

BASECAMP TUTORIAL

501

Commons

WHAT IS BASECAMP?

- Electronic project notebook or file drawer for each project



- Who has access?
 - Everyone who is working on the project
 - 501 Commons staff
- Result: **coordination and collaboration**

I have what
I need to be
successful

I know
what needs
to happen
and when

Whole
team
knows
what's
happening

501
Commons
knows
what's
happening

Reasons
to use
Basecamp

ACCESSING BASECAMP

- Open your Web browser to log in:
<https://npowerseattle.basecampHQ.com>
 - Bookmark the site (icon on toolbar in browser)
 - Set easy to remember password
- There are mobile apps for smart phones

NAVIGATING BASECAMP

- These are the sections of the folder

Overview

Messages

To-Dos

Calendar

Writeboards

Time

Files

USE BASECAMP MESSAGES NOT EMAIL

1. Use Basecamp Messages. Don't send messages through your regular email
 - Except for coordinating a meeting; then consider using Doodle: doodle.com
2. Why not email?
 - Basecamp keeps all communications in one folder for everyone (no looking through emails)
3. You get a notice to your email when there is a message or file for you on Basecamp
 - Go to Basecamp to respond
 - Beware: when you "Reply Above the Line" from the email notice your reply goes to everyone the message was sent to. You are not replying just to the sender.

NAMING DOCUMENTS

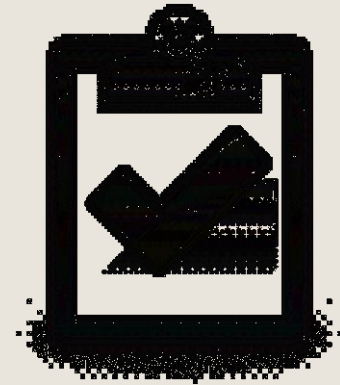
Use this naming structure:

[Name of Organization] [Program] [Document]
[date] [initials of sender]

- Renew Arts Center Springboard Key Issues Report 3-25-14 AB
- Arts for All Springboard Plan 6-21-14 EF

GOLD STAR BEHAVIORS

- At the beginning & end of each meeting check in on To-Do's & Milestones (refer to Basecamp or program guide)
- Keep all versions of all documents on Basecamp.



HOW TO GET HELP

- Go to [501 Commons.org](https://www.501commons.org) > Volunteer > Volunteer Resources to watch the four 5-minute videos
 - Setting up [your account](#)
 - Getting comfortable [navigating Basecamp](#)
 - Sending [messages in Basecamp](#)
 - Using Basecamp to [track milestones and to-dos](#).

You will be a power user in no time!