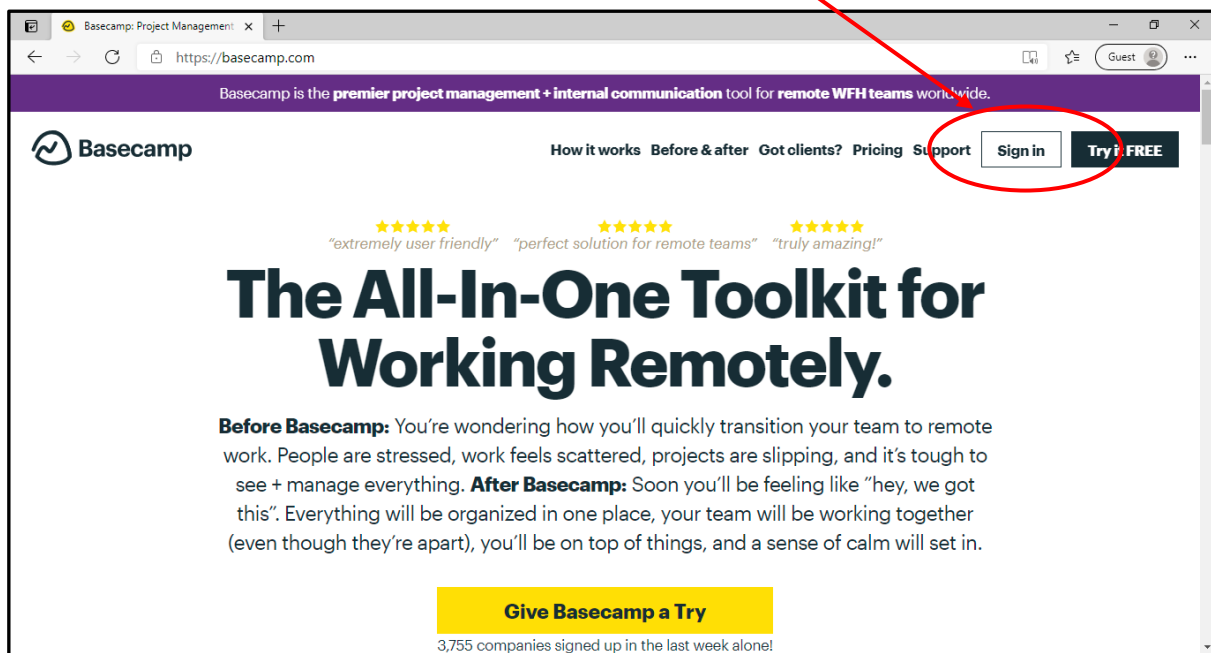


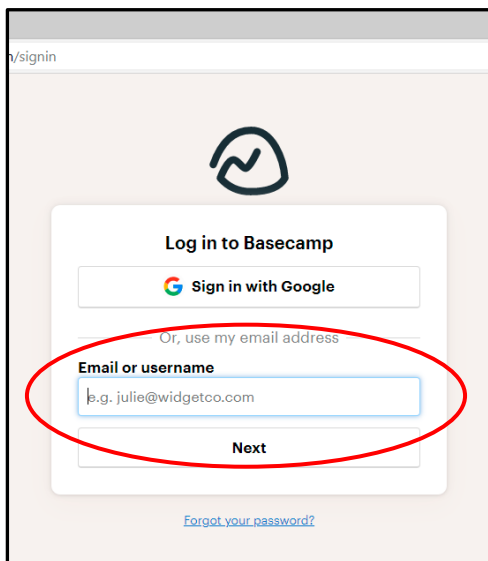
Action Hampshire's Basecamp account How to get the most out of it

Getting started and signing in

- Ask your contact at Action Hampshire to set you up on Basecamp
- You'll get an email with instructions for how to complete your account set-up
- Then... go to <https://basecamp.com/> and sign in

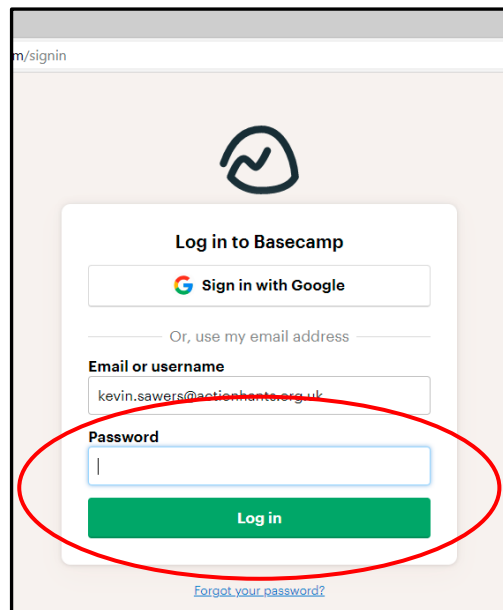


Enter your email address
and click 'Next'



The screenshot shows the Basecamp login page. It has a "Log in to Basecamp" heading. Below it, there's a "Sign in with Google" button. Then, there's a link "Or, use my email address". Below that, there's a field labeled "Email or username" with the placeholder text "e.g. julie@widgeco.com". This field is circled in red. Below the field is a "Next" button. At the bottom, there's a link "Forgot your password?".

Then enter your password
and click 'Log in'



The screenshot shows the Basecamp login page. It has a "Log in to Basecamp" heading. Below it, there's a "Sign in with Google" button. Then, there's a link "Or, use my email address". Below that, there's a field labeled "Email or username" with the placeholder text "kevin.sawers@actionhampshire.org.uk". Below this field is a field labeled "Password" with a single character placeholder. This field is circled in red. Below the password field is a green "Log in" button. At the bottom, there's a link "Forgot your password?".

Trouble with logging in?

