

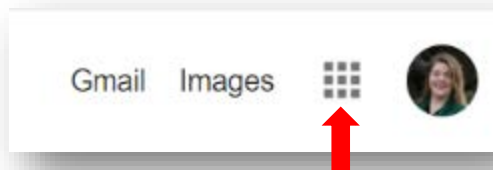
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APPENDIX 4.3.2 – How to Use GoogleMeet

A free and top-notch virtual meeting option for clubs is “GoogleMeet”. It allows your club to have virtual meetings of any length, at any time, and it is free! The only catch is, each family in your club will need to have its own gmail account. (Refer to **APPENDIX 4.3.1** to set up a Gmail account)

Here is how you set a Google Meet:

1. Log in to your Gmail account
2. Look at the top right of your Gmail (google) account for nine little dots (looks like buttons on a calculator). Click on this icon



3. Scroll down and click on 'Calendar'
4. Follow the instructions in this link on how to set up meetings for your club:
<https://support.google.com/a/users/answer/9300131>
5. Share the link / information accordingly with your club