

Memo

To: All Users
From: Clark Hartness
Date: December 23, 2024
Subject: Create a Free Google Account for Online Backup and Management

Creating a shared free tier Google account provides a convenient way to manage your skeet events, backup shoot data and other important data online with Google Drive for disaster recovery as well as sharing of shoot resources among multiple members without sharing personal account information.

Google Cloud Storage Options

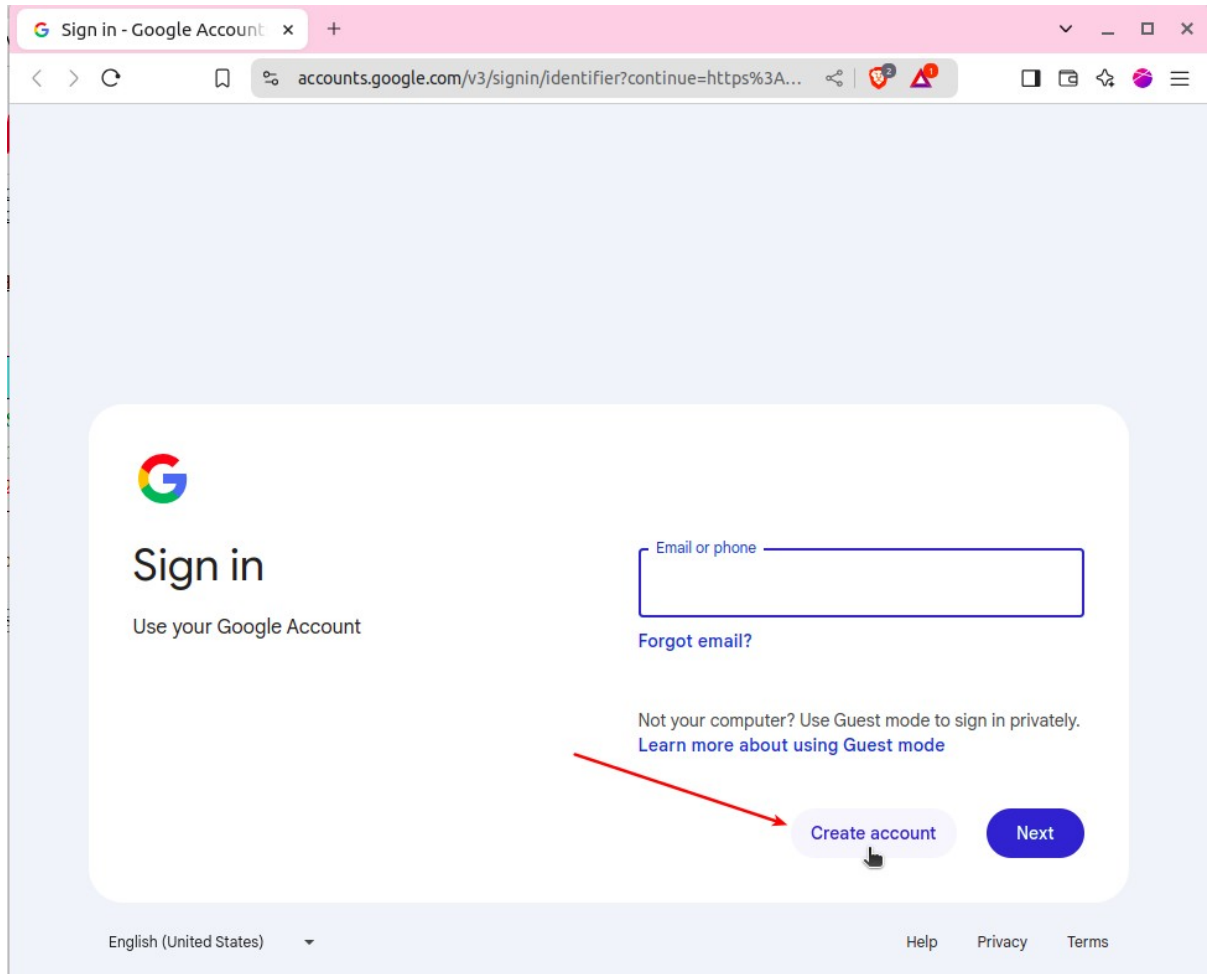
Google offers free services for Gmail and Google Drive, which can be used together for personal use. Here's a breakdown of the free features and limitations:

- **15 GB of Storage:** This storage is shared across Gmail, Google Drive, and Google Photos. This means that the 15 GB can be used for emails, documents, photos, and other files across these services.
- **Gmail:** You can use Gmail for free with a @gmail.com account. It includes features like sorting, collaborating, and calling a friend directly from your inbox.
- **Google Drive:** With a free account, you can store and organize files, including documents, spreadsheets, presentations, and more. You can also access and edit Google Docs, Sheets, and Slides in real-time.
- **Google Photos:** You can save photos and videos for free in high quality, which means they will be compressed to save space but still maintain good quality. Photos and videos saved before June 1, 2021, do not count towards your storage quota.
- **Shared Drives:** Free users do not have access to shared drives, which are available for business and enterprise plans.
- **Customer Support:** Free users have access to self-service online and community forums for support.

If you exceed your storage quota, Google may take actions such as prohibiting the sending or receiving of messages or deleting content from your account. To avoid these issues, you can manage your storage by deleting unnecessary files, unsubscribing from email lists, and using the storage manager to clean up your Google storage.

It is suggested that you create a gun club specific skeet account that will only be used for skeet shoots. In this example I will create an account for Starkville Gun Club in Mississippi.


- First Name
- Using “skeet.15640” at “gmail.com”, the NSSA Club ID being 15640.
- Create a free tier Google account by visiting <https://accounts.google.com>
- Click on the “Create account” link as shown.



- Select For my Personal use

Sign in - Google Account

accounts.google.com/v3/signin/identifier?continue=https%3A...



Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more about using Guest mode](#)

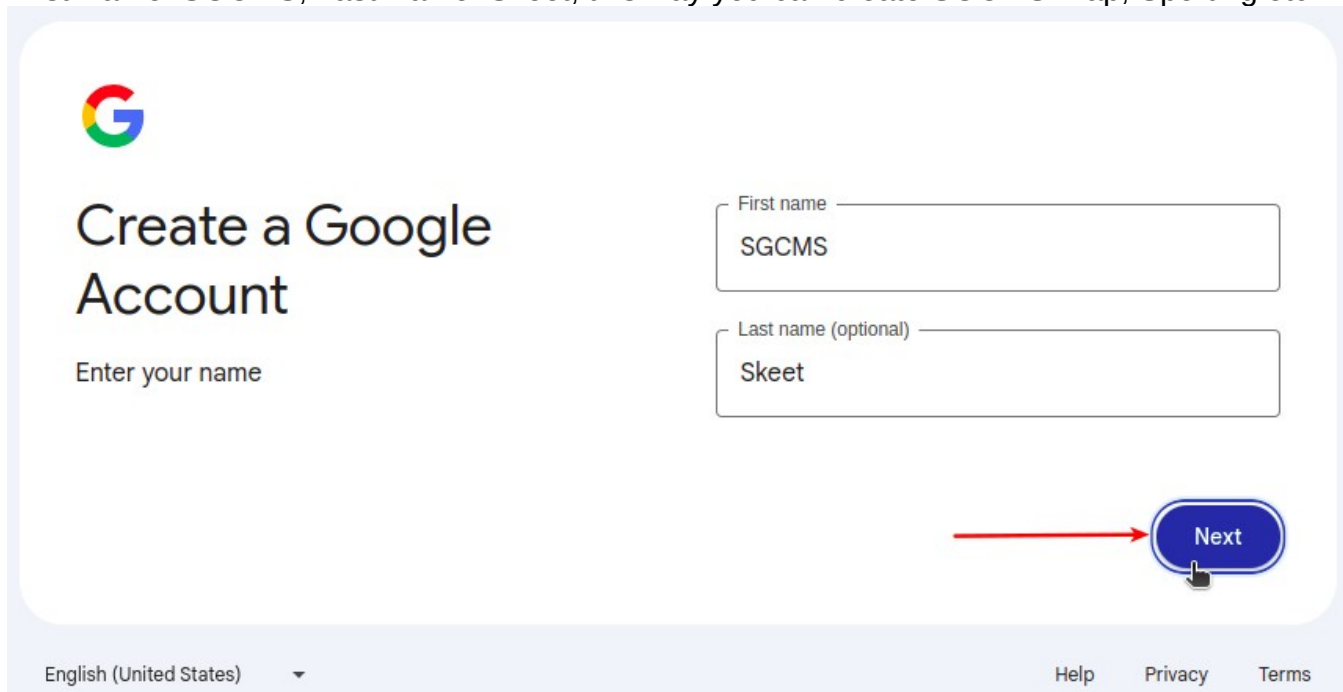
[Create account](#) [Next](#)


English (United States) ▼

[Terms](#)

- For my personal use
- For my child
- For work or my business

I suggest creating accounts for each discipline at your club. In this case for Skeet using our NSSACLUBID. Example: Skeet 15640 for Starkville Gun Club in Starkville, MS
First Name: SGCMS, Last Name: Skeet, this way you can create SGCMS Trap, Sporting etc.