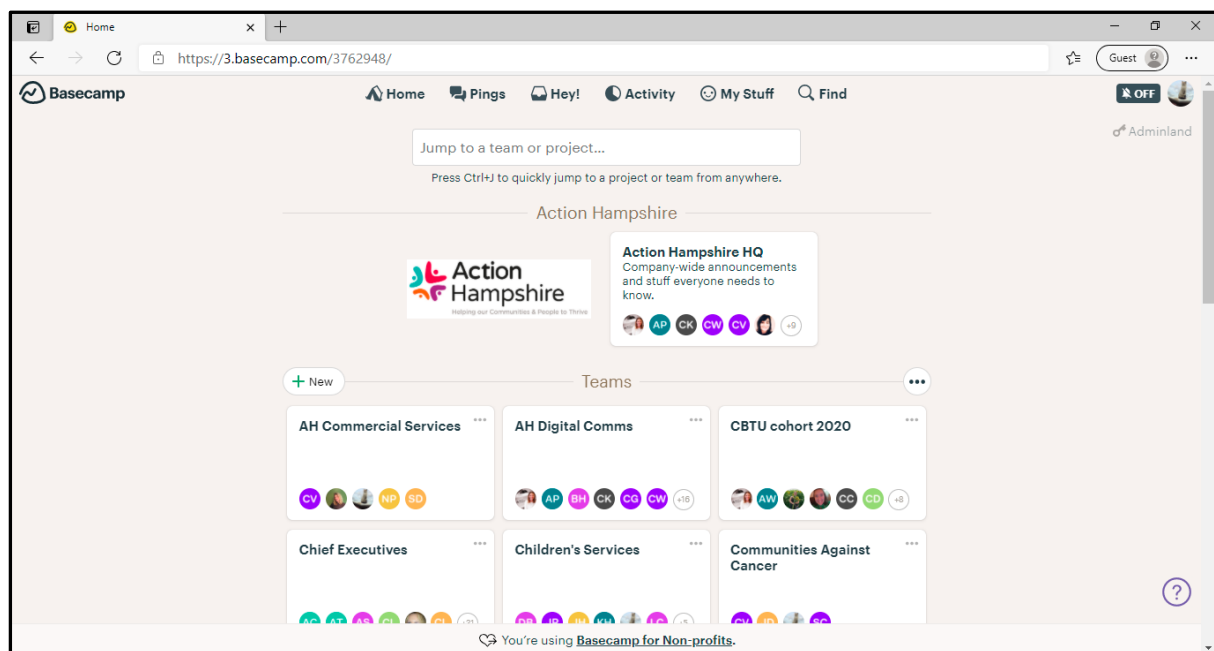
If you've forgotten your password

- Click the 'Forgot your password?' link on the log-in screen

Can't remember what email address you signed up with?

- Ask your Action Hampshire contact to send you a reminder

What the Basecamp front screen looks like



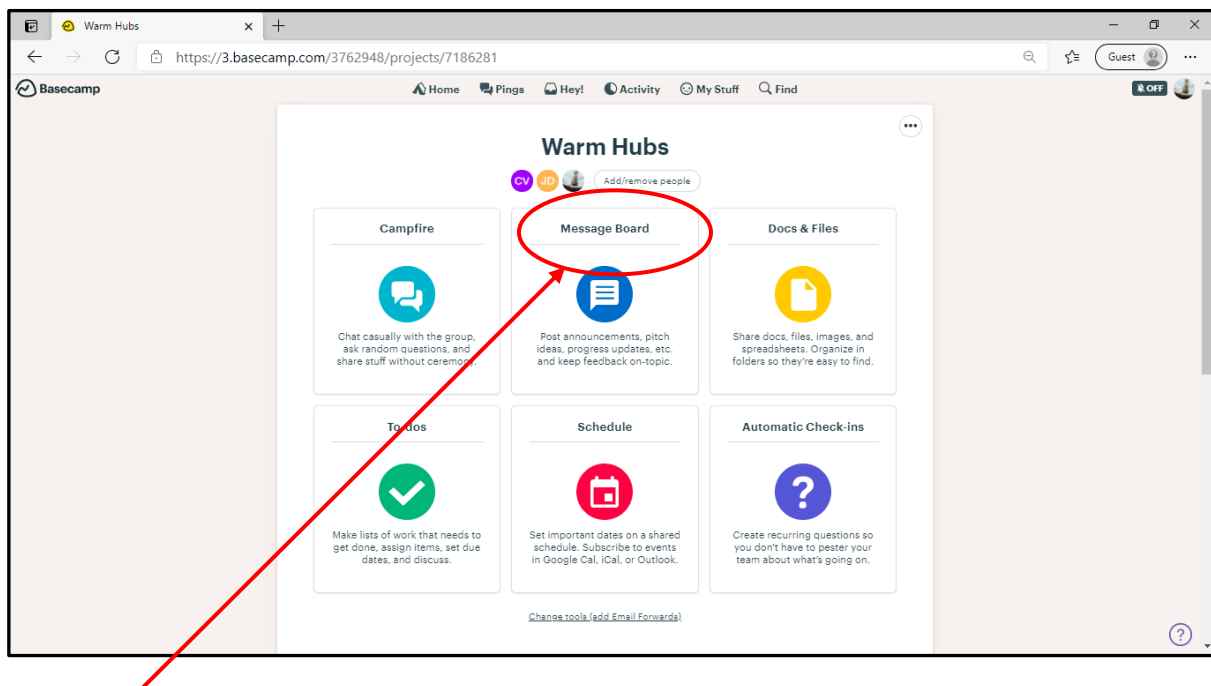
Basecamp splits things up into 'Teams' and 'Projects'. Action Hampshire staff have set up various Teams and Projects, and you'll be able to see the ones you've been given access to. Click on a Team or Project to get started.

On the next page you'll see the different features within a Team or Project. This guide won't cover all the features, just the ones we use the most.

The Basecamp website shows how to use all the features, if you're interested:

<https://basecamp.com/features>

A quick tour of the Team home page



Click here for the Message Board – we'll look at this feature first

- The Message Board is where you can post a question or announcement, and reply to what other people have written

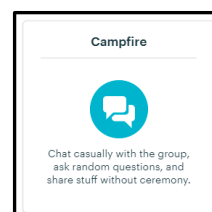
Then we'll cover the Docs & Files storage area

- You can share documents here – policies, guides, images, whatever you like



Finally, we'll take a look at the Campfire

- The Campfire is for quick queries or announcements that don't need to stay visible for the long term



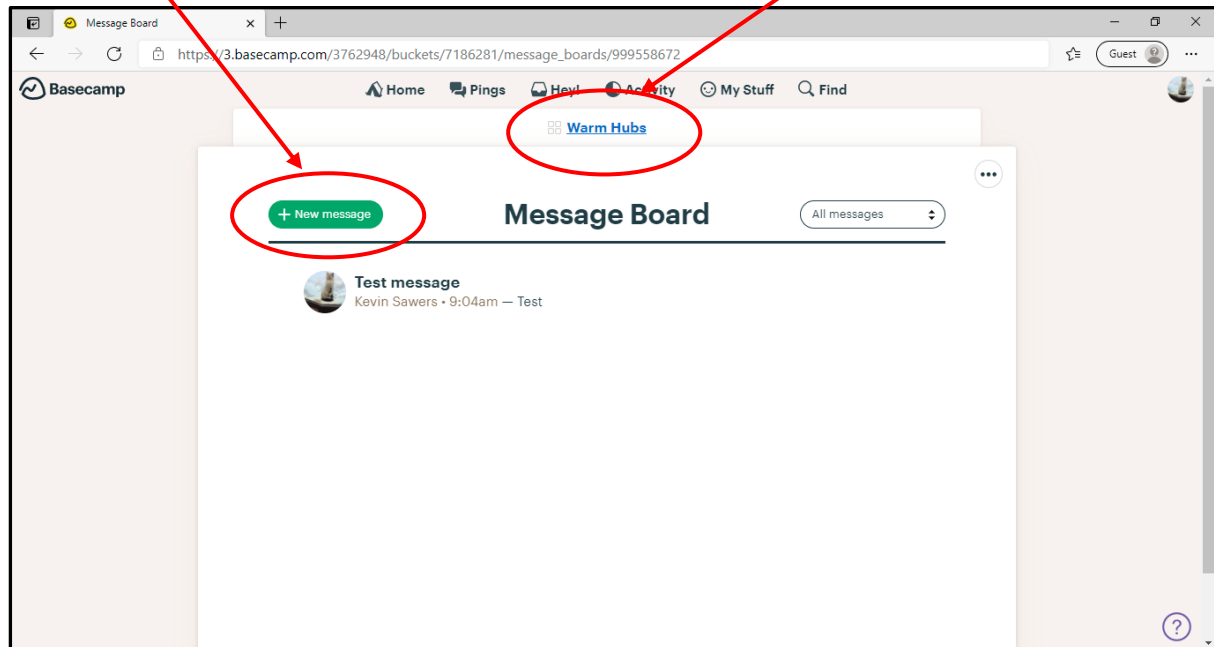
We don't use the other tools very often, but see the Basecamp website for more info:

