



BRITISHROWING

British Rowing Club Safety Audit

CRSA Guide to Google Drive

TEAMWORK | OPEN TO ALL | COMMITMENT



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Introduction

British Rowing has issued you with a unique Google Drive folder to help you access and manage your safety documentation. Upon completion of your Club Safety Audit, you will be required to upload your copy of the audit to Google Drive, along with supplementary safety documents (such as your Club Safety Plan, Emergency Action Plan, Risk Assessment, etc.). This is required to ensure your audit can be accepted. This guide has been created to help reduce waiting time accessing your Club Google Drive folder and overall organisation of your Club Safety Audit submission.

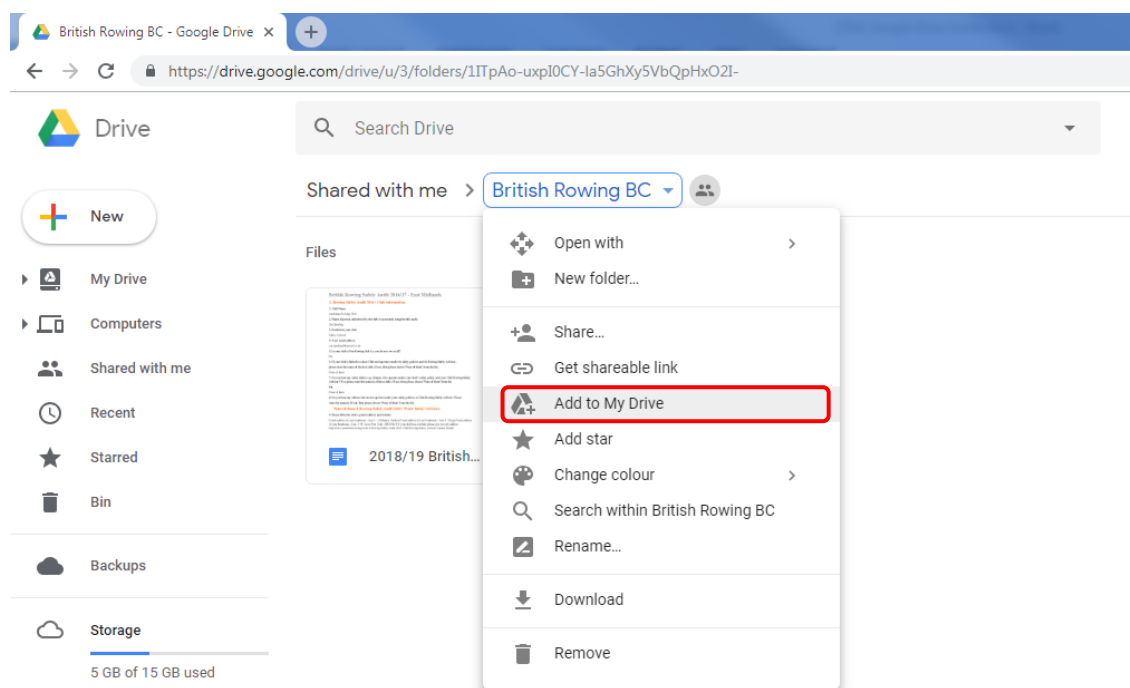
Accessing Google Drive

To access Google Drive you do not need a Google account. When the audit process was transferred to incorporate Google Drive, a unique link was shared from British Rowing to each Club Rowing Safety Adviser (CRSA). CRSAs from previous years should have access to their clubs Google Drive account. To find this link search “Google Drive safety audit” in your email search box. For new/incoming CRSAs, hopefully you were provided with the link by your predecessor as part of any handover information.

If you cannot gain access to the link, please contact:

- Your [Regional Rowing Safety Adviser \(RRSA\)](#):
- or
- matt.evans@britishrowing.org

If you do have a Google account, you can save the folder to your Google Drive for future access. To do this, right click on the folder and select ‘Add to My Drive’.

