

1. Make sure your Google Sheet has:

- A title that makes it clear what it is & “sells” it
- A brief “INFO” tab including (~1-3 sentences each):
 - *Who is it for?*
 - *What is it?*
 - *How to use it*
 - Make this the first tab so it will be the first thing people see. ****Please “wrap text” as well so that it can be viewed on a relatively small screen.****
(You can view examples in the [drive here](#).)

2. Message Ben via Discord (@bfritz12) letting him know what you would like to submit

- Specify what your document is and why you’d like to share it
- Await confirmation

3. Share your doc/sheet with OWSfam@gmail.com

- Select “Share” (*right click and select OR upper right hand corner if file is open*)
- In “add people and groups” type “OWSfam@gmail.com”
- Confirm that “Editor” is selected from the dropdown menu (*this is to make it visible from OWSfam - the end consumer will *not* have edit access*)
- Confirm that “Editors can change permissions and share” by going to the Settings icon in the top right hand corner and making sure that box is checked
- Leave “Notify” selected and add any pertinent notes
- Send

4. Notify Ben that you submitted a file for OWSfam (message him on Discord @bfritz12)

5. Ben will send you a link that you can share with subscribers

- You can also access the [OWSfam shared drive](#) to see your file (*this link will be accessible to subs as well*)

**Keep in mind... that this is a one-time process. Once you submit your doc, it will update in the OWSfam Google Drive in real-time. Others will be able to see your changes immediately. They will be able to view your doc and have the ability to make their own copy which they can edit.*

***It is also recommended that you keep a backup copy of your doc. All permissions have been set and precautions taken to ensure your document does not get altered by someone other than you. That said, better safe than sorry. :)*