<https://basecamp.com/features>

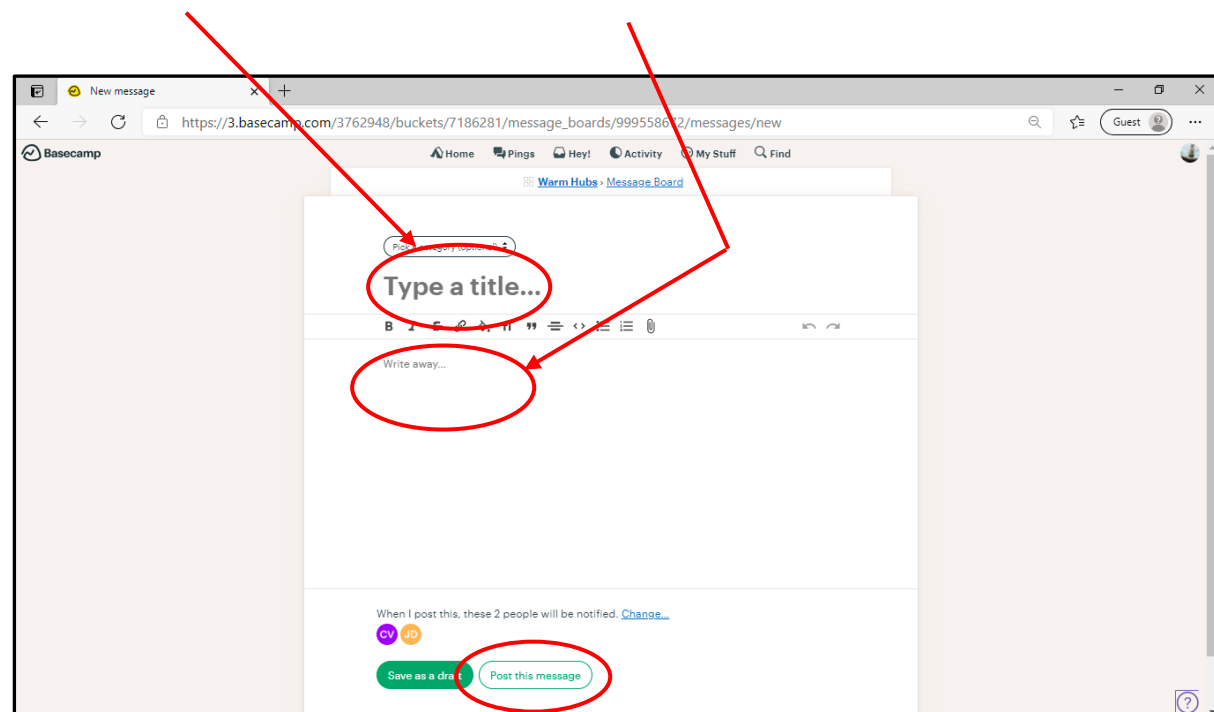
Starting a discussion in the message board area

Click here to post a new message

Click here to go back to the Team front screen (on the previous page)



Then put a title for your message and say what you want to say!

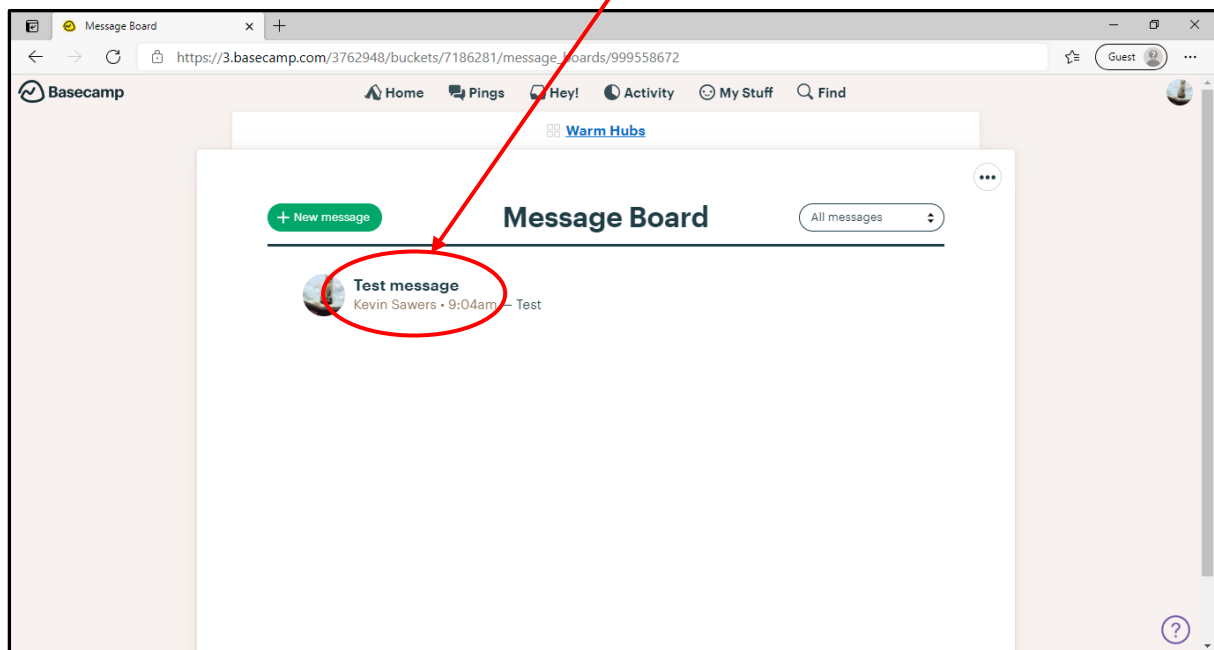


You can do some formatting on your message – e.g. bold, italics, internet links – but it's fine to start simple and experiment as you get more confident with the system.