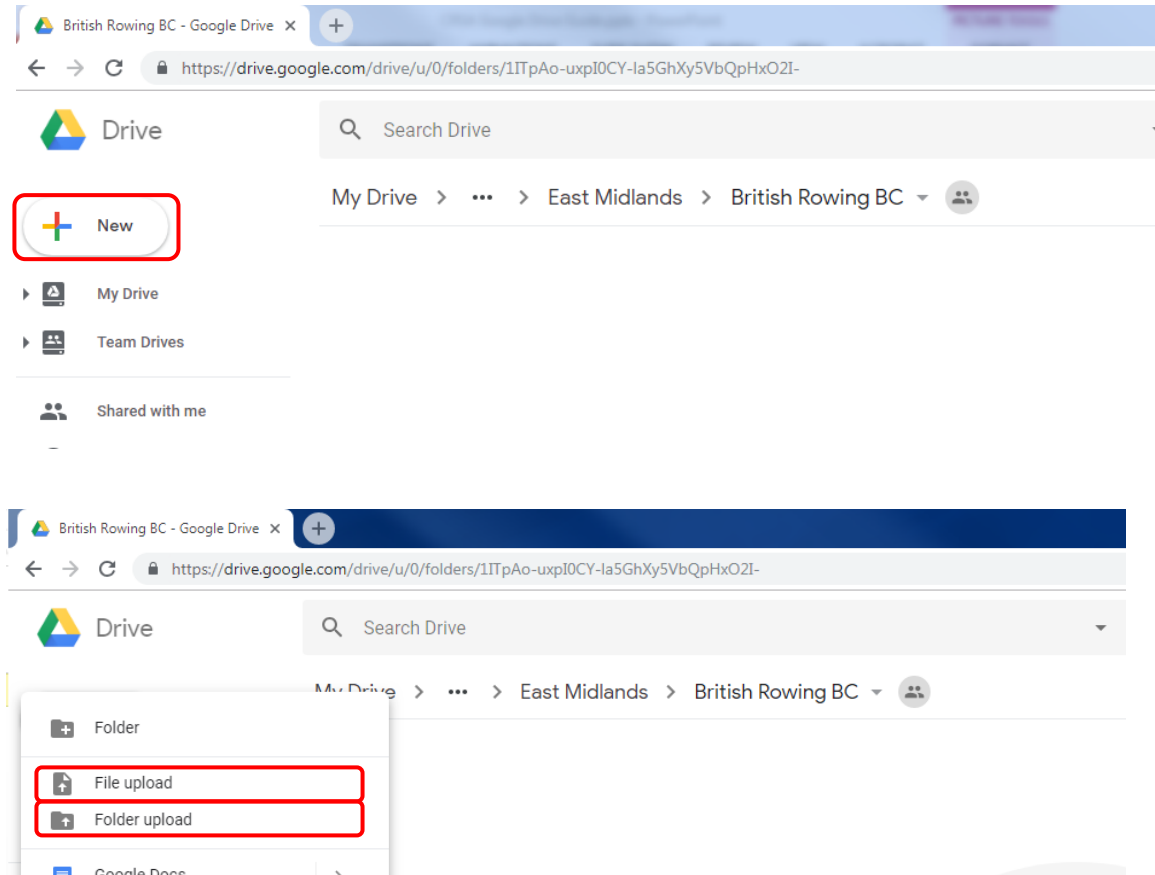


Uploading a Document

Upon completion of your Club Safety Audit, you are required to upload a copy of your audit as per the instruction in the confirmation email. If you haven't received a confirmation email, please check your spam or click [here](#) and request for a copy to be resent. As part of the process, will also be required to upload the following supporting documents:

- Club Safety Plan
- Emergency Action Plan (if not covered by your Club Safety Plan)
- Risk Assessment for competitions (if applicable)
- Competition Safety Plan (if applicable)
- Risk Assessment for your training camps (if applicable)

To successfully upload your documents, click 'New' in the top left corner of your screen. Once clicked, a drop down of options should appear. If you wish to upload your files individually, select 'File upload'. If you have them already prepared in a folder, you can use 'Folder upload'. Clicking either button will give you access to your Documents library where you can select and upload your files to Google Drive.

