Basecamp Tutorial

Basecamp URL: https://basecamp.com/

- 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"
- You will now be directed into your team's Basecamp webpage. This is a communication and information center for the members of the "team". Here you can "ping" members, chat with colleagues, post to the message board, see events on the calendar and view documents and files.
- **Pings** – a ping is a direct message between you and another member. The "Pings" tab is found in the ribbon at the top of the page. You can choose to private chat with another member that has an account on the page. This chat is completely private between the two of you and will not be seen by other members of the group.
- **Chat** – the chat feature is a communication center where you may have a quick, casual chat with other members. Chat messages are not private and are able to be seen and commented on by other members.
- **Message Board** – the message board is more of a discussion forum where you may post messages or questions and others can chime in by commenting on the post, which creates a conversation thread for each posting. You can also upload documents to the thread that is relevant to the conversation.
- **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. There is also a discussion feature for each event.
- **Docs & Files** – documents and files are where you can find documents relevant to your organization. There is a discussion feature on each document.

For nearly all the features offered, you can subscribe yourself to be notified by email when someone comments on a certain discussion, calendar event, document, etc. You can also unsubscribe yourself if you decide you no longer wish to be notified for any certain item.

For event registration: https://events.iowacounties.org/