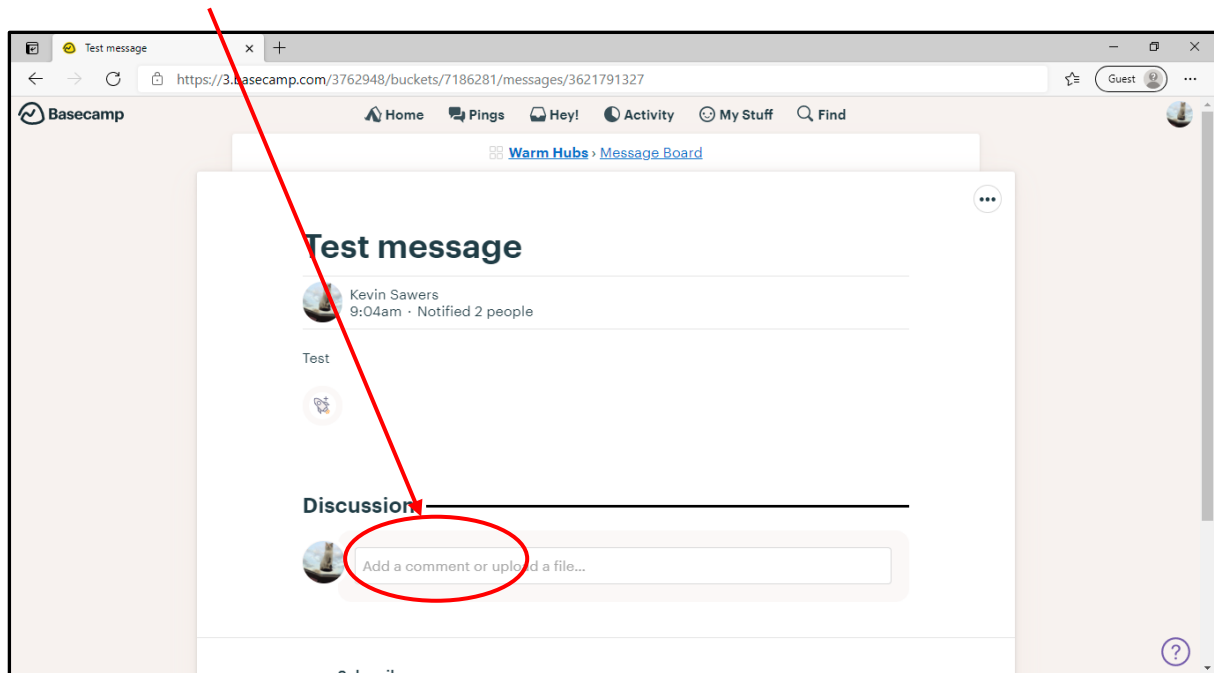
Finally, click 'Post this message' (circled red) or 'Save as a draft' and finish it later.

Replying to messages

From the Message Board front screen, click on the message you want to reply to

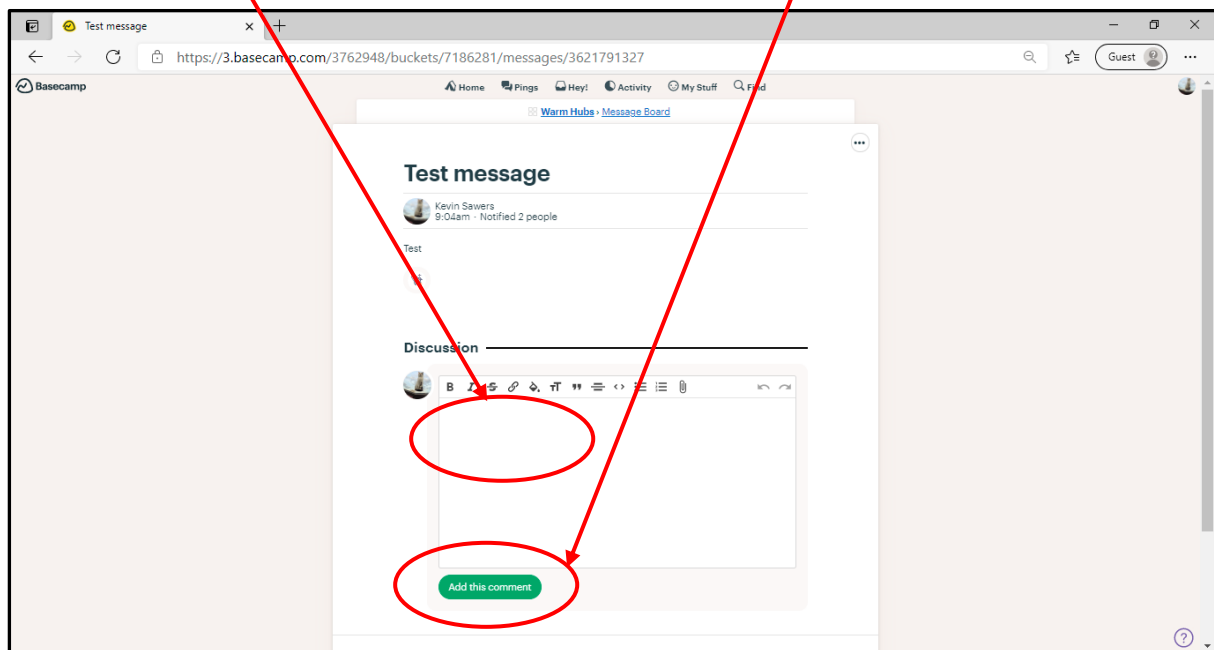


Then click in this box



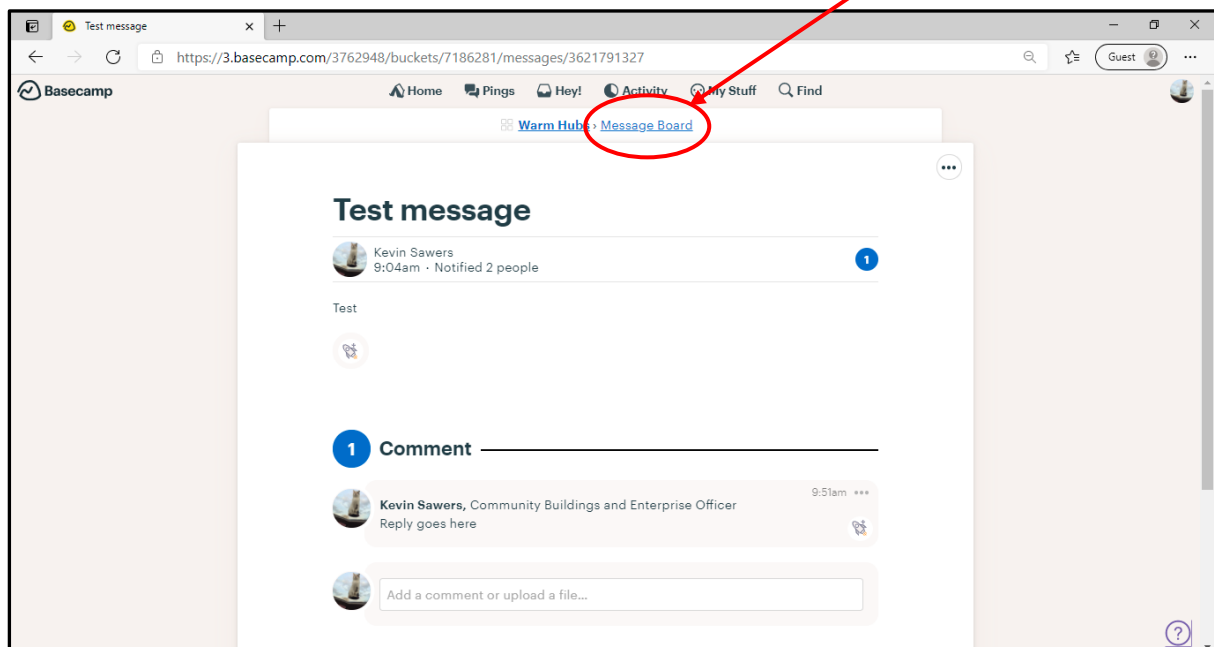
Replying to messages

Finally, type your message and click the green 'Add this comment' button



Your comment will then appear, as in the picture below.

