

Basecamp

Webpage: <https://basecamp.com/>

App: Search "Basecamp" in the app store of your mobile device

Basecamp is a program designed to be a central hub for communication and information-keeping within a group. Basecamp includes all the tools needed to keep organized and keep in contact with all members with its message board, calendar, document and file storage, chat and private messaging features.

Once invited to a team, you will need to make an account. You will be prompted to enter your name, email address and a password. Please use the email address you would like to receive notifications on. You may enter any password of your choosing. Once finished, click "Join the project"

Features

- **Pings** – A "ping" is a private message between you and one or more members of the group. The "Pings" tab is found in the ribbon at the top of the page. This chat is completely private and will not be seen by other members of the group.
- **Chat** – The chat feature is used for a quick and casual posting or chat with members. This feature is viewable by all members of the group.
- **Message Board** – The message board is used for announcements, postings or questions that may require feedback. Members can comment and converse to create a conversation thread on each posting. Documents relevant to the posting can be uploaded on each thread.
- **Calendar** – The calendar is a listing of events you may be interested in. You can add anything on the schedule to your personal email calendar with the click of a button. Notes and files can be added to each event, and events can be commented on.
- **Docs & Files** – Documents and files are where you can find all Board meeting information and other relevant information. They are organized in a neat and easy-to-find fashion. There is a discussion feature on each individual document as well.

Notifications: Customize the notification settings that work best for you by opting in, out or deciding when or how you'd like to be notified. Notifications allow you to view postings and make comments directly from your email.