

Creating an online signup sheet

1. Go to <http://docs.google.com>
2. Sign in or create an account if you don't have one
3. Click on the **Create new** button at the top left and choose **Spreadsheet**
4. Design the signup sheet
5. Save it
6. Click on the **Share** button at the top right of the page
7. Click **Get the link to share**
8. Tick both check boxes to allow anyone to view and edit
9. Copy the link to an email/Facebook message
10. Click **Save & Close** in the **Get the link to share** box

Notes:

- It is a good idea to test the link before sending it out.
- Once the signup sheet is no longer needed, it should be deleted so that personal data (phone numbers/email addresses) is not kept any longer than necessary.