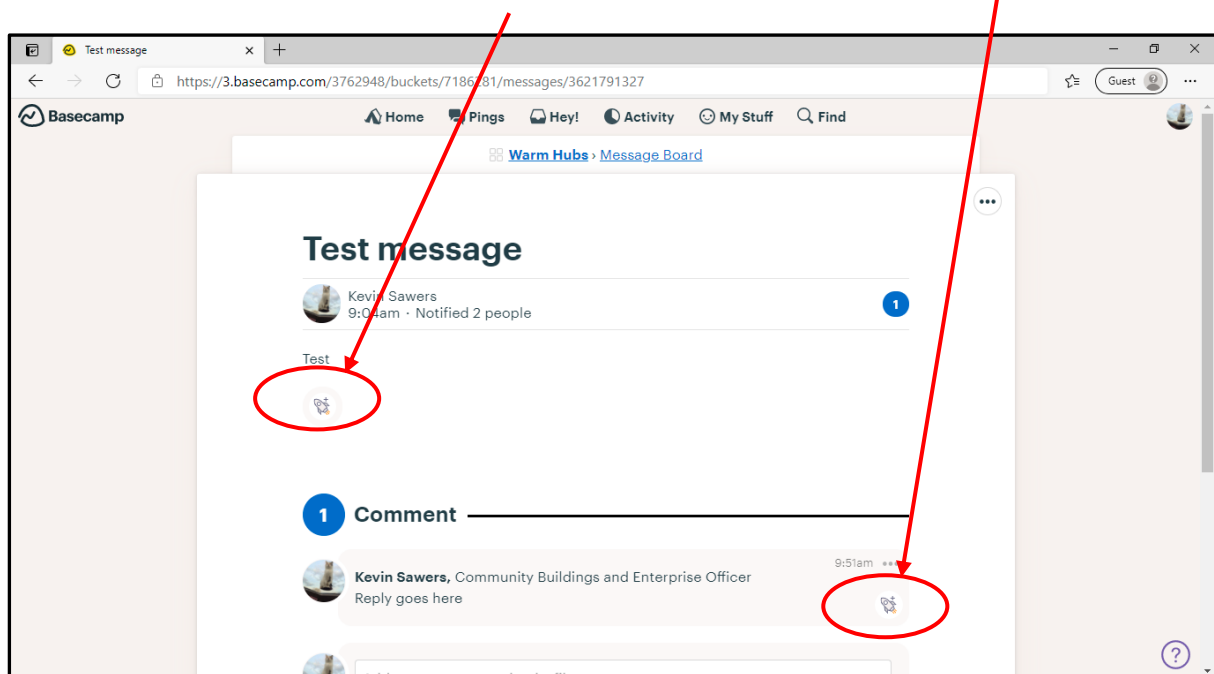
You can go back to the Message Board front screen by clicking here



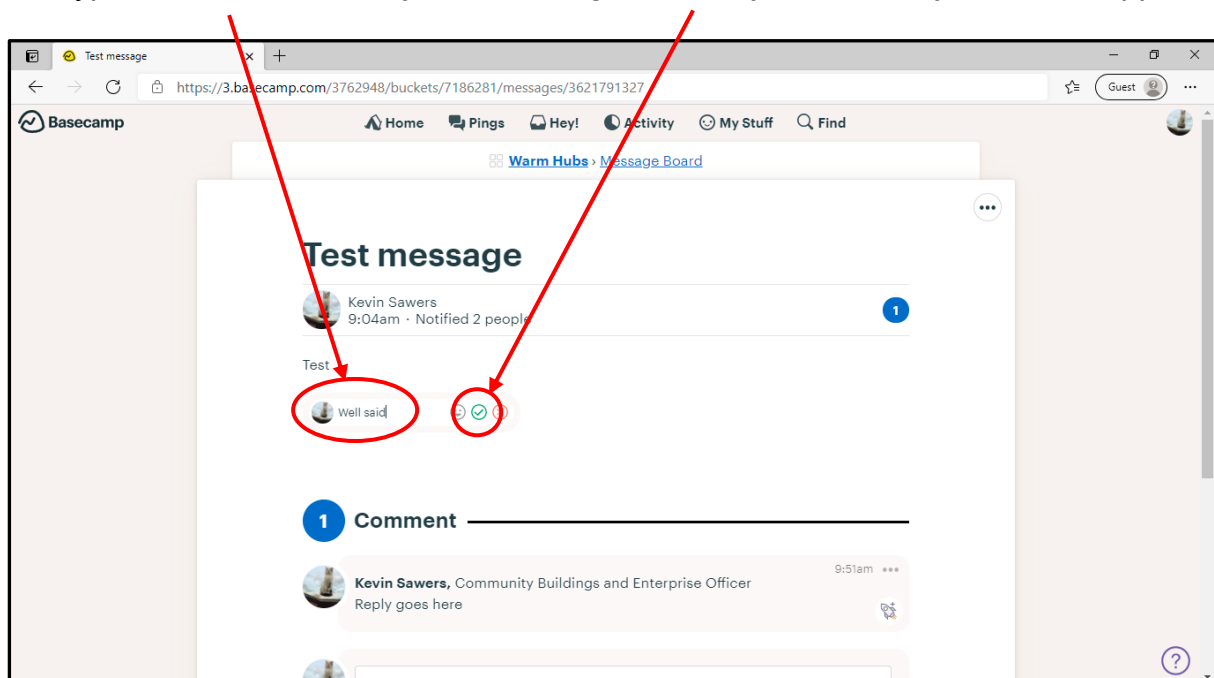
‘Boosts’ – for quick comments

Boosts are a handy way of saying ‘Thank you’, ‘I agree’ and so on, without posting a whole new message and cluttering up the discussion.

Click on the little rocket picture – here for the original message and here for the reply



