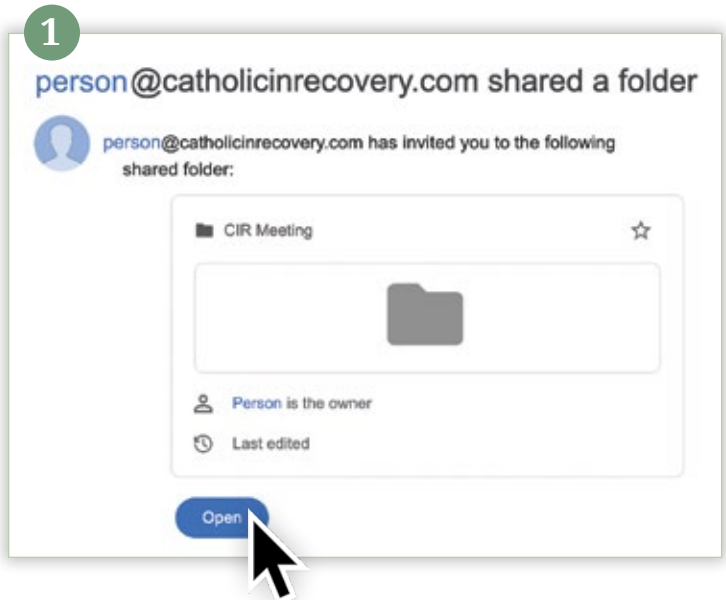
GOOGLE DRIVE FOLDER INSTRUCTIONS



You will receive access to a **Google Drive folder** that contains *digital* versions of all your meeting resources and promotional materials.

STEPS

1. You will receive an email that contains a link for your meeting's Google Drive folder. Click on the "Open" button, or link in the email.
2. The link will launch your internet browser and take you to a Google Drive page that has folders.
3. "Meeting Resources" contains the Meeting Format, Meeting Guidelines, Secretary Guidelines, Treasurer Guidelines, and Twelve Steps. Printed and laminated versions of these files are included in your **Starter Kit**. These digital files are provided if you need to print more of them.



(continued on next page)

4. Clicking on the PDF will display it on your screen. You can print from your browser, or download them to print them.
5. Your “**Communications**” folder contains all your meeting’s digital promotional materials. Please refer to your “Visual” file for file details including specs.

1LM = Launching Materials

Materials used to form a launch team

2CS = Coming Soon Materials

Materials used to promote your first meeting

3 = Ongoing Materials

Materials to be used after your first meeting



Visual files



⚠ IMPORTANT: All group meeting files are exported lower-resolution for home printers, in-office printers, and office store printers (like Staples). If you need press-quality files for a professional printer, please just ask!

If you have trouble with any of these steps, please contact me and I'll be happy help!

jena@catholicinrecovery.com