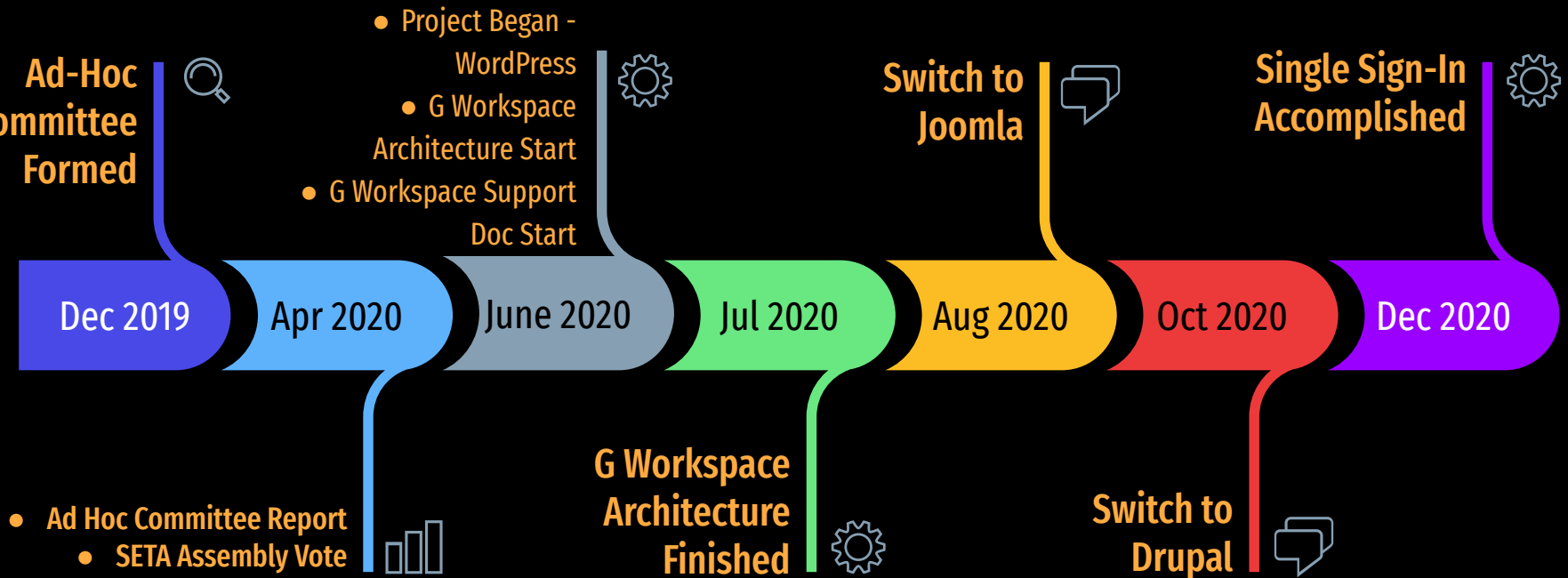
SETA Website Timeline	10 mins
Google Workspace - Phase 2	30 mins
What's Available Now	
Collaborative InBoxes and Forums	
CPC Committee Using Phase 2	
Mail Routing	
Plans for Moving Forward	
Questions	10 mins
Phase 1 Training	30 mins
Improved Translation Tools	10 mins