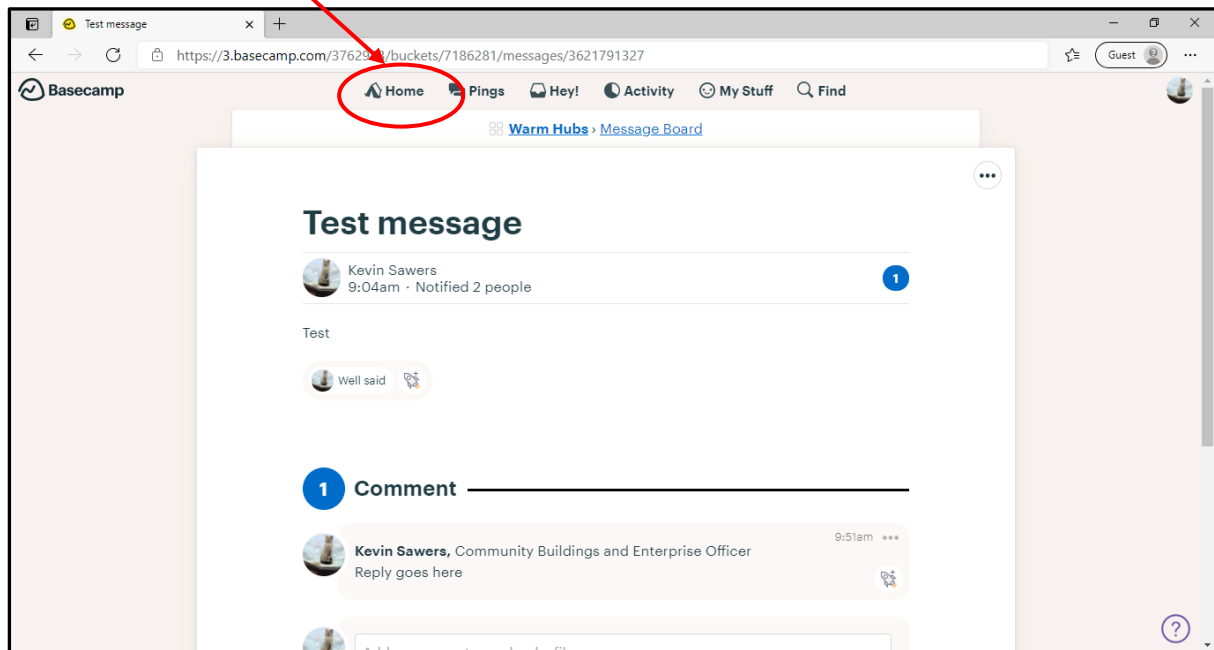
I’ve typed ‘Well said’, then I just click the green tick symbol and my Boost will appear



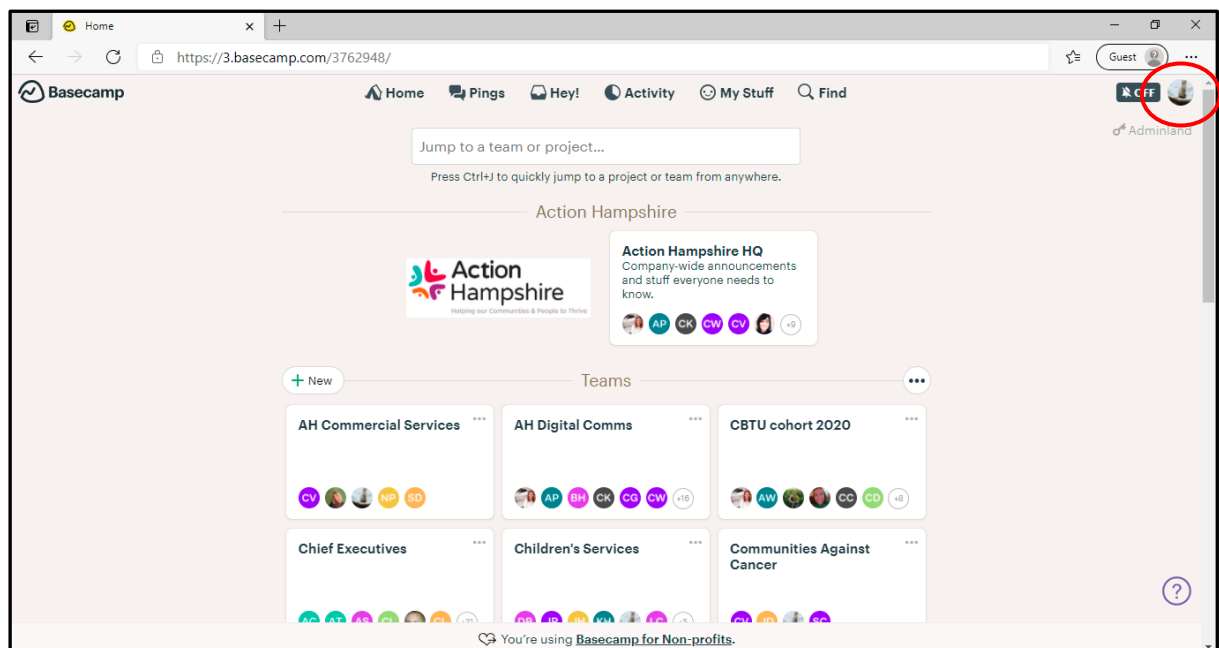
Managing notifications

By default, Basecamp is set up to send you an email every time someone posts a message in a group you're part of. This might be a bit overwhelming, so you can either turn off the email notifications completely or control when you get them.

Click on the 'Home' button near the top of the screen

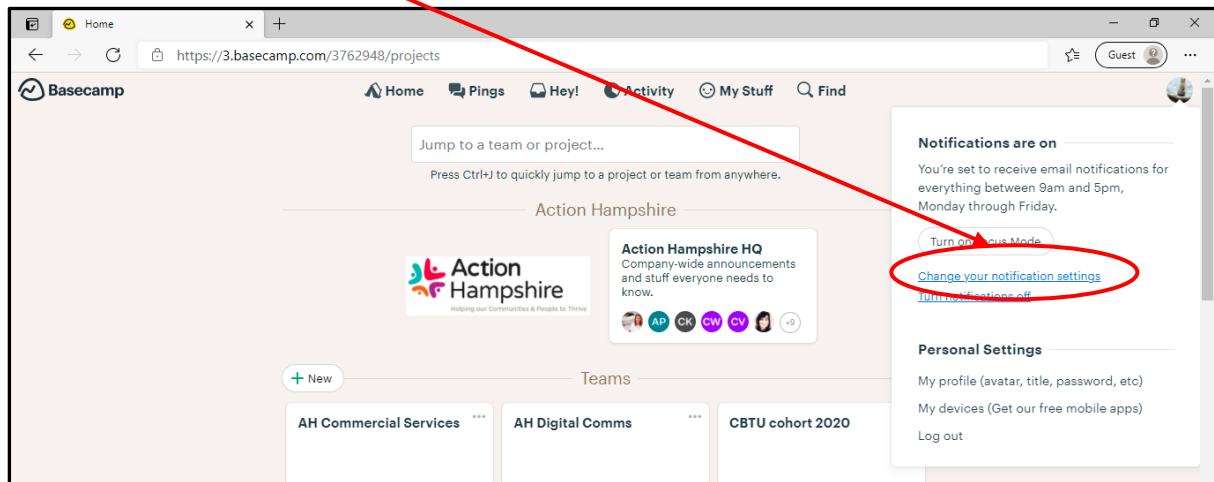


Then click on your picture at the top-right – see the red circle.
If you haven't chosen a picture to represent you, it will just display your initials here.