Create a Google Account

Enter your name

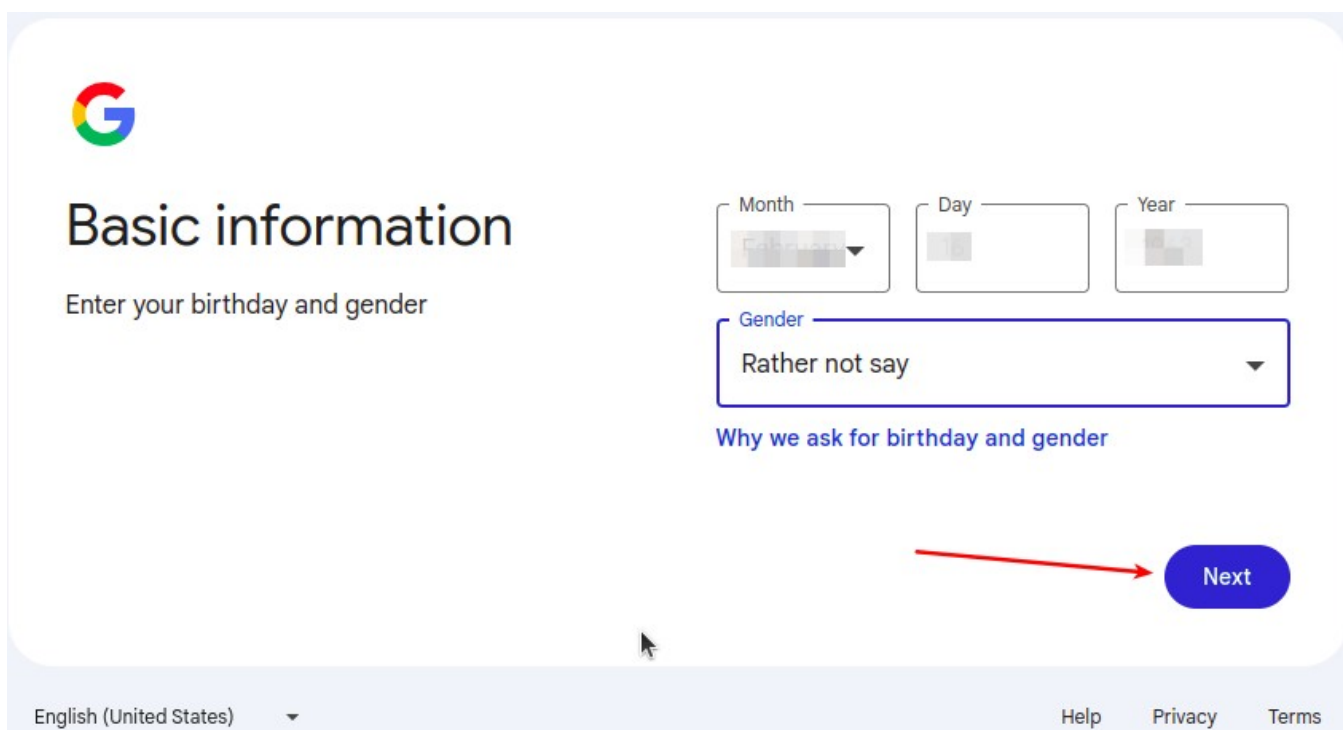
First name


Last name (optional)

[Next](#)

English (United States)  [Help](#) [Privacy](#) [Terms](#)

Use your birthday or someones birthday that is over 21 years of age. Gender is irrelevant as this will be shared account.





Basic information


Enter your birthday and gender

Month Day Year

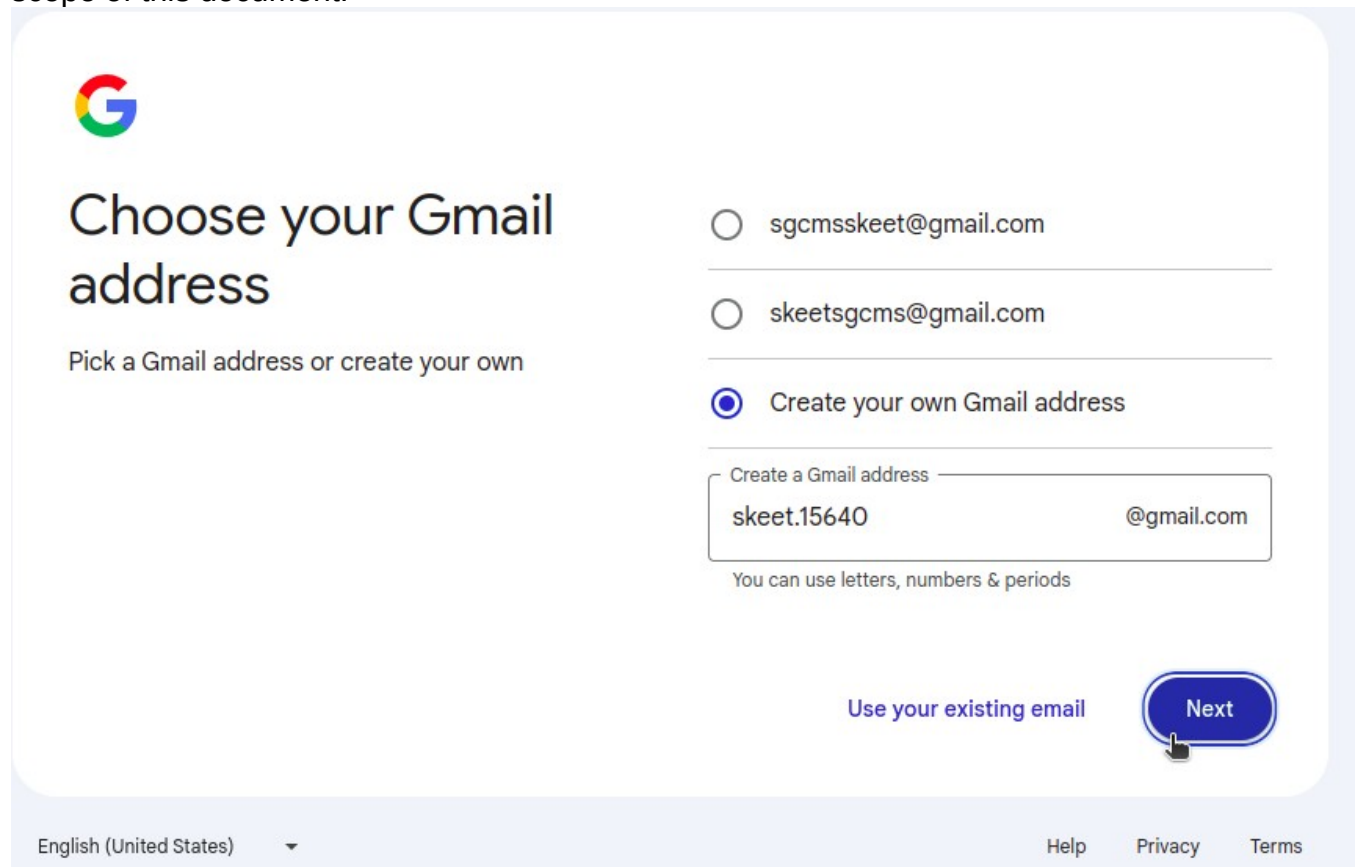
Gender


[Why we ask for birthday and gender](#)

[Next](#)

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As previously stated in this example, skeet.15640 at gmail.com will be used. If you have a domain not managed by Google/Gmail you could use a custom email from that domain as your Google Account. For example: skeet.15640@starkvillegunclub.org but that is beyond the scope of this document.





Choose your Gmail address

Pick a Gmail address or create your own

☐ sgcmskeet@gmail.com

☐ skeetsgcms@gmail.com

☒ Create your own Gmail address

Create a Gmail address

skeet.15640 @gmail.com

You can use letters, numbers & periods

[Use your existing email](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

It is important to create a strong password. It is also very important to be able to share the password securely or other account access information so the account can be used from multiple devices by multiple users. The process needs to be secure but it also does not need to be onerous for everyone.