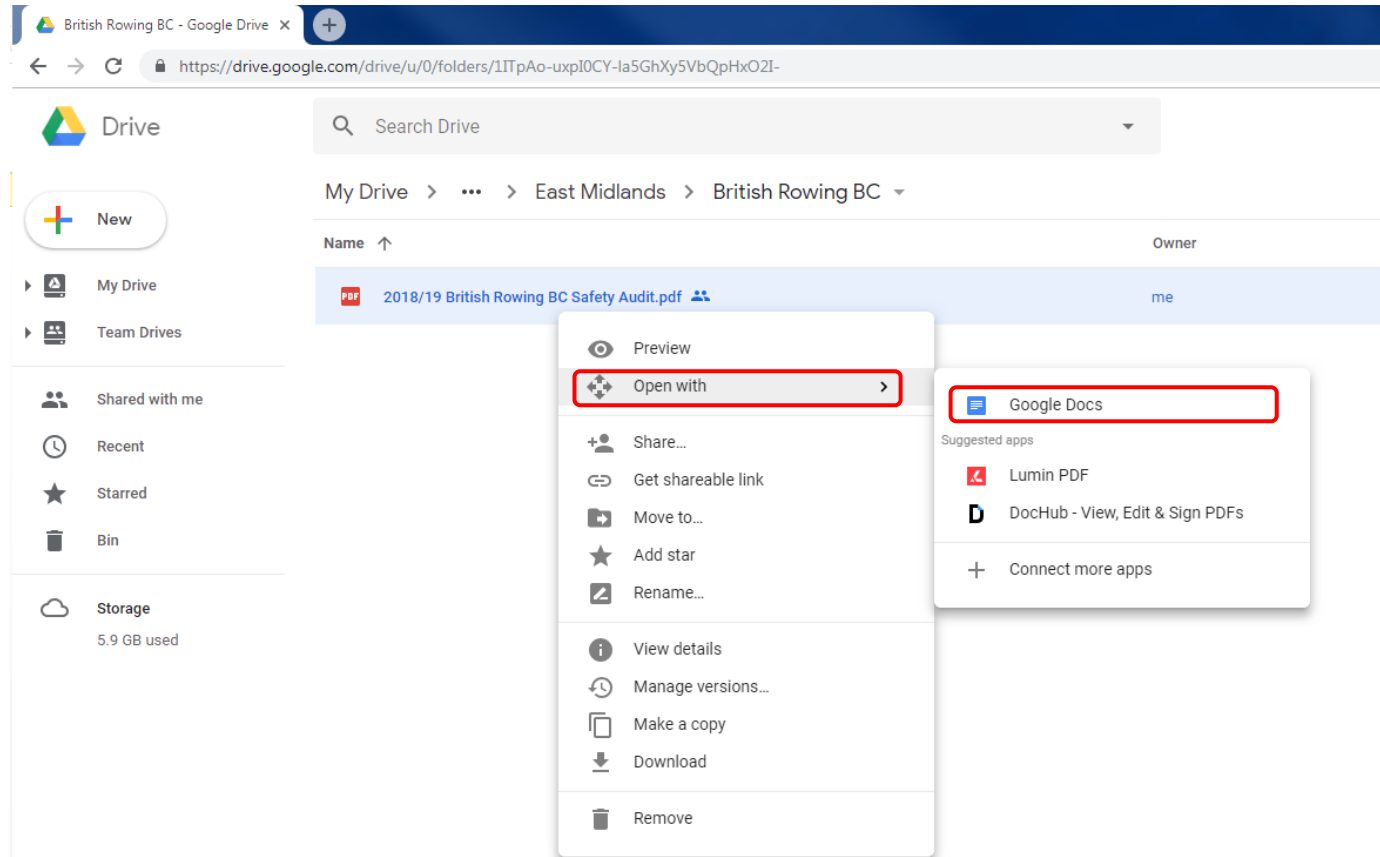


Editing an Audit

Once you have completed your audit and uploaded it to Google, it might be necessary for you to make an edit. If you need to change some minor details (e.g. equipment information), then you can do this by creating an editable version of your audit through Google Drive.