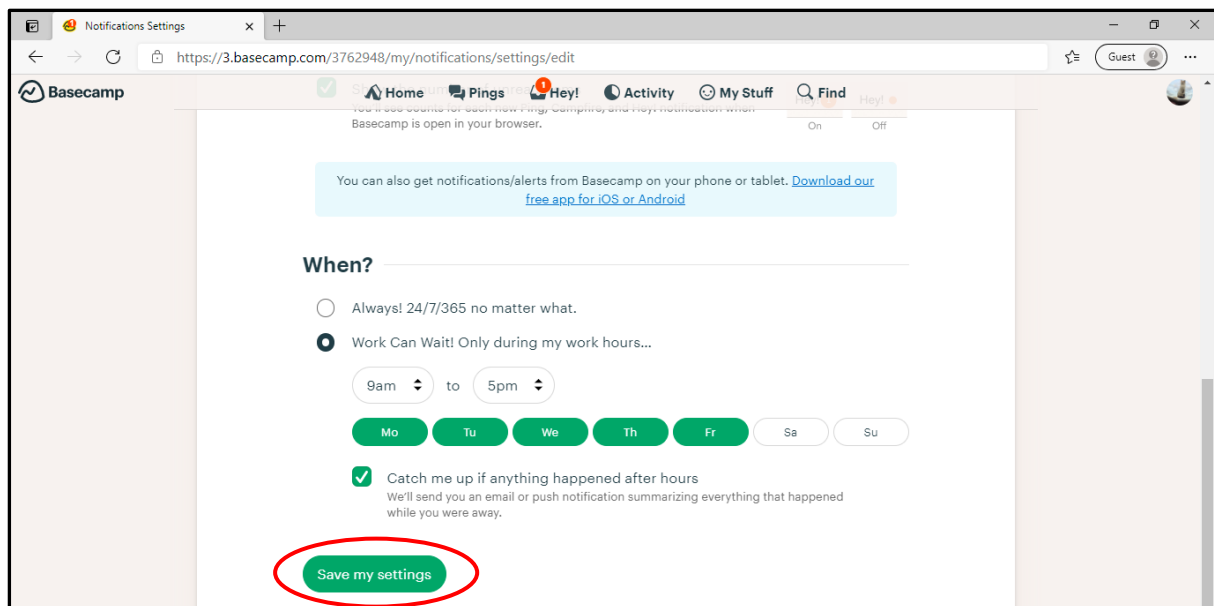
Managing notifications

When you click your picture or initials, a white box of options will appear. Click on 'Change your notification settings'. (To choose a picture, click 'My profile'.)



There are several options on this screen (including some not shown below). You can control when and how you get notifications of new messages.

You can get an email notification for everything, which means you won't miss anything. But you might want to restrict when you get these emails! Here's how:



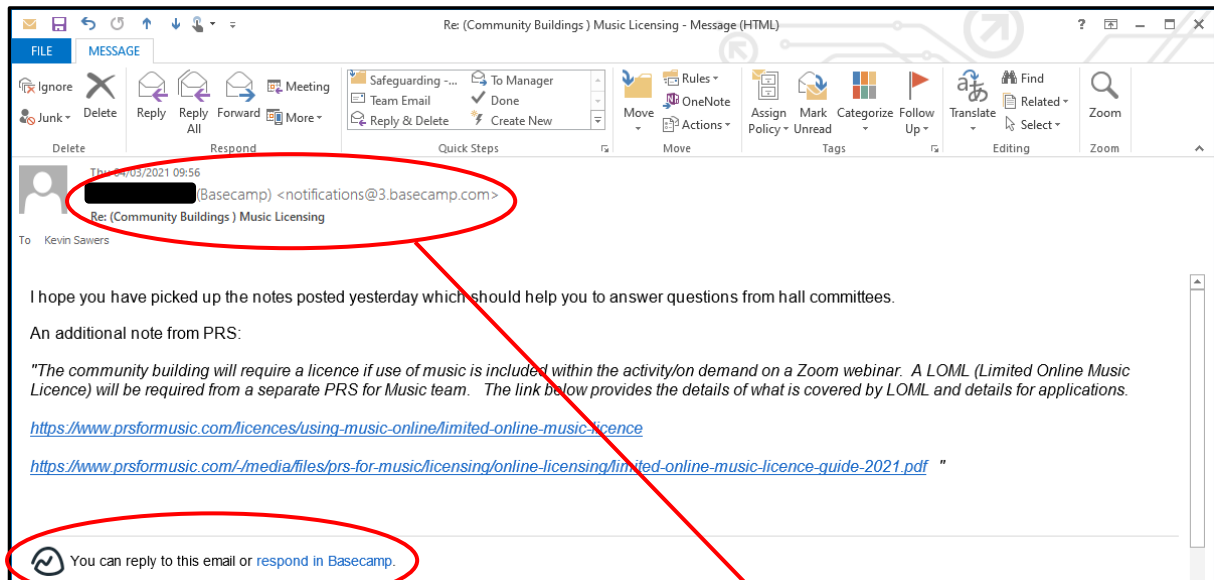
The options shown will mean you get an email every time something happens on Basecamp, Monday-Friday from 9 to 5. You'll also get a catch-up email at 9 am each weekday morning. To change this, just select the options you want and click 'Save my settings'.

For example, if you go for 10-11am, Mon-Fri then you'll get a catch-up email at 10am each weekday and another email for every message posted between 10 and 11. Or you could set it so you get notifications all afternoon on Tuesday and Thursday. Whatever suits your pattern of work.

Notification emails – be careful when replying to them

You can reply to these notification emails as a quick way of posting a reply to the message that triggered the notification. This is handy – it saves going to the Basecamp website and logging in.

Here's what these emails look like and how you can tell it's from Basecamp:



A link to the message on the Basecamp website

The email address and title show it came from Basecamp – look out for this (Community Buildings is the name of the group this message was posted in)

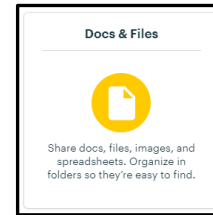
If you reply to this email, your message will be posted on Basecamp as a reply to the message that triggered the email notification. So:

- Everyone in the Basecamp group will see what you've written – don't post anything you'd rather keep private.
- Don't include a long email signature as this really clogs up the message board discussion. It's usually best to delete your signature completely.

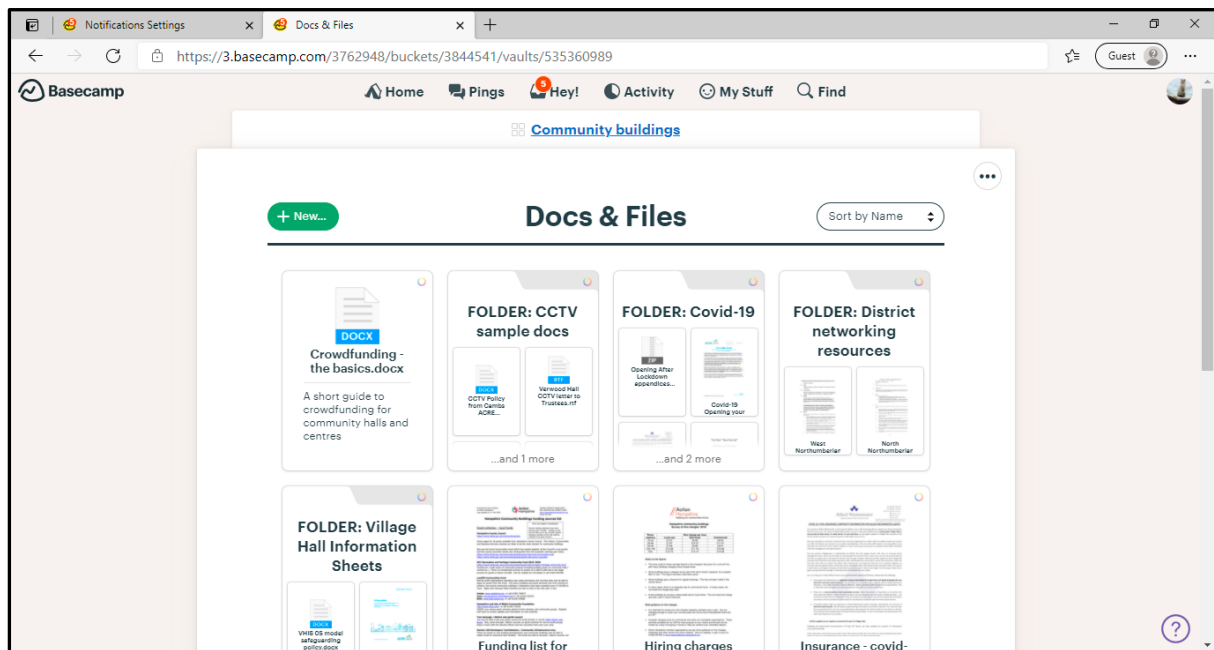
Remember: by replying to a Basecamp notification email, you are posting in the message board discussion for everyone to see. You aren't replying directly to the person who posted the message!