As an example. Jim is the primary shoot manager or POC1 for the event. Joe is the alternate and helps with NSSA Skeet Manager and referees. When Jim makes changes in NSM, Joe will need to restore those changes to stay in sync, and vice-versa. Both will need to be able to access the backups that are in Google-Drive from the CLUB computer where/when the shoot is being actively run. And they will very likely need it at either home to wrap the event up after completion.

It is suggested that you use an easily shared "Phase-phrase" or sentence that can be unique to your club. An example: "The quick brown fox" You can easily change it with different capitalization for example: "the Quick brown fox" or with special character punctuation: "The quick brown fox?"

These phrases can be shootnames, shoot sponsors, combinations of manager names etc. They make it easier to share passwords that are of excellent strength as shown below.



Skeet Test SGCMS

username	skeet@starkvillegunclub.org
password	The quick brown fox!?! Excellent

1Password (1Password.Com) is a non-free service that can be used, to manage passwords. Our company uses it and I have a family account associated with it. There is a 25% non-profit discount if your club is a 501(c3). 1Password basically makes it where you only have to remember “one (1)” password to access all your random passwords. I honestly know none of my passwords I access them through the manager. There are other Freeware/Shareware tools that can be used but currently that is beyond the scope of this document, but I have included an example image below of the password generator.

Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password

Confirm

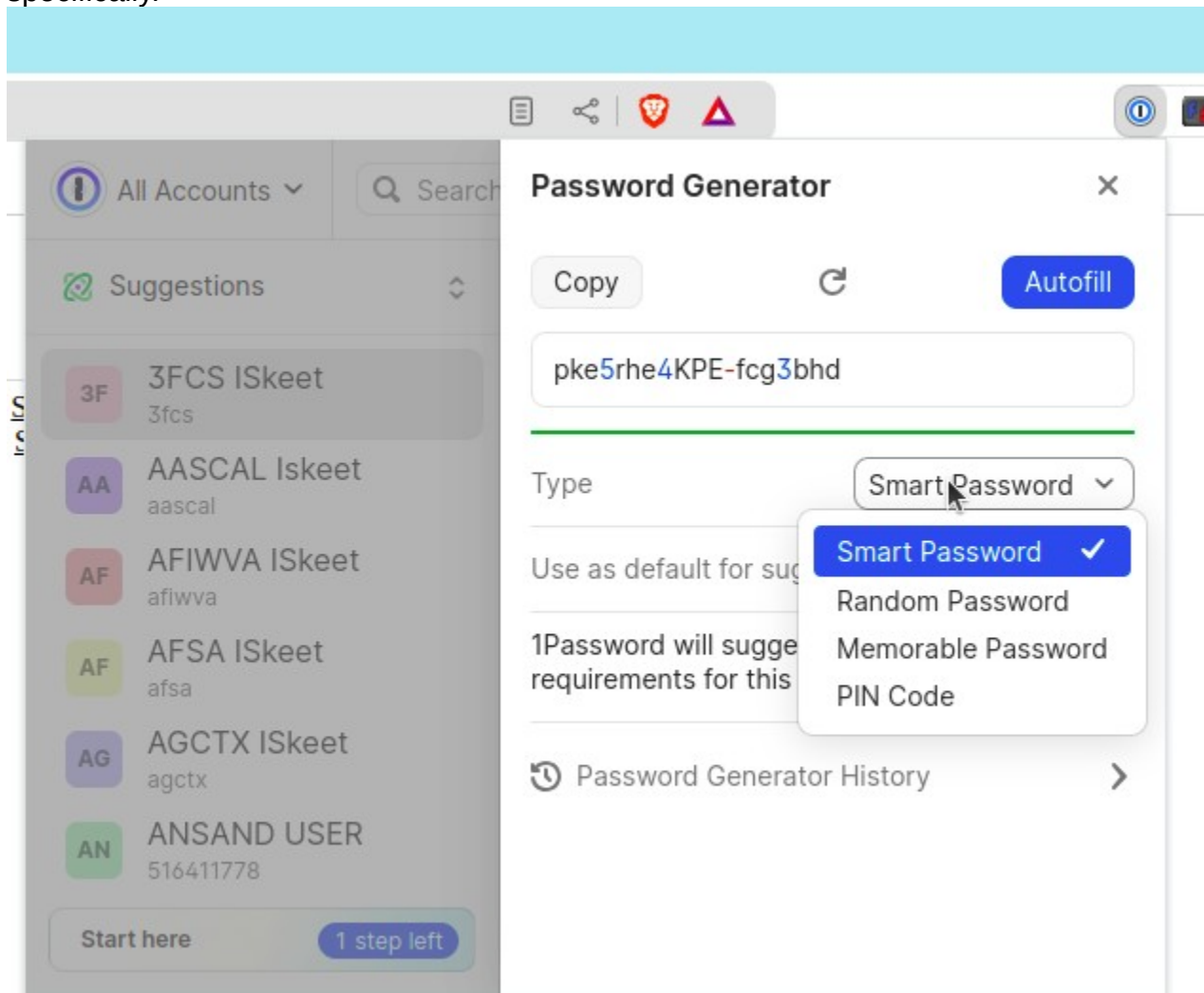
☐ Show password

Next

English (United States) ▼

[Help](#) [Privacy](#) [Terms](#)