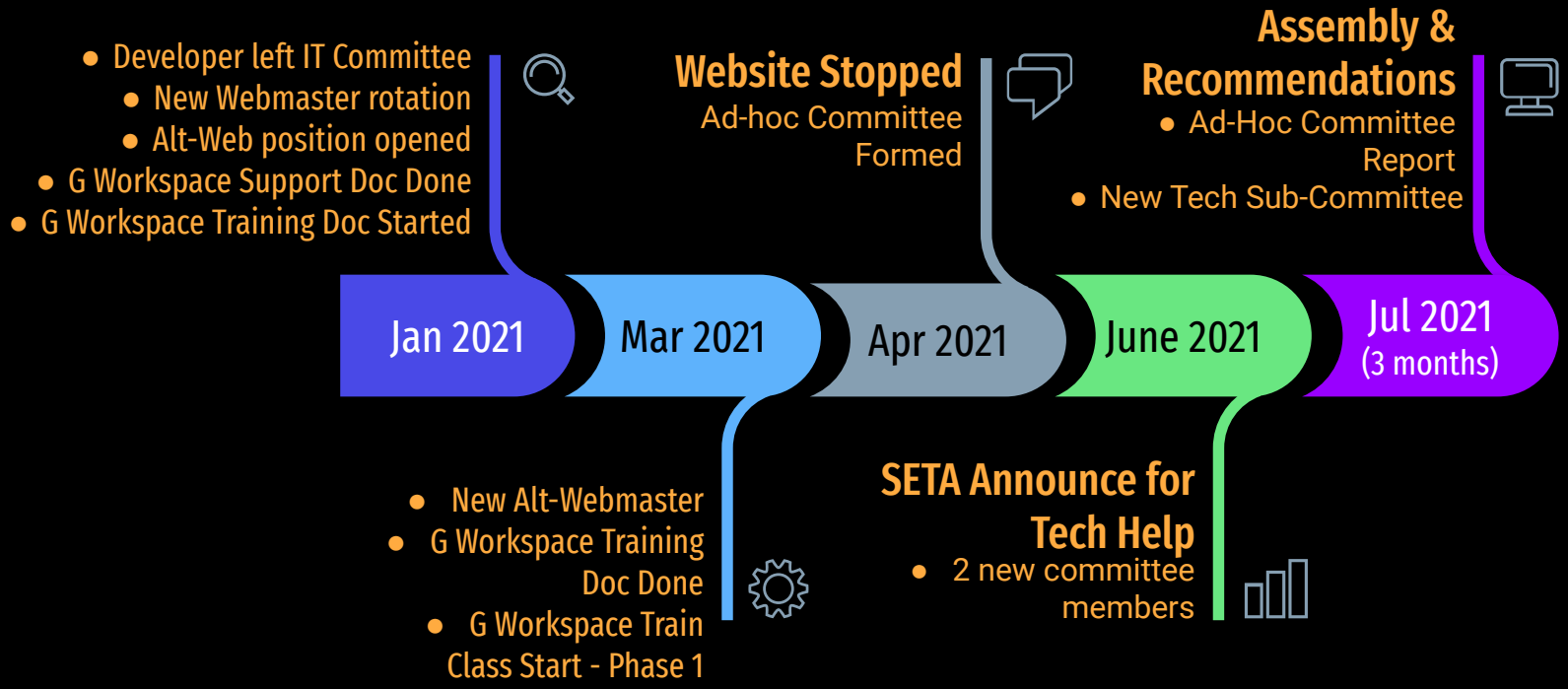
Recent Timeline of the **New SETA Website**

What's happened down the Yellow Brick Road…

Timeline: Collaboration Tools - Data Hosting - New SETA WebSite



Timeline: Cont. 2021



Ad-hoc Committee (December 2019)
Review SETA Use of IT

Generally what they looked at was Technology used by SETA:

- Website
- Website Hosting
- Email
- Virtual Meetings
- PC’s

Ad-hoc Committee - What they found

Website

- Need to Finish new site, ideally with same login as e-mail (not possible with current solution)

Email

- Hosting provider’s email system is confusing for some, poor documentation
- Email lists are high maintenance, people don’t understand them, poor documentation

Virtual Meetings

- Works well, only one host account, limited to 100 users, adding more would be $50.00 more per month

Ad-hoc Committee - What they found (2)

Website - two contracts

- Old Windows (static html) Shared website contract, includes current email
- New WordPress dedicated cloud server contract, email an option

Email

- Position based accounts for Officers, Committees, and DCMs
- Email lists - Closed (limited members), Open (District and Committee), and Public (broadcast, like Seta-Announce)

Ad-hoc Committee - What they found (3)

Virtual Meetings

- Zoom used by most committees
- 100 person limit
- $74.95/yr
- One host account

PC’s

- Limited number of PCs, issued to Area Officers
- Windows 10 & Office licenses for Non-Profits
- Separate vendor for Anti-Malware