Documents and Files area

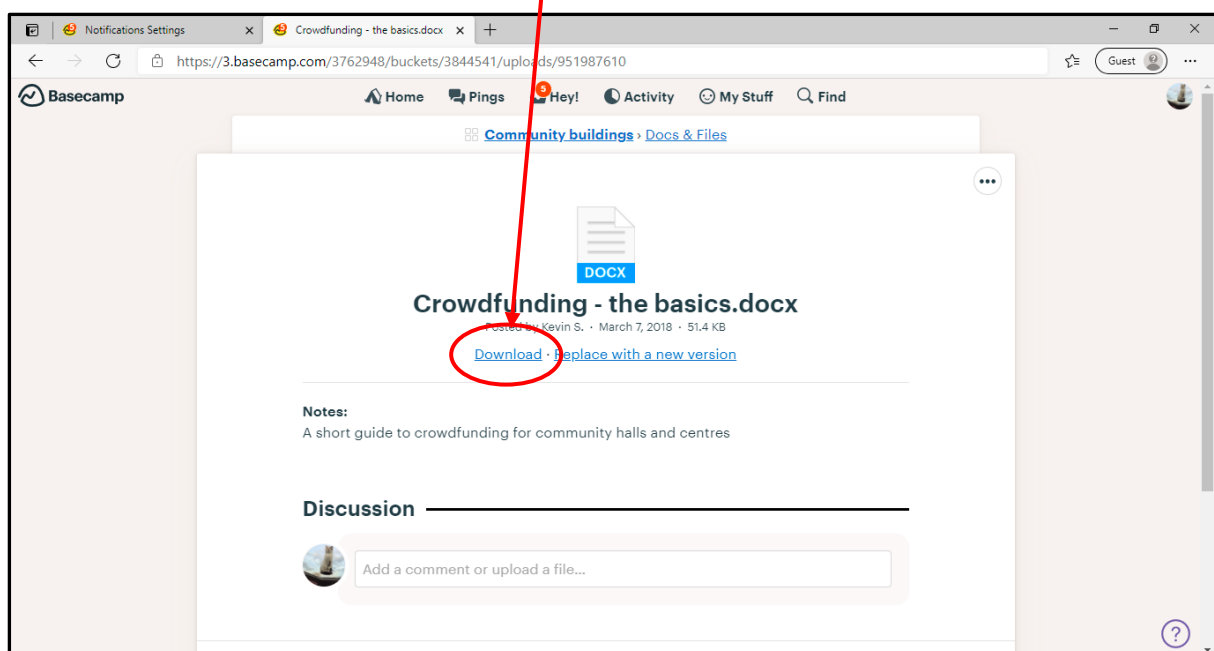
From the Team front screen, click on Docs and Files.



You will then see a screen of documents and maybe also folders looking something like this.

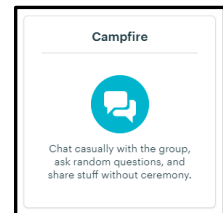


Click on a document, then click 'Download' to download the file and use it yourself

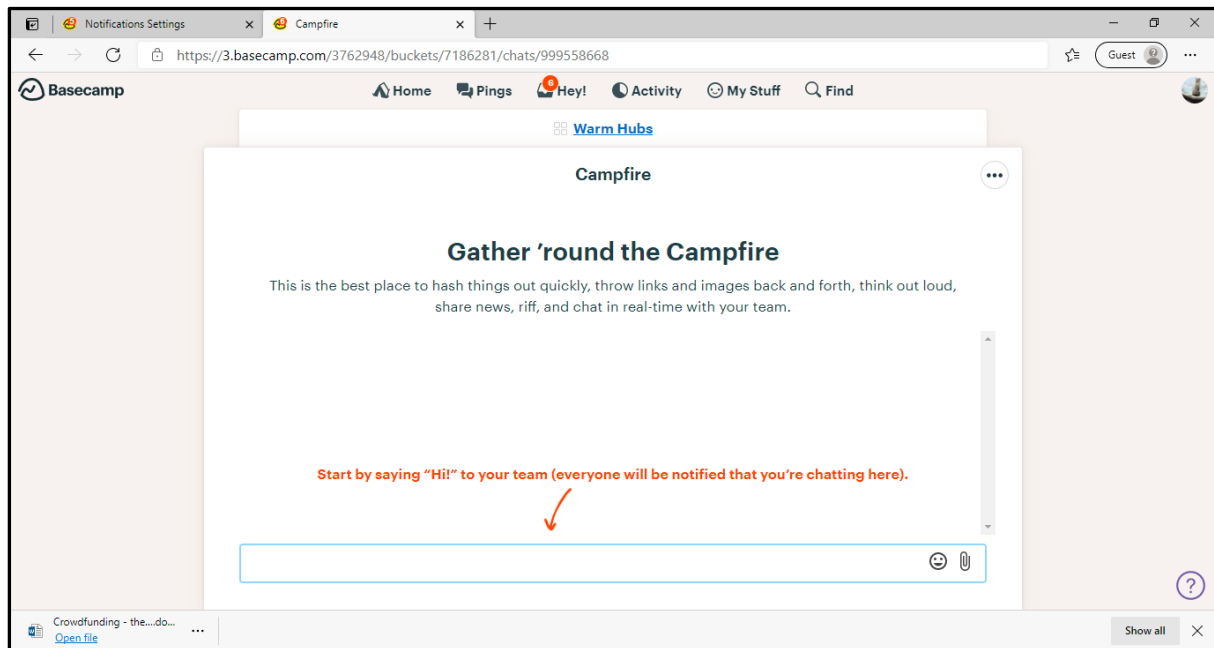


Campfire

Finally, let's look at the Campfire area of Basecamp. We don't use this often, but it's handy for posting quick messages that won't be relevant in the future. If you need something quickly and think people in the group might be able to help, posting in the Campfire could be the thing to do.



Here's what the Campfire looks like before anyone has posted there



And this is what it looks like once it's been used. Post your message here