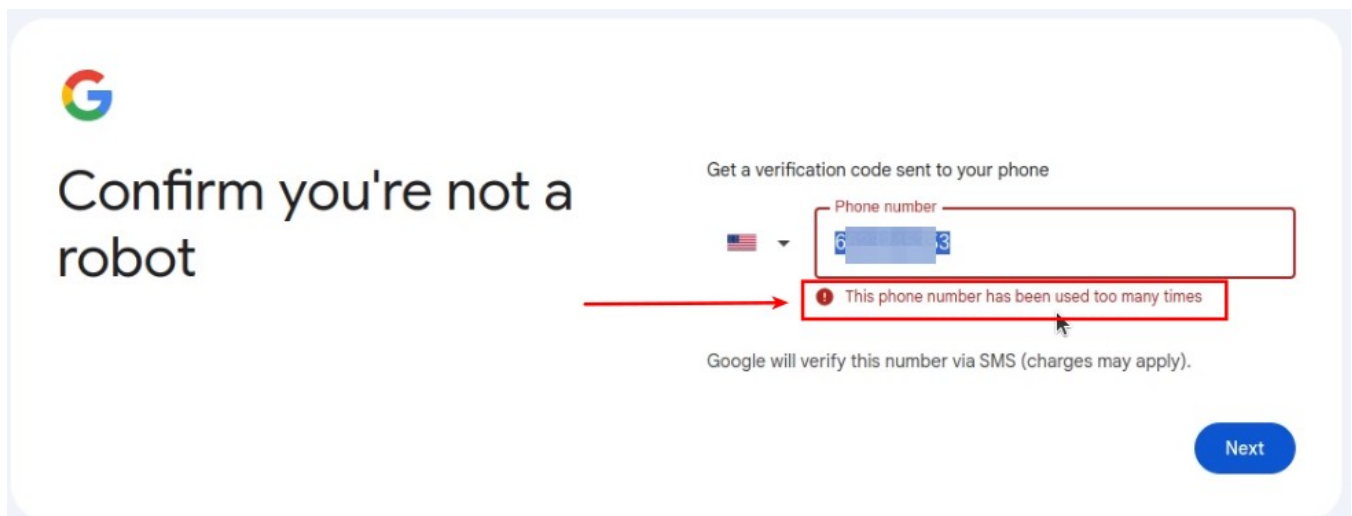
This is an example of the 1Password generator just for your information. In my case I can share this with other members that have a 1Password family account or other 1Password account. This is just an example of how it can be done, not a suggestion to use 1Password specifically.





The image shows the Google account verification page. At the top left is the Google logo. Below it, the text "Confirm you're not a robot" is displayed. To the right, there is a section titled "Get a verification code sent to your phone". Below this title is a dropdown menu showing the United States flag, and a text input field containing the phone number "662224533". Below the input field, it says "Google will verify this number via SMS (charges may apply)". At the bottom right of this section is a blue "Next" button. At the bottom of the page, there is a footer with "English (United States)" on the left and "Help", "Privacy", and "Terms" on the right.

I have many Google Workspace accounts for multiple domains and ***this may/will happen*** if you have your cell phone tied to many Google accounts. Google will not allow you to verify with that number from the WEB interface.



The image shows the Google account verification page with an error. The layout is identical to the previous image, but the phone number input field now contains "662224533" and is highlighted with a red border. Below the input field, a red error message box appears with a red exclamation mark icon and the text "This phone number has been used too many times". A red arrow points from the left towards the error message. The "Next" button is still present at the bottom right.

If this does happen you can use the Google Gmail App on your Android device or an iPhone with the GMAIL App installed.

From the Mobile:

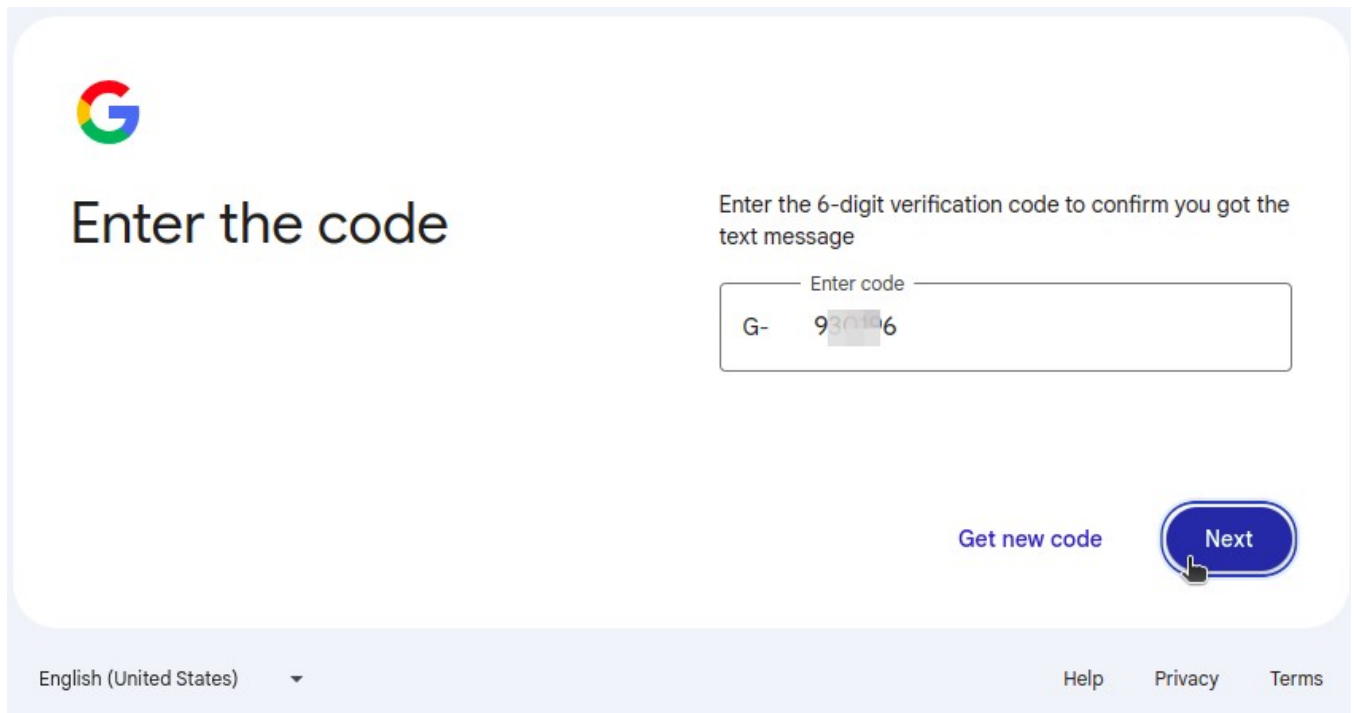
- 1.Open the Gmail app on your phone. You may have to install the app from the appropriate App Store.**
- 2.Tap "Sign in" and then "Add account."
- 3.Select "Google" and then "Create account."
- 4.Enter your first and last name, and choose a username (this will be your email address).

