

## Group Administrator/Treasurer information for Digital Basket Set up

Josh R, the Intergroup web servant, is available to answer your questions about setting up electronic contributions: [josh@aasanjose.org](mailto:josh@aasanjose.org).

When a group begins accepting Venmo, let Josh or Bruce at Central Office know and we can add it to the website + app.

When using the Meeting Guide app, groups that have the digital basket have a direct link to contribute eliminating the need to type in the group name for contribution.

For treasurers, here is my recommended list of steps to getting started on Venmo:  
Set up Venmo account for people to make their 7<sup>th</sup> Tradition payment to.

- 1) if you can, create a group email address with gmail {see android/I phone directions below}
- 2) when you sign up for Venmo, open the app and tap **sign up with email** (not Facebook)
- 3) put the group name rather than your name, and the group email you just set up
- 4) use your own phone number (you can change this in Venmo when you rotate positions)
- 5) when picking your handle make it your group name, eg @abc-group
- 6) once it's set up, let your group know by announcing it and making at least one sign. advise them that they can **set their contribution to "private"** to preserve their anonymity.
- 7) let intergroup know and we will add it to the meeting directory + the meeting guide app



add gmail on android



### How to add a second Google account to your Android device

1. Launch Settings from your Home screen, the app drawer, or the Notification Shade.
2. Swipe up in the Settings menu to scroll down.
3. Tap Accounts.
4. Tap **Add Account**.
5. Tap Google.
6. Type in your email address in the provided field. ...
7. Tap Next.
8. Type your password.



add gmail account



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### Add an account

1. Make sure you've downloaded the **Gmail** app.
2. On your iPhone or iPad, open the **Gmail** app .
3. In the top left, tap Menu .
4. To the right of your username, tap the Down arrow .
5. Tap **Manage accounts Add account**.
6. Choose the type of **account** you want to **add**. ...
7. Follow the steps on the screen to **add your account**.