

Air Cadet League & SSC Emails

Personalized Emails for Sask. Squadrons



Introduction

To promote a centralized platform for communication with emails and documents, The Saskatchewan Air Cadet League (SKACL) is maintaining personalized emails for all Squadron Sponsoring Committees (SSCs) at Saskatchewan Air Cadet Squadrons. This will allow easy email communication and document-sharing/collaboration within SSCs, between SSCs, and from the SKACL to SSCs. All communication from the SKACL will only be sent to these emails, so please start using these emails immediately, if you haven't already.

The emails given to all SSCs are (“#” means squadron number):

- #chair@skacl.ca
- #vicechair@skacl.ca
- #secretary@skacl.ca
- #treasurer@skacl.ca
- #screening@skacl.ca
- #fundraising@skacl.ca

All Air Cadet League directors and executive also have a personalised email (first name and initial of last name).

The platform being used is “Google G-Suite”, which is a centralized hub for email, document/photo/video storing & sharing, live document collaboration, chat & video calling, and calendar...all in one place and with one account.

Signing In

To sign-in, go to www.gmail.com and type the whole email address. The password for your account should be given to you by the previous account-holder (past SSC position holder). If you don't have a password, contact Jay Shah at jays@skacl.ca.

Services to use

Once you log in, you can use all the above listed services. The main ones to definitely use are Gmail and Google Drive (for document storage, live collaboration, and sharing). Under Google Drive, A folder called “Team Drives” contains a folder for your squadron accessible only by your SSC (with their SKACL emails), and the Air Cadet League area director for your squadron. You can store documents here for your Committee.

Tutorials

Video Tutorials were created by the SKACL for helping SSCs with Google G-Suite and all its services/features.

All Video tutorials (YouTube):

https://www.youtube.com/channel/UCf_aWn2X040TQdwRSLP0gOg?

- Sign-in tutorial: <https://www.youtube.com/watch?v=BgG1gzL1gAE&t=>
- Introduction tutorial: <https://www.youtube.com/watch?v=iNFt9g8wIDQ&t=>

Squadron Information Master Spreadsheet

Once you have logged in and had the opportunity to explore some Google G-Suite features, please update the squadron information database which is a “Google Sheets” spreadsheet shared with all SSC Chairs and accessible via this link:

https://docs.google.com/spreadsheets/u/0/d/1fVPSPqGsCfI71IrrGajxgroRSY3xZfum3_T0_WcPd94/edit?usp=sharing&pli=1.

If you have any questions, please contact:

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