5. Enter a password and confirm it.
6. Enter your birthday and gender.
7. Choose your account type (personal or business).
8. Read and agree to the terms of service.
9. Tap "Next" and verify your account through a confirmation email.

Once you have created the account you should be able to login to that new account at <https://accounts.google.com>

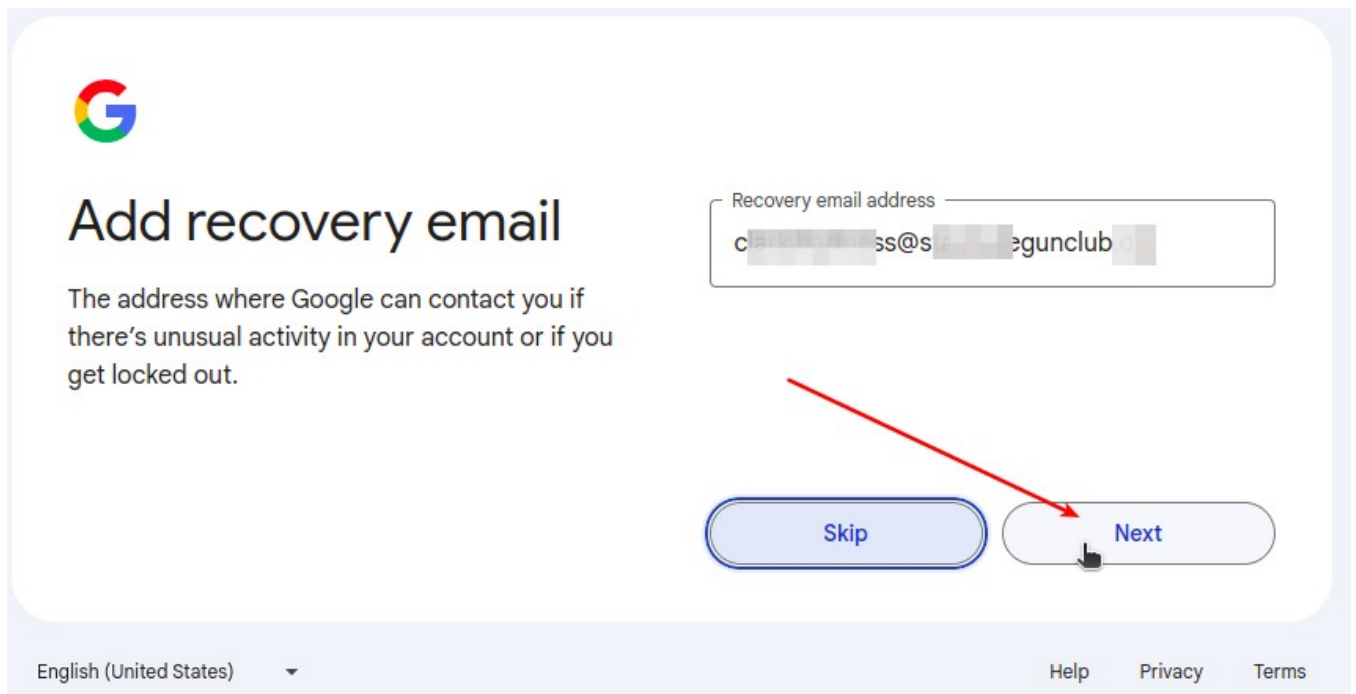
Otherwise, if your phone number is accepted enter continue.

If your phone is accepted enter the code from the text message to continue the creation process.