Ad-hoc Committee (What they found - Need Solutions)

Website

- Website Integration required upfront to minimize work and maximize user satisfaction

Email

- Current email lists functionality is so problematic, labor intensive, and error prone that's it's basically unusable for wide use. Barely functions for SETA-Announce. Hardly any other lists are even used.
- Current email system confuses end users, has poor documentation / help available, and is also somewhat labor intensive

Hosting (Cloud Services

- We need a common cloud drive storage solution yesterday

Virtual Meetings

- Only one account currently exists for Virtual Meetings

Ad-Hoc Committee - Recommended Solutions

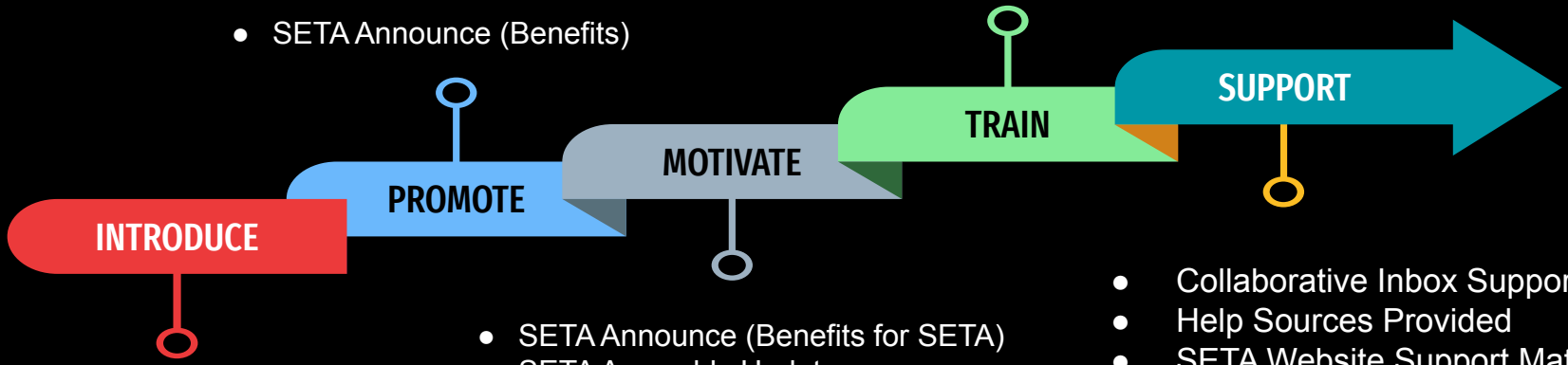
- G Suite for Nonprofits
  - Recommended for common services for SETA
    - Authentication to website, common services
    - Email, contacts, calendar, productivity suite, forms, automation
    - Online meetings,Google Ad Grants
  - Future use - could be used to drive website traffic (Caution for Traditions)

- YouTube Nonprofit Program
  - Anonymity protected Videos - Internal or CPI Committee (Traditions compliant)

- Google Maps Platform Credits
  - We will be using this for our website

Human Factor - Not Included In Completion Dates

Must always be considered when developing and implementing a project of this scale



- SETA Announce (Benefits)

- Solicit Attendance
- General Training Sessions
- District Training Sessions

- Collaborative Inbox Support
- Help Sources Provided
- SETA Website Support Material

- SETA Announce (Benefits for SETA)
- SETA Assembly Updates
- SETA Website Config Material

April Assembly (Ad-Hoc)
SETA Announce (Video)

