

Download the file [HES Party Supply List For Google](#), AND save someplace, like your desktop. Change the items on the list to whatever you have planned for the party. Save the file again.

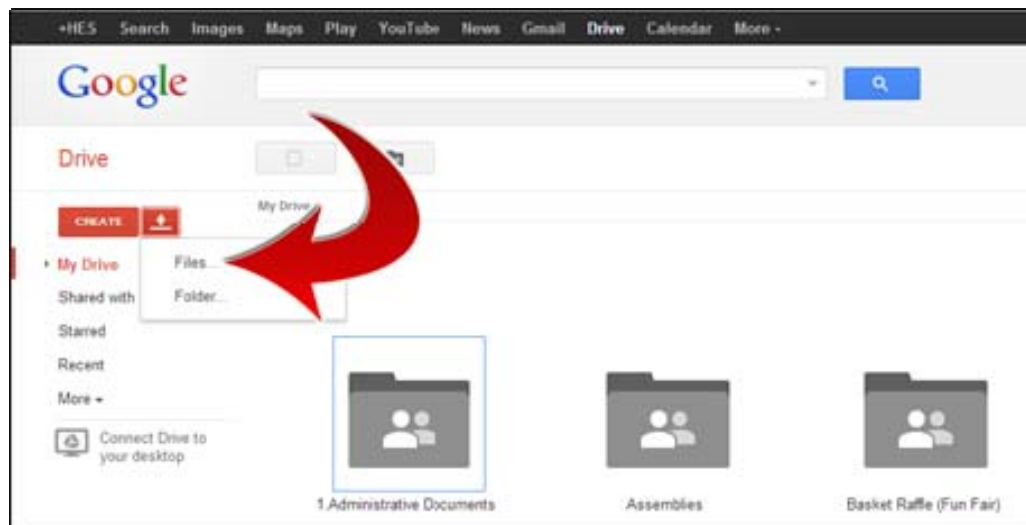
1-Go to www.google.com.

2-Sign up for an account (it's free) if you do not already have one.

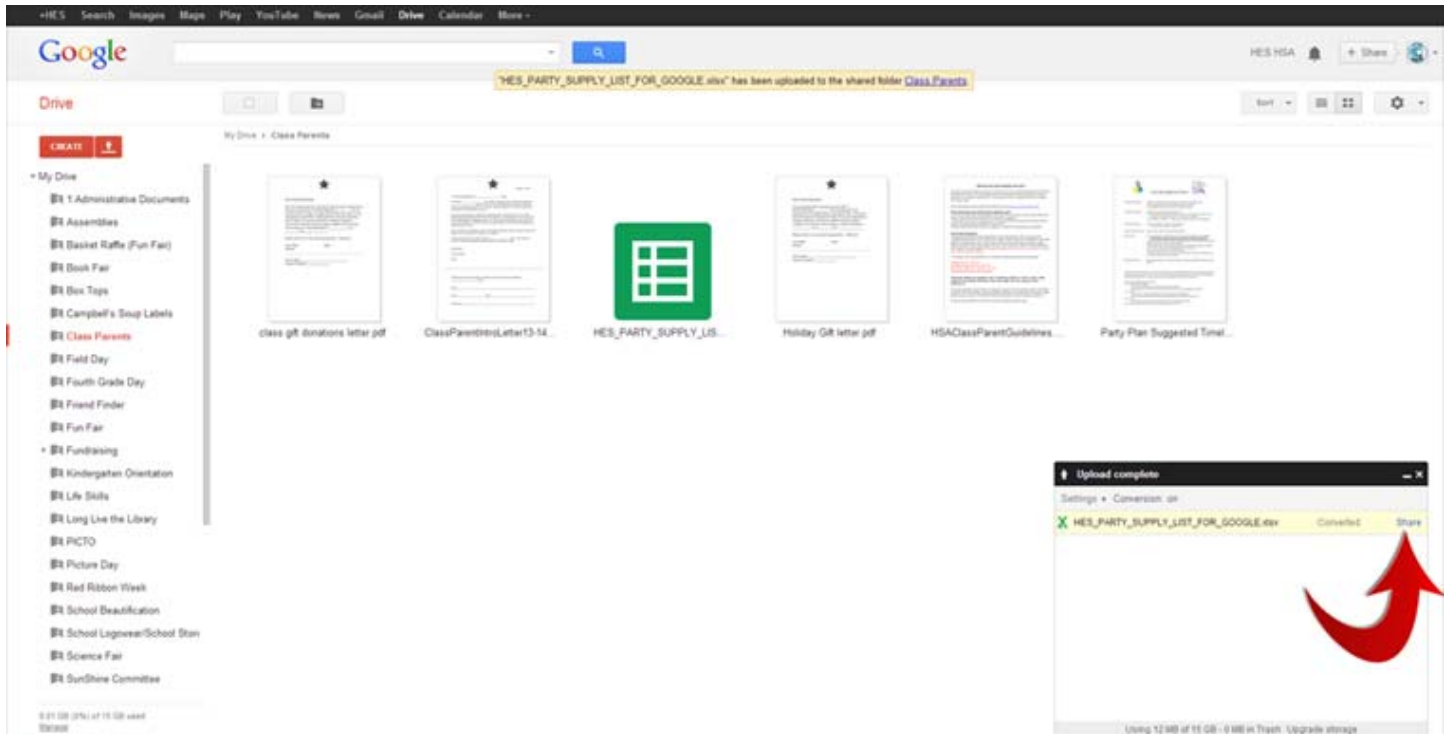
3-Log in and at the top, click "Drive".