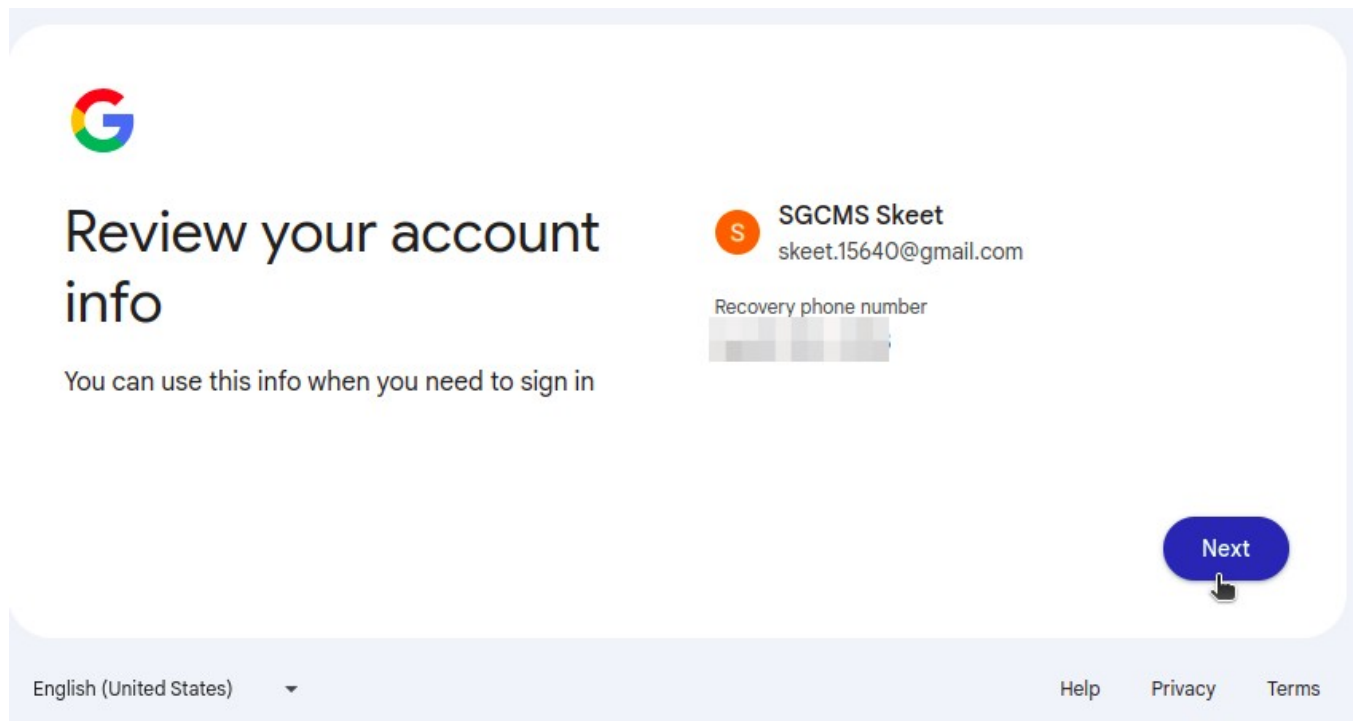


The screenshot shows the Google account creation interface. At the top left is the Google 'G' logo. Below it, the heading 'Enter the code' is displayed. To the right, a text prompt says 'Enter the 6-digit verification code to confirm you got the text message'. Below this prompt is a text input field with the placeholder 'Enter code'. Inside the field, the text 'G- 937516' is visible. To the right of the input field are two buttons: 'Get new code' and a blue 'Next' button with a mouse cursor icon over it. At the bottom of the page, there is a footer with 'English (United States)' on the left and 'Help', 'Privacy', and 'Terms' on the right.

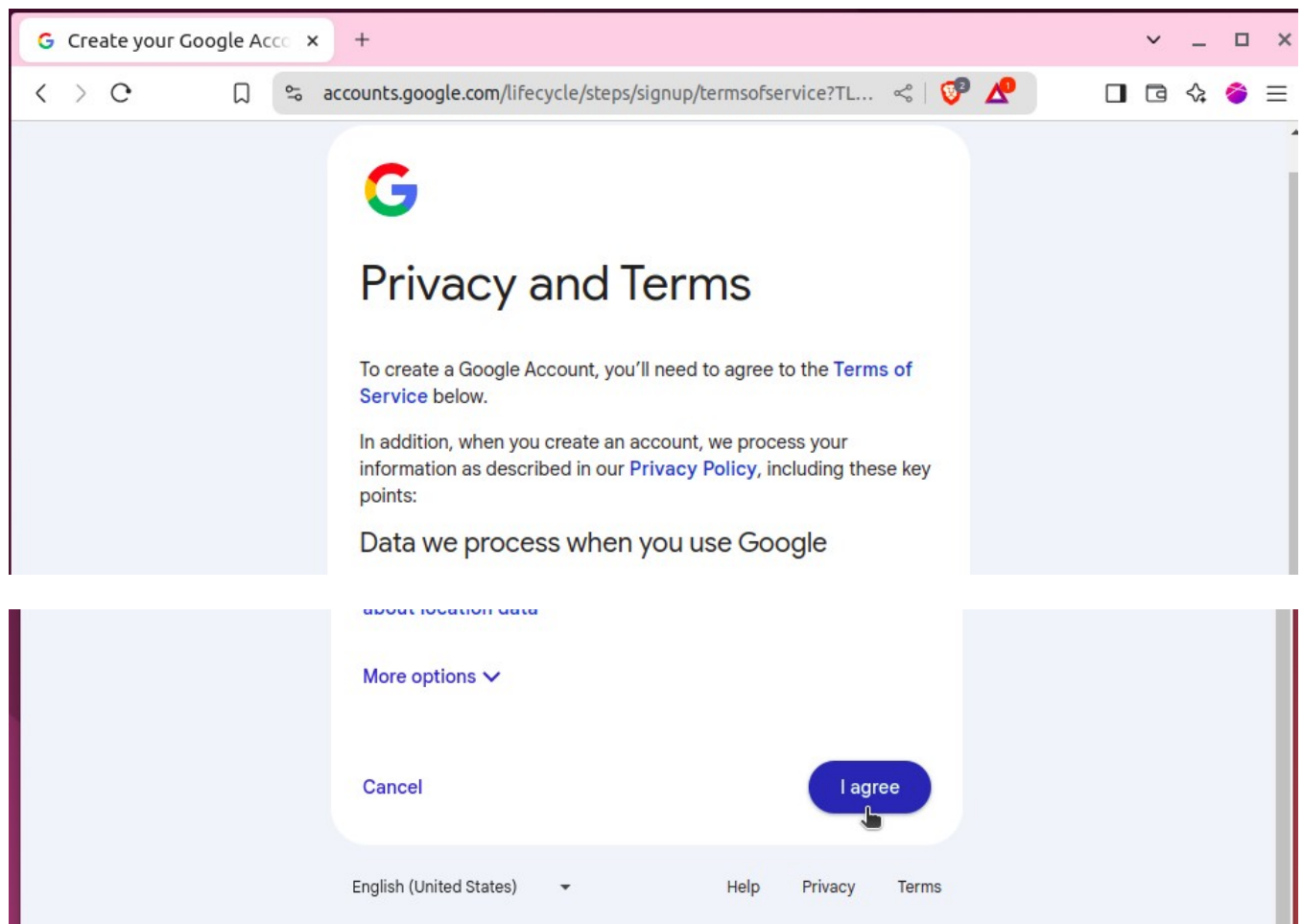
You can enter a recovery email as below or click the “Skip” button to do so later.



