In association with





GOOGLE ACCOUNT – HELP GUIDE

The below links take you directly to the sections:

A. <u>ALREADY HAVE A GOOGLE ACCOUNT</u>

B. HOW TO CREATE A GOOGLE ACCOUNT

C. HOW TO DELETE A GOOGLE ACCOUNT

How to submit a 2024 application

All submissions for the 2024 Awards are to be submitted online using Google forms.

We are using a Google form to collect the information we require for your application. This requires the user to have a Google account. If you do not have one, and you are unsure how to create one, this help guide provides step-by-step instructions of how to create a Google account.

The person entering the data into the form must supply an email address at the start of the form, when prompted (this can be any email address and not necessarily a Gmail). This email address will receive a copy of the information that has been submitted. No other contacts within the form will receive a confirmation.

Once the Google account is set-up, the application process includes the applicant clicking on the submission form link, signing on to Google, completing an online form and uploading the application form, and their institution's logo and one project image. Once these documents have been submitted, you are unable to change any details.

The form can be saved in case you are unable to complete it in one sitting. Google will save it for 30 days. See the guide below for more information (section A2).

After your application has been submitted online, you will not be using Google again for your submission and all further contact will be sent to the email addresses you provide within the form. If you had to create a Google account especially for this, and you wish to delete the account after submission, instructions of how to do so can be found at the foot of this guide.

Information to prepare

Please do ensure that you have read the rules and processes which are available from our website (<u>International Green Gown Awards</u> | <u>Green Gown Awards</u>). **We recommend that you have all the information to-hand before you start entering the information on your submission form.** An overview of the submission form questions and what you need to upload are listed on the website.

Contact for enquiries

If you still encounter problems after following this guide and are unable to create a Google account, please contact us directly and we will try our best to help you.

Greengown@eauc.org.uk

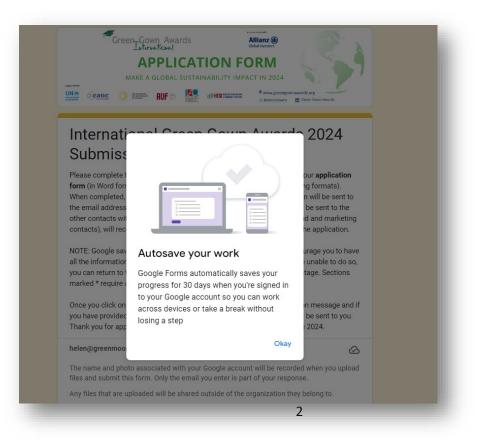
Further guidance on using google forms

A. ALREADY HAVE A GOOGLE ACCOUNT

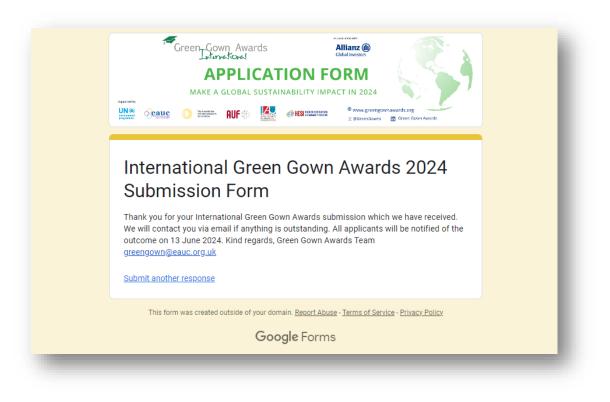
1. When you click on the form submission link it will take you to a Google Sign in page. You need to log in to your Google account and will then be directed straight to the submission form. You will then follow the instructions on the submission form.

G A new look is coming soon Google is improving its sign-in page with a more modern look and f	eel
	Google Sign in to continue to Forms
	Email or phone Forgot email?
	Not your computer? Use Guest mode to sign in privately. Learn more about using Guest mode
	Create account Next
	English (United States) 💌 Help Privacy Terms

NOTE: If you are unable to complete the submission form in one sitting, Google Forms automatically saves your progress for 30 days (this only works if you are working online). You will receive this pop-up notification box when you start working on the submission form. To access your saved form, reopen the form URL in the same Google Account that you used to create the draft.



2. When you have finished completing the form and have pressed "submit", you will receive the below pop-up message. If you have more than one project to submit, it also allows you to submit it from here - select "submit another response".



- 3. A copy of your submission will be sent to the email address you provided at the start of the form.
- 4. All further correspondence from the International Green Gown Awards Team will be sent out via email to the contacts listed on the submission form (excluding the email of the person entering the information unless it is the same contact).
- 5. The Google submission form is only used for the initial submission of your application and supporting documents. It will not be used again.

B. HOW TO CREATE A GOOGLE ACCOUNT

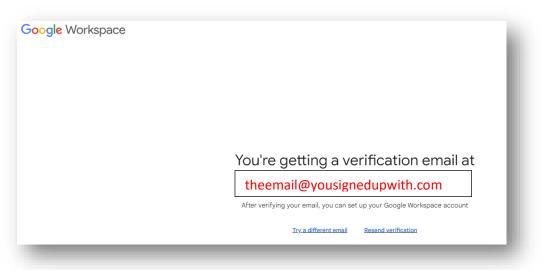
1. If you do not have a Google account, you will need to create one. Follow these steps below. Click on "create account" and select your preferred account option from the drop-down menu choices. For this example, we selected "for work or my business".

