

ATTENTION DELEGATES

You must have created a GOOGLE DOCS USERNAME under your country name and committee prior to editing any documents in committee. If you've not already done so, please follow these instructions prior to the start of the first committee session.

STEP 1

Enter **gmail.com** in the search bar of any browser and then click on **“create account”** and **“For myself.”**

STEP 2

Insert information for the Gmail account. Instead of using your personal first and last name, **use your COUNTRY as your first name and your COMMITTEE as your last name.** Then create a username in a similar format.

EX: **australia.unicef@gmail.com**
or **peru-C34-2020@gmail.com**

You can choose any password you'll remember.

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STEP 3

This is an optional step. Gmail lets you designate a **recovery email** to use in the unlikely event that something happens to the new email address you've created. This is highly recommended, but not mandatory.

STEP 4

Review the statement of Privacy and Terms and click "**I agree**"

STEP 5

Congrats! You have created your new Gmail account! You can now access Google Docs with this account and participate in the creation and editing of documents.

Documents will appear on the large screen in your committee room. When you're in a document, everyone (including the judges) will be able to see you're there and to what extent you're collaborating with others and contributing to the creation of the document.

If you've set up your account and username correctly, you'll appear as your country name and committee on the screen.

Please remember that it is not permissible to bring pre-written resolutions, clauses, etc. into competition. Since all editing of these documents is tracked, any attempt to "paste in" a pre-written block of text will be immediately visible to everyone, including the judges.

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