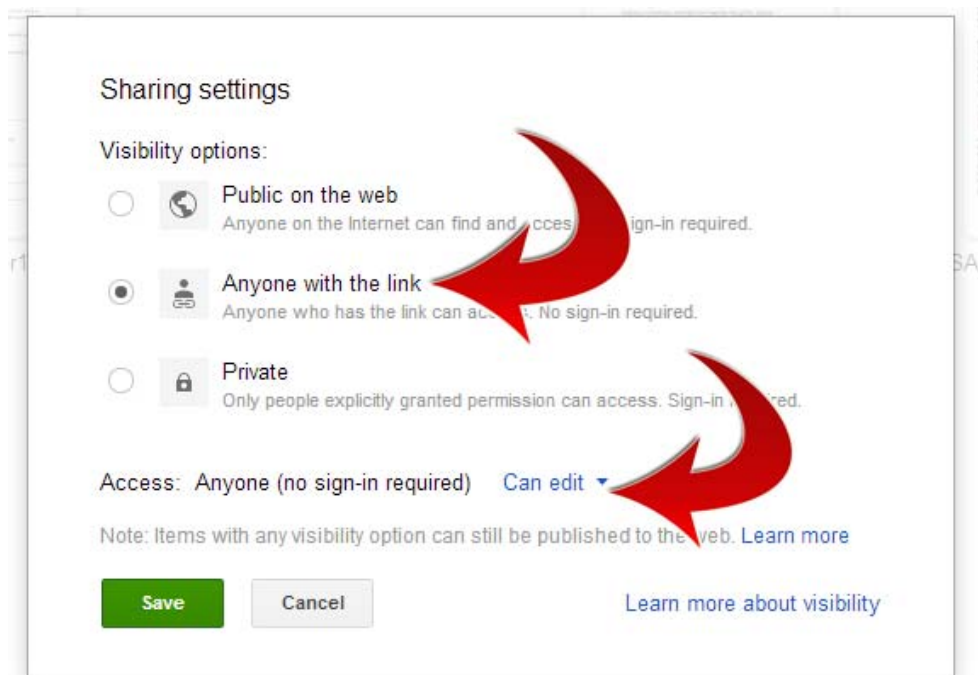
4-On the left side you will see next to "create", click the box with an arrow
5-Click "Files" and find the file you saved and click "open".



