Email for Doc Sharing

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]
**Sent:** Friday, October 31, 2014 10:00 AM
**To:** Heikkila, Lynn B.
**Subject:** Document Sharing

We have an exciting announcement! Our document sharing (google drive) website is ready to go live. Darrell Heisler from Sedro-Woolley School District has graciously helped set this up. We needed a sponsoring district and SWSD stepped up. Each WSPA member already has an account set up. The instructions on how to get access are attached.

Each individual district will be responsible for uploading your documents to the google drive site. Please upload the actual documents - not links from your website. PDFs or WORD/DOC documents are fine. Please make sure the "file name" is relevant and descriptive of the actual document. We have folders set up for each district for:

- CBAs

- Salary Schedules

- Job Descriptions

 The instructions are attached. We already have content up and running, so check it out. You should be able to search across all documents on the site.

 Here is a link to the site:

<https://drive.google.com/a/swsdonline.com/folderview?id=0B_9rjogzD8nDVDRuS1RwaE9tSG8&usp=sharing>

  Please follow the instructions attached. Thanks to Darrell for all the help.

Let me know if you have questions,

Happy uploading!!

Curtis