A new took is coming soon Google is improving its sign-in page with a more modern look and feel	
	Google Sign in to continue to Forms Email or phone
	Forgot email? Not your computer? Use Guest mode to sign in privately. Learn more about using Guest mode Create account Next
	For my personal use For my child Engls For work or my business
	Google
Whi	ich email address do you want to use with this account?
	An existing work email address txample: you@company.com A new @gmail.com email address to manage my business txample: you@mail.com

2. Enter your existing work email address (please note that <u>any email address</u> can be used and not just a Gmail email address).

No-cost productivity & collaboration tools for work For individuals or teams that already have business email O Includes Drive, Docs, Sheets, Meet, Chat > 15 GB / user of cloud storage Up to 24 hours for 1:1 video meetings, 60 minutes for larger meetings
Enter your work email address Work email address * Exemple: name@company.com
No cost • No credit card required

3. An email verification link will be sent to your inbox.



4. Go to your inbox (of the email address you signed up), click on the "verify email address" box.

(Google Workspace
	Click below to verify your email address started with Google Workspace. After that, you'll be able to create an account and set up Google Workspace. Verify email address Thank you, The Google Workspace Team
	Google Workspace © 2024 Google LLC 1600 Amphitheatre Parkway, Mountain View, CA 94043 You're receiving this mandatory email service announcement to update you about important changes to your Google Workspace product or account.

5. This will then take you back to the Google Sign in page. Enter your first name, last name and create a password. Tick the "I am not a robot" box.

Google Workspace	
	Let's get you set up
	First name
	Use at least 1 characters
	Last name
	How you'll sign in
	theemail@yousignedupwith
	Create your password
	You're not a robot, right?
	I'm not a robot
_	5

6. You are then given options to create your Google Workspace. You can edit your Team name and select your country. Select "agree and continue".

oogle Workspa	ace	
		Create your Google Workspace
		Choose a name for your Google Workspace. This can be a project, team, or company name. You can change it any time.
	· <mark>•</mark> • • •	G Helen's Team
		Easier collaboration with team discovery
		Enable others from @greenmoonevents.com to find and join your team during signup for easier collaboration
		Vour Country* United Kingdom
<		By clicking Agree and continue , you agree to the Google Workspace Agreement, Supplemental Terms and Conditions for Google Workspace Free Trial Agreement, and Google Workspace EECC Waiver Agreement.
		Agree and continue

7. You can select/deselect any additional features. Then select "create account".

Google Workspace	
	For administrators (you) Get tips, feature updates, offers, and opportunities to share feedback You may get periodic emails with helpful information geared for Google
	For your users Let us help the people you work with Users on this account may get periodic emails with feature tips and ways to boost productivity and collaboration with Google Workspace.
< c	Create account Opt-out is available anytime, and user information is never shared.

8. You will then receive a "welcome to your new account" box, which includes a disclaimer. You will need to select "I understand".

9. At one of the stages, you may be asked to verify your identity by entering your mobile number and receiving a verification code, to enter in the appropriate pop-up box.

Google
Verify your identity
Enter verification code
Verify

10. Google Workspace will then be set up and it will take you to your Google dashboard.

Google Workspace			
	Setting up your Google	Workspace	
	Drive Docs Sides	B 0	
	Setting up Sildes		
-			
eam dashboard			울* Invite people
Dashboard 🚯 You or	others on your team can invite anyone with a @greenmoonevents.com address. Members	get access to shared team chats, files, and more.	Manage Settings 🗙
People	🧃 Helen, welcom	e to your dashboard	Manage Settings 🗙
People	🧃 Helen, welcom		Manage Settings 🗙
Dashboard 🚯 You or People Permissions	Your dashboard is a starting point for your work, in A Drive Meet Docs	e to your dashboard	Manage Settings 🗙
People	Your dashboard is a starting point for your work, in A Drive Meet Docs	e to your dashboard earning about helpful features, and managing things bisets	Manage Settings 🗙
People	Your dashboard is a starting point for your work, in A Drive Meet Docs	e to your dashboard earning about helpful features, and managing things bisets	Manage Settings 🗙
People	Helen, welcom Your dashboard is a starting point for your work, le Image: This manual starting point for your work, le Image: This man	e to your dashboard saming about helpful features, and managing things sheets Soos Chat most valuable features	Manage Settings 🗙
People	Helen, welcome Vour dashboard is a starting point for your work, it	e to your dashboard saming about helpful features, and managing things beets beets const valuable features Const valuable features Add people to Helen's Team Each user adds storage shared across your team, and acts direct	Manage Settings 🗙

11. You can now come out of this page and return to the submission form link and click on it/or paste into your browser. You will be asked to enter your Google account email and password. Please go to Section A above and follow the instructions.

C. HOW TO DELETE A GOOGLE ACCOUNT

If you wish to delete your newly registered Google account – see instructions of how to do so below.

- 1. Sign in to the <u>Admin console</u> (in your Google account, click on your icon/image, then in the box which appears, above your name, you will see "Learn more / admin console". Click on the "admin console".
- 2. Go to **Menu > Billing > Subscriptions**.
- 3. Click your subscription > More > Cancel Subscription.
- 4. Select a reason for cancelling > click **Continue**.
- 5. Check the box to confirm you read the information and want to continue.
- 6. Enter your email address > click **Cancel My Subscription**.
- 7. Once the subscription has been removed go to **Menu > Account > Account settings > Account management.**
- 8. Click **Delete Account**.
- 9. Check the box to confirm you read the information and want to continue.
- 10. Click **Delete Account**.