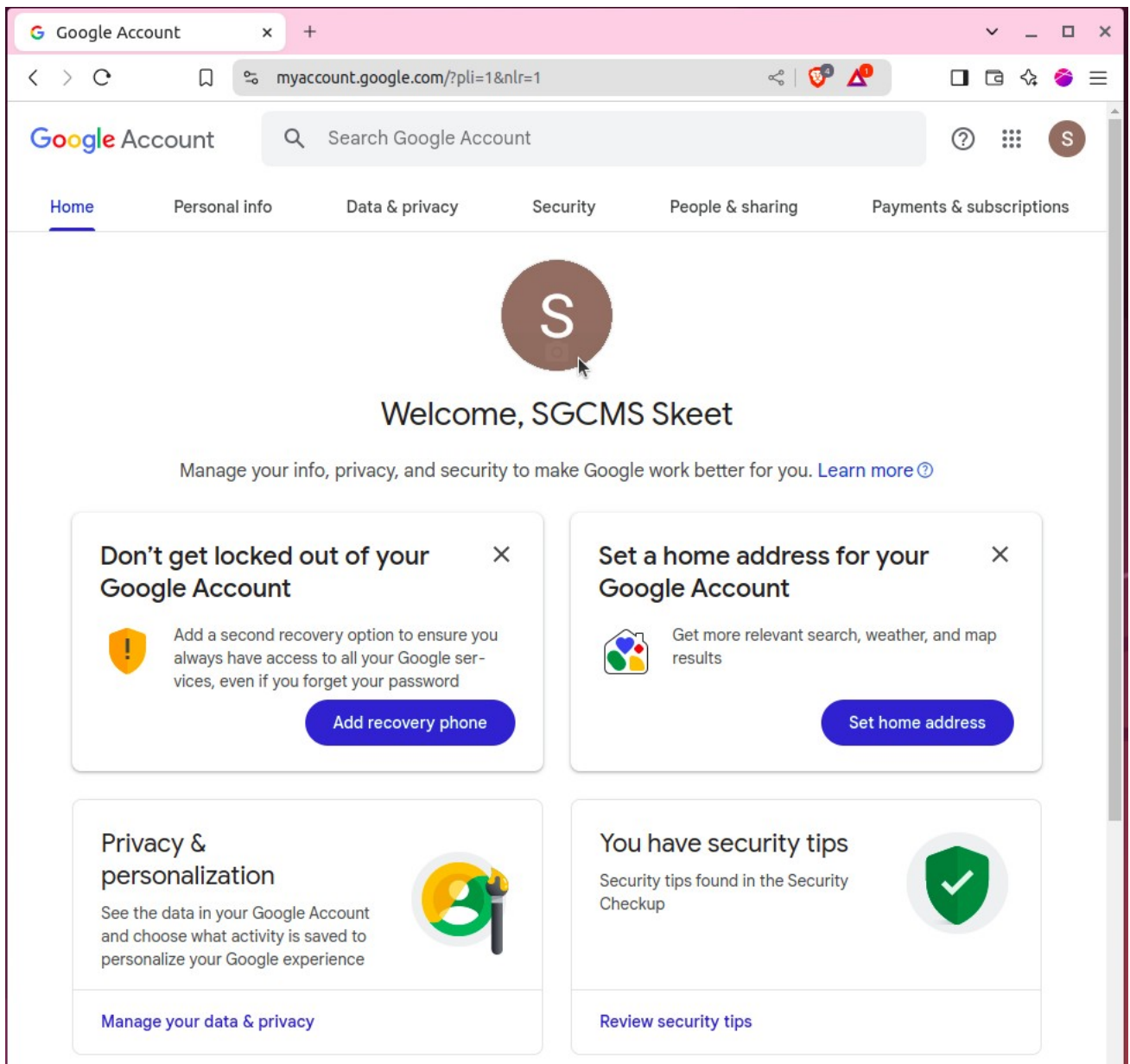
The screenshot shows the Google account creation interface for adding a recovery email. At the top left is the Google 'G' logo. Below it, the heading 'Add recovery email' is displayed. Underneath the heading is a descriptive text: 'The address where Google can contact you if there's unusual activity in your account or if you get locked out.' To the right of this text is a text input field with the placeholder 'Recovery email address'. Inside the field, the text 'c...ss@s...egunclub' is visible. Below the input field are two buttons: a light blue 'Skip' button and a white 'Next' button with a blue border. A red arrow points from the 'Skip' button to the 'Next' button, which has a mouse cursor icon over it. At the bottom of the page, there is a footer with 'English (United States)' on the left and 'Help', 'Privacy', and 'Terms' on the right.



If you accept the Privacy Terms from Google.



Click the "I agree" button.



The account has been created. A second document will go over the “Google-Drive” configuration to sync your backup folders and other data to the cloud where it can be accessed from multiple locations by multiple users.

As a lead in to that document, you will want to sync your **“BACKUPS” directory (C:\NSSASkeetMgrBackups)** not the NSSA Skeet Manager (NSM) install directory. (C:\NSSASkeetMgr\). **Proper backups are NOT being replaced, they are only being made more robust.** The suggestion is still to backup after every rotation during the shoot, and any time your shoot setup is changed. Now those changes can be actively synced to Google-Drive for disaster recovery and sharing among users.

It is strongly suggested that you understand and use passkeys or other Multi-Factor authentication to protect the accounts. But again do not make the process onerous. Also setup multiple paths to recovery with shared users, so one does not lock the other out of the account. This is an advantage of using a password manager but anything shared has the potential for conflict.