Questions

Google Workspace

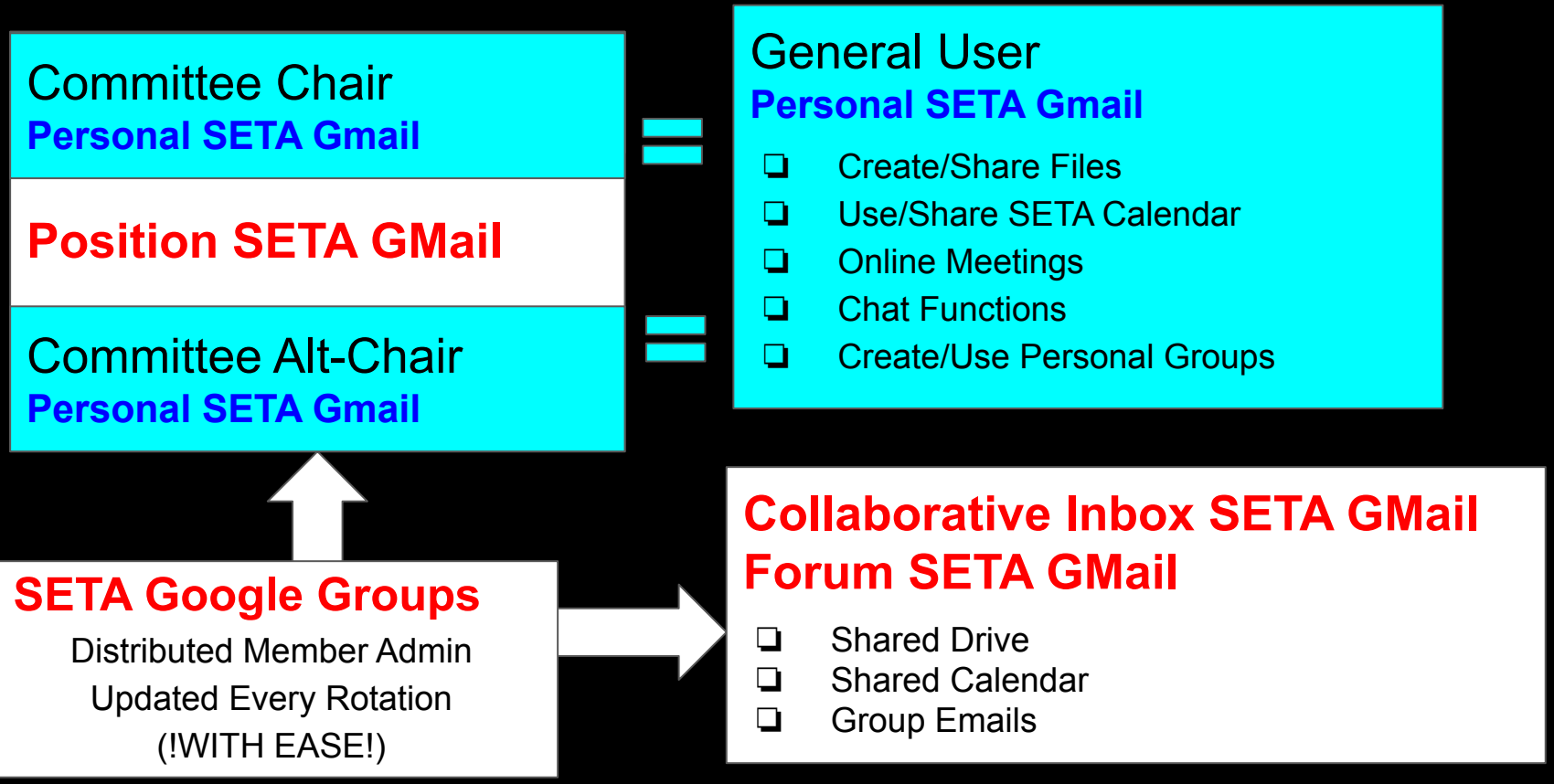
Phase 2

- What's Available Now
- Collaborative InBoxes and Forums
- CPC Committee Using Phase 2
- Mail Routing
- Plans for Moving Forward

Phase 1 - What You Can Do Now

- Register for SETA Personal Google Account
- Attend SETA G Workspace Training Class - Phase 1
- Personal SETA Gmail
- Create / Share Files — Drive
  - Documents — Docs
  - Spreadsheets — Sheets
  - Presentations — Slides
  - Polls/Templates — Forms
- Use / Share Personal SETA Calendar
- Integrated Online Meetings — Meet
- Instant Communication — Chat
- Use Personal Groups — Groups**

