


## Free Digital Tools Every Club Can Use

| Name            | Web Address  | How/When to Use   |
|-----------------|--|---|
| Doodle          | <a href="http://www.doodle.com">www.doodle.com</a>   | Create a Doodle poll to find common dates or preferred locations for a meeting among many people (>5) when an email chain can get confusing   |
| Gmail           | <a href="http://www.google.com/gmail">www.google.com/gmail</a>   | Set up an account for your club that can be passed on with each administration, and password shared among officers (e.g. <a href="mailto:afwc2728@gmail.com">afwc2728@gmail.com</a> )   |
| Google Drive    | From Google or Gmail page, click on  icon in the top right corner, then scroll to "Drive" | Create or share existing documents for club members to edit or just view. A great way to work on Word or Excel documents collaboratively, such as with Board members  |
| Mail Chimp      | <a href="http://www.mailchimp.com">www.mailchimp.com</a>   | One of many (you can Google for others) options to create professional looking email newsletters and track opening rates, etc. The free account allows up to 2,000 subscribers and 12,000 emails a month – perfectly adequate for most clubs. Similar to Constant Contact that AFWC uses.                                   |
| Sign Up Genius  | <a href="http://www.signupgenius.com">www.signupgenius.com</a>   | Create a sign up list with the exact number of time slots and/or items that are needed from your members, e.g. working at a service project, or bringing items to donate. Everyone that signs up can see everyone else that has signed up, and the program sends automatic email reminders as the time nears for the event! |
| Survey Monkey   | <a href="http://www.surveymonkey.com">www.surveymonkey.com</a>   | Create a survey to find out what your members really want – they can complete it anonymously. You can create pre-populated answer fields or allow them to enter their own comments.   |
| Facebook Events | From your club's page, click on "Events", "+Create Event"  | An easy way to invite and track attendees that can provide an immediate response and updates to all   |