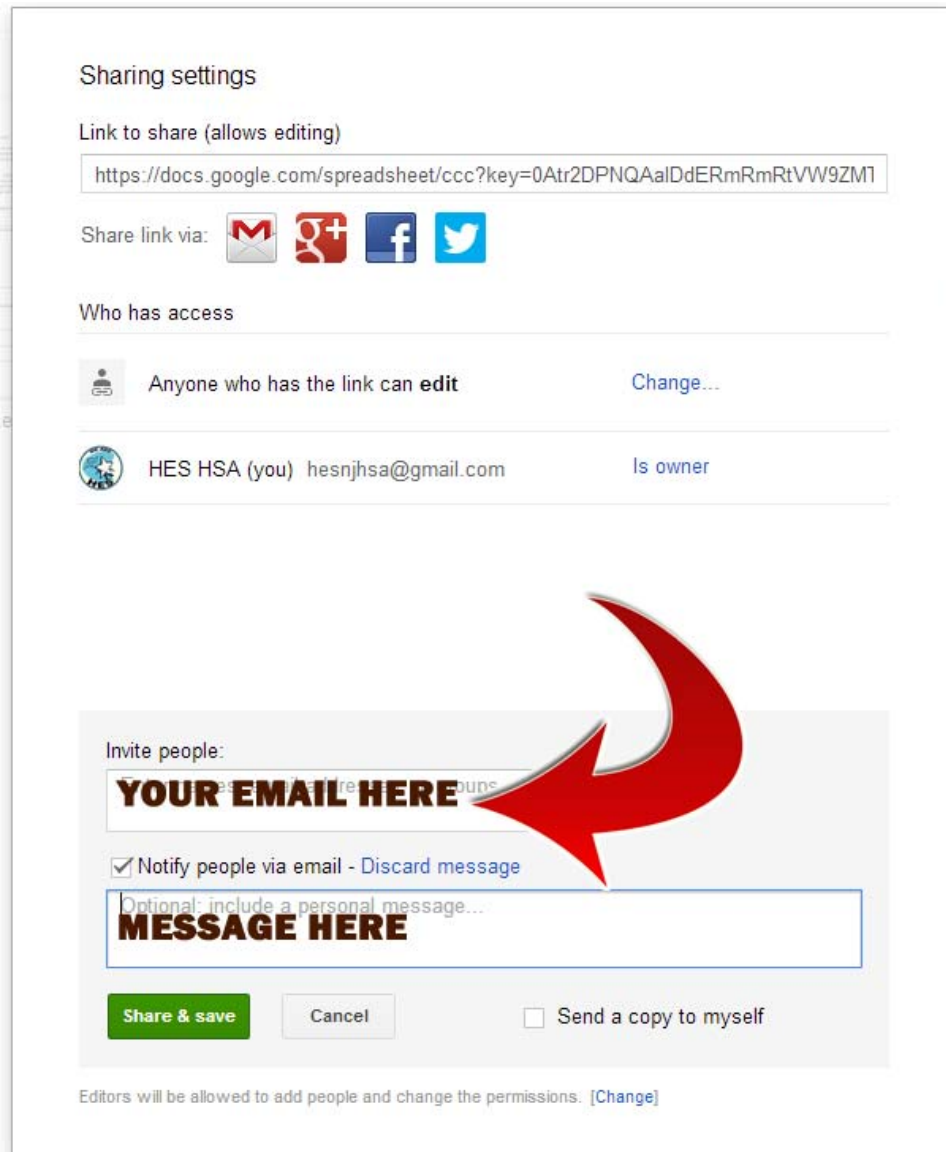
5-On the right of the Drive page, you will see a box, where it will upload the file. Once it is uploaded, click "Share".



6-THIS IS IMPORTANT: Change the access to "anyone with the link" and beneath that, change access to "anyone can edit". Click "save".



- 7-At the bottom, in the "Invite people" box, put your email address there.
- 8-The box "Notify people via email" should be checked.
- 9-Click "Add message" (in here, type: "Halloween Party Supply Sign Up List for Ms/Mrs _____'s Class. Please click the link to donate party items." (Obviously change this for the other parties throughout the year)



The image shows a screenshot of the Google Docs sharing interface. At the top, the "Sharing settings" section is visible, showing a "Link to share (allows editing)" with the URL: <https://docs.google.com/spreadsheet/ccc?key=0Atr2DPNQAalDdERmRmRtVW9ZM1>. Below this, there are icons for sharing via email, Google+, Facebook, and Twitter. The "Who has access" section shows two entries: "Anyone who has the link can edit" with a "Change..." link, and "HES HSA (you) hesnjhsa@gmail.com" with the role "Is owner".

Below the sharing settings is the "Invite people:" dialog box. It features a text input field containing "YOUR EMAIL HERE" with a large red arrow pointing to it. Below the input field is a checked checkbox for "Notify people via email - Discard message". There is also an optional field for a personal message containing "MESSAGE HERE". At the bottom of the dialog are buttons for "Share & save" (in green), "Cancel", and a checkbox for "Send a copy to myself".

At the very bottom of the sharing settings area, there is a note: "Editors will be allowed to add people and change the permissions. [Change]"

- 10- Click "Save", and you should receive an email in your inbox.
- 11- Forward this email to your list of parents willing to donate via email.