

# Google Workspace: Quick Start Guide

Free Setup for Spanish Animal Welfare Organizations (2026)

Includes 100 TB storage + up to 2,000 users at no charge

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## 1 Document Preparation (PDFs)

Before starting, have these files ready in a folder:

- ☐ **Definitive NIF:** (Tarjeta de Identificación Fiscal)
- ☐ **Sealed Statutes:** Officially registered with Registro de Asociaciones
- ☐ **Registration Resolution:** Confirms you're in the registry
- ☐ **Acta de Titularidad Real:** (Optional but recommended for Goodstack)
- ☐ **Own Domain:** You must own a .es or .org (e.g., miaubella.org)

## 2 Validation Process (Goodstack)

The "gatekeeper" that validates you're an NGO is **Goodstack**.

- ☐ Go to **google.com/nonprofits** and click "**Get Started**"
- ☐ Create or use a Google account (will be the administrator)
- ☐ Follow the flow to **Goodstack**. Upload your PDFs.
- ☐ **Wait:** Takes 1-3 weeks. You'll receive confirmation email.

## 3 Google Workspace Setup

Once verified by Goodstack:

- ☐ In Google for Nonprofits panel, click "**Activate**" on Google Workspace
- ☐ **Verify your domain:** Copy a code (TXT record) into your domain provider (Don Dominio, Arsys, etc.)
- ☐ **Configure MX records:** Critical for receiving emails. (Follow Google's instructions for your provider)

## 4 Legal & Security Configuration (CRITICAL)

To comply with **GDPR** in Spain and protect your data:

- ❑ **Accept the DPA:** In Admin Console → Account → Legal info → Data Processing Amendment (DPA). Click **Accept**.
- ❑ **Enable 2FA:** Require all users to use two-step verification (mobile + password)
- ❑ **Shared Drives:** Create **Shared Drives** (e.g., ADOPTIONS, TNR, FINANCE) for association files. This ensures files belong to the organization, not individual volunteers.

⚠ **Important:** Files in "My Drive" are tied to individual accounts. Use "Shared Drives" for organizational continuity—if someone leaves, the files stay with the association.

**Storage:** Google Workspace for Nonprofits includes 100 TB of shared storage. For very long rescue videos, consider using a private YouTube channel to keep Drive organized.

## 5 Recommended Email Structure

Don't use personal names for everything. Use **roles**:

Address	Purpose
info@yourorg.org	General public
adopt@yourorg.org	Adoption forms and contracts
donate@yourorg.org	Donations, invoices, NIF
volunteer@yourorg.org	Team management

## 6 Support & Help

- **Technical help:** [support.google.com/a](https://support.google.com/a)
- **Goodstack validation:** [goodstack.io](https://goodstack.io)
- **101 Lives Community:** [101lives.org/recursos](https://101lives.org/recursos)
- **Full Guide:** See complete Google Workspace guide for detailed instructions