# BASECAMP

- Utilizing Basecamp will help your team to stay organized and on the same page.
- You will receive an email invite to your Basecamp project. Follow the link to get started. (Email your coach is you don't get an invite.)
- Basecamp has a number of great capabilities:
  - Discussions Don't lose your discussions in long email strings, instead post a topic to your project and comment on each item separately.
  - **To-Do Lists** Know who is doing what and give it a "due date", which Basecamp uses to send you an email reminder.
  - Files Keep all your files in one place for everyone, upload or connect GoogleDocs.
  - Calendar Set dates for your coaching meetings and other important project meetings, work days, etc. Basecamp will email you a reminder.
- At the bottom of the project page (way at the bottom) you will find a link that gives you instructions on how to email in content to the project. Follow this link, if you think this will be more convenient for you."

## ORIENTATION

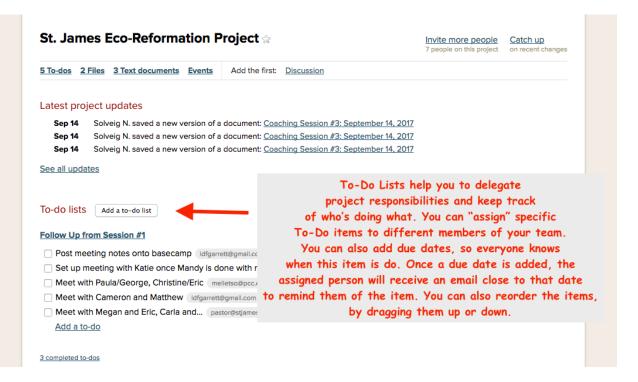
#### 1: Login



#### 2: Homepage

🍝 Basecamp 2 🛛 Proj	ects Calendar Everything Progress	Everyone Me	Sign out Q Jump to a project, person, label, or search
	St. James Eco- Reformation Project Last updated September 15, 2017 1:45am	On your homepage, you one project. Click on the the St. Jan	project title to enter
Templates	╇ <b>ि</b> क्षे <b>कि</b>		

#### 3: To-Do Lists



# 4. Files and Text Documents

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	Files an be uploaded dired	ctly or connected to your		
	project through Google D	ocs. Google Docs remain		
	dynamic and editable without having to upload revisions			
<b>CO0</b>	GOOG			
GOOG				
Vision and Strategies.docx	HOW TO REQUEST A THRIVENT ACTION TEAM GRANT (1).docx			
Added by Solveig N. on Sep 14	Added by Jennilee on May 11			
Label	Added by berninee on may fr			
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Coaching Session #3: September 14, 2017 6:45 - 8:45pm	About the Coaching Process	Basecamp, as you see below Coach Bio		
Coaching Session #3: September 14, 2017 6:45 - 8:45pm Logistics: READ PRACTICES every time we do a	About the Coaching Process  Solveig will schedule 1-2 Coaching sessions per month.	Basecamp, as you see below Coach Bio Rev. Solveig Nilsen-Goodin Eco-Reformation Coach		
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# 5. Email Content to Project

Practices #2 and #3: Develop Relationships and Discover our Stories - Question for 1-1s: The Eco-Reformation team has run into a few bumps with not all being able to meet together yet, and lan stepping back. In your 1-1, remind yourself and the other person why you are excited about this project and one thought about how to re-build momentum and joy around the project.	<ul> <li>Jennilee (me) will give a hands-on demo at the institute of Zoom and is available to be instituted of Zoom and its available to be instit</li></ul>
Sharing from 1-1's Saved by Solveig N. on Sep 14	track progress during this project. You can the beader in a variety of ways in Ecohalth Recovery Saved by Jennilee on May 11 Saved by Jennilee

# 6. Events & Discussions

asecamp 2 Projects Calendar Everything Progress Everyone Me	Q Jump to a project, person, label, or see
St. James Eco-Reformation Project $\cong$	Invite more people 7 people on this project on recent changes
5 To-dos 2 Files 3 Text documents Events Add the first: Discussion	
Sep 14         Solveig N. saved a new version of a document: Coaching Sess         Cl           Plan with the handy basecamp calendar nt: Coaching Sess         Each r	Discussions are a great way to hat with fellow team members. new discussion allows you to respond e place, keeping discussions organized.

Please send questions to <u>office@ecofaithrecovery.org</u>. EcoFaith's Admin Assistant is available for follow-up training on Basecamp or any other online platform you are using for your Eco-Reformation project.