

# Access and Edit the ATD NYC Sidekick Google Site

The ATD NYC Sidekick was built using Google Sites. You can duplicate this template for your chapter's use.

Go to the Template of ATD NYC SIG Playbook - Google Site:

<https://sites.google.com/d/1PoM3QvQcAzSoiHxWUDPB0sJPueBvB5JX/p/1UHugNINKSSuF3RT4nZ3DVKmFjxHob4j/edit>

This is an editable file that will open in the Google Sites area of your Google Drive. It is designed as a template, so it greatly reduces—or eliminates—the amount of programming and restructuring you will need to do. Most of your effort would be in adding/updating your content into this template structure.

## Reference: How To use Google Sites Complete Overview

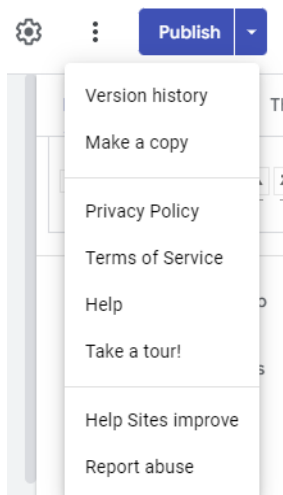
([https://www.youtube.com/watch?v=UB95qRTp\\_R0](https://www.youtube.com/watch?v=UB95qRTp_R0))

## How To Set Up the File For You To Edit It In Sites:

1. Click on this link and it should open the file in Google Sites.

<https://sites.google.com/d/1PoM3QvQcAzSoiHxWUDPB0sJPueBvB5JX/p/1UHugNINKSSuF3RT4nZ3DVKmFjxHob4j/edit>

2. IMMEDIATELY, click on the vertical dot icon on the top menu (just to the left of the Publish button).



3. Select **Make a copy** from the dropdown menu. (The current file is: *Template of ATD NYC SIG Playbook - Google Site*)
4. The current name of the file is: *Template of ATD NYC SIG Playbook - Google Site*. Change that name in the **File Name** field to one related to the job you are looking to support.

The screenshot shows a 'Copy site' dialog box with the following fields and options:

- File name:** Copy of Job Recipe Template in Google Sites
- Folder:** ATDNYC SIG CoP [Change](#)
- Sharing:**  Share with the same editors
- Pages:**  Entire site,  Selected page(s)

At the bottom, there is a note: "Any change you make to your site after starting a copy will not be reflected in the duplicate site." and two buttons: "Cancel" and "OK".

**(IT IS ABSOLUTELY NECESSARY TO CHANGE THE FILE NAME. THAT ENSURES THAT YOUR NEW FILE WILL BE ON YOUR COMPUTER ONLY. OTHERWISE, IT WILL REMAIN SHARED WITH ME—AND WITH ANY OTHERS WHO DO NOT CHANGE THE NAME.)**

5. You should designate the folder on your Google Drive where the file should be stored (on your Google Drive). Best practice is to use a Chapter Google Drive folder for ease of access to future chapter leadership teams.