Configuration for SETA Service Positions



Configuration for SETA Service Positions

AVAILABLE NOW

Example 1: Susan W.
Personal SETA Gmail
susan.w@aa-seta.org

Personal SETA Users Can:

- Create/Share Files
- Use/Share SETA Calendar
- Online Meetings
- Chat Functions
- Create/Use Personal Groups

AVAILABLE NOW

Example 2: Michael B.
Personal SETA Gmail
michael.b@aa-seta.org

XYZ Committee Chair
XYZ-chair@aa-seta.org

XYZ Committee
Position SETA Gmail

XYZ Committee Alt Chair
XYZ-alt@aa-seta.org

UPCOMING

XYZ Collaborative Inbox - for outside emails to XYZ Committee Gmail
XYZ Forum - for internal group emails
XYZ Google Drive - for committee cloud sharing and storage

UPCOMING

SETA Google Groups

- Distributed Member Admin
- Easy to Update Position Rotation

Phase 2 - What We Are Doing Now

Create SETA Shared Resources

- Groups
- Collaborative Inboxes
- Forums
- Drives

Configuration and Roll-out

- Elected Service Positions, Committees, and Districts
- User and Admin Support Documentation
- User and Admin Training Class Material
- User and Admin Training Classes

"Why wait for SETA Groups to be Created? Can I Use Personal Groups?"

Planning for SETA Service Structure - Planning for Service Rotation

Lost File Shares, Repeat Group List Admin, Learning Phase 2, Confusion During Roll-out

Review Current Use of Phase 2

CPC Committee

SETA Primary Groups

SETA All	seta-all@aa-seta.org
SETA Comm	seta-comm@aa-seta.org
SETA DCMS	seta-dcms@aa-seta.org
SETA Delegates	seta-delegates@aa-seta.org
SETA GSRS	seta-gsrs@aa-seta.org
SETA Liaisons	seta-liaisons@aa-seta.org
SETA Officers	seta-officers@aa-seta.org
SETA Roster	seta-roster@aa-seta.org
SETA Sub Committees	seta-sub@aa-seta.org
SETA-Announce	seta-announce@aa-seta.org
SETA Newsletter	seta-officers@aa-seta.org
SETA Vote	seta-vote@aa-seta.org

Mail Routing Transition

Current Situation

- INIOS Position Based Email
- Personal SETA Gmail (Phase 1)
- Personal Email

Future Situation

- Position SETA GMail (Phase 2)
- Collaborative Inbox (Phase 2)
- Group Forums (Phase 2)

Goal is to maintain all SETA service position email in one easily accessible and secure location - avoiding shared passwords, bulk email forwarding, or information loss when service positions rotate.

What Can You Do Now

Forward IONIS Email	Send Request to IT-Admins@aa-seta.org
Forward Personal SETA Gmail	Google Learning Center, Google Support Center, 2021 YouTube Training Videos, Gmail Help
Forward Personal Email	Inbox Rule Forwarding

Phase 2 Roll-out Plans

Officers & Delegates
Committees (by request)
Districts (by request)
Intergroup Liaisons

District IT Liaison Service Position Suggested
Committee IT Liaison Service Position Suggested

- Form with Configuration Questions in Advance

  Committees and Districts
- First SETA Group to Rotate Service Positions (Extreme Deadline)
- INIOS Shared Position Email Transferred Last

Google Workspace
Translation Tools

Google Workspace
Phase 1 Training

IT-Admin@aa-seta.org to Request Training

Recorded Training on SETA Website aa-seta.org
(coming soon)

DCM
Personal Gmail

Position GMail

Alt-DCM
Personal Gmail

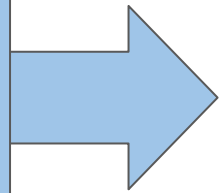
Committee Chair
Personal Gmail

Position GMail

Alt-Committee Chair
Personal Gmail

Manage Groups

- Collaborative Inbox
- Forum
- Restrict File Access
- Shared Calendars



General User
Personal Gmail

- Drive
  - Docs
  - Sheets
  - Slides
  - Forms
  - Meet

Group CBox Gmail
Group Forum GMail

- Collaborative Inbox
- Forum
- Drive
- Calendar