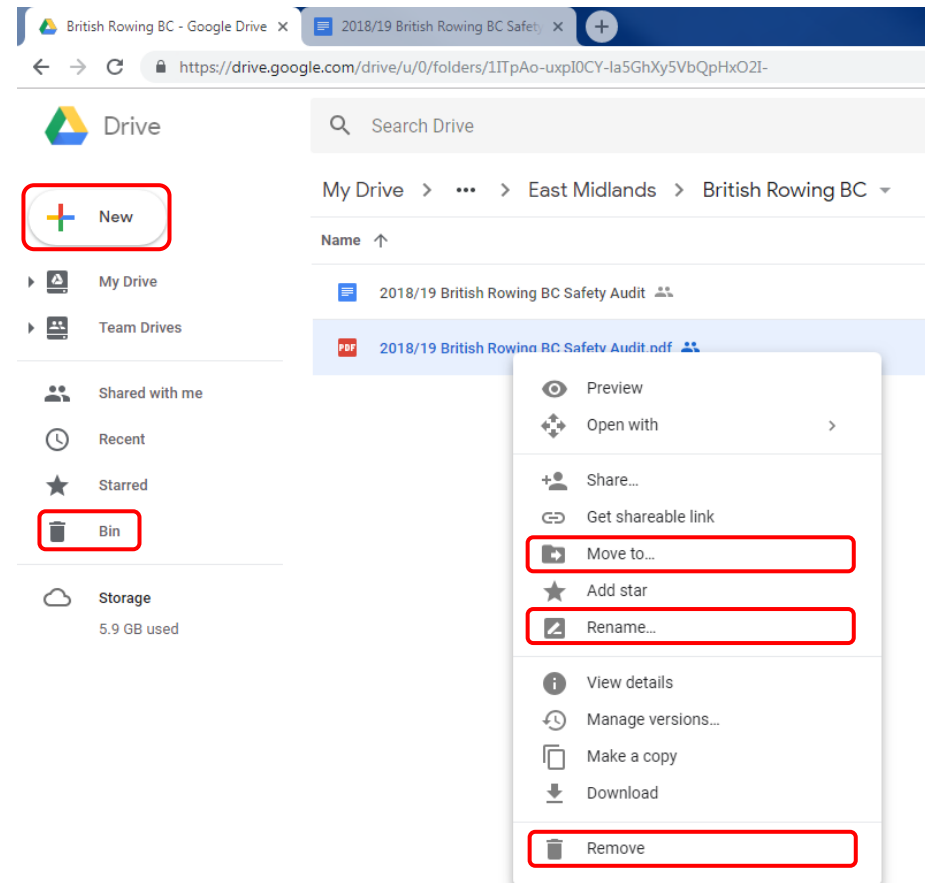
To create an editable version of your audit, right click on the audit in the Google Drive folder, and hover your mouse over the 'Open with' button. This will open a secondary set of options. By clicking on 'Google Docs', a new window will open up with an editable version of the audit. This will automatically be saved in your club Google Drive folder.

If you need to make larger changes to your audit (which might be specified by your RRSA), then please click [here](#) to get in touch.



How to...

- Rename a file/folder:
 - Right click on the file/folder you wish to change and select 'Rename...' from the drop down list. This will provide you with a pop-up box to type in your new file name.
- Create a folder:
 - If you would like to organise your documents, then we would recommend doing so by year. You can do this by creating a new folder within your club Google Drive. Select 'New' in the top left corner and choose 'Folder' from the dropdown.
- Move a file to another folder:
 - Right click on the file name and select 'Move to...'. This will open a pop-up box which will allow you to navigate and select which folder you would like to move your file into.
- Delete a file/folder:
 - Right click on the file name and select the 'Remove' button from the drop down. Deleted files can still be recovered by clicking on the 'Bin' tab in the left hand column.



Troubleshooting

If you experience any issues which fall outside of the guidance provided in this guide, please [get in touch](#).