Adding People to the RFS Google group

1. People have the ability to sign up to be on the RFS Google group from our RFS website

   ![RFS website banner]

   When they submit their responses to this form, their answers go here: [https://docs.google.com/spreadsheets/d/1FF6JVDmgSSHtVb1NoKdGHzuwQ68JGj_x0-095uCXsw/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1FF6JVDmgSSHtVb1NoKdGHzuwQ68JGj_x0-095uCXsw/edit?usp=sharing)

   a. Grey entries have already been added to the Google group
   b. New entries are all the way at the bottom in the cells without a colored background

2. When they submit their responses to this form, their answers go here:

   ![SIR 2016 banner]

   3. Select and copy ( "Ctrl" + "C" ) up to 10 email addresses at one time

   ![Google Spreadsheet screenshot]

   - First row shows the header with columns for Timestamp, Email Address, Year in Training, Current Program / Affiliation, and Full Name.
4. To add these people to our Google group navigate to: https://groups.google.com/forum/#!forum/sirrfs
5. Click “Manage”
6. Click “Direct add members”
7. Paste these email addresses directly into the top text entry box
8. Enter a message into the second text entry box. The follow is sufficient:
   “At your request, you have been added to the RFS mailing list. You will now receive announcements about
   upcoming webinars, regional conferences, and other RFS related activities at this email address.
   Enjoy,
   SIR RFS Communications Committee”

9. Ensure “All Email: send each message as it arrives” is selected
10. Click the big blue box reading “Add” at the top of the screen
11. A box will pop up that asks that you prove that you are not a computer, complete the task, and click “Continue”
12. Repeat the above steps for the remaining email addresses by clicking the grey “Add more” button at the top of
    the page
13. When all the email addresses have been added, click the blue “Done” button
14. Return to the Google spreadsheets
   a. Color all the cells that were added to the Google group grey
   b. In column “F” please added a comment stating “This row and above added [DATE]”