

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 if 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



The screenshot shows the Basecamp website interface. At the top, there is a navigation bar with links for "How it works", "100,000+ paying customers", "Pricing", "Learn", "Support", "Sign in", and "Tr". Below the navigation bar is a large cartoon illustration of a man in a blue suit looking distressed, with a cloud of frustration above him. The cloud contains various text elements: "HEY! NOBODY TOLD ME THAT!", "HOW WAS I SUPPOSED TO KNOW?", "RE:RE:RE:", "BLAH BLAH", "WHO HAS IT?", "90", and "17". A red arrow points from the text "You should have received login instructions in an email. Please email your coach if you did not receive this information." to the "Sign in" link in the navigation bar. The text "make this a thing of the past" is written at the bottom left of the illustration. The Basecamp logo is visible in the top left corner of the page.

Basecamp

How it works 100,000+ paying customers Pricing Learn Support Sign in Tr

HEY! NOBODY TOLD ME THAT!

HOW WAS I SUPPOSED TO KNOW?

RE:RE:RE:

BLAH BLAH

WHO HAS IT?

90

17

make this a thing of the past

You should have received login instructions in an email. Please email your coach if you did not receive this information.

BASECAMP AMERIC SMALL GIAN

2: Homepage

Basecamp 2 | Projects | Calendar | Everything | Progress | Everyone | Me | Sign out

Jump to a project, person, label, or search...

St. James Eco-Reformation Project ☆
Last updated September 15, 2017 1:45am

New Project

Templates

Starred Project

Starred Project

On your homepage, you should see at least one project. Click on the project title to enter the St. James area.

3: To-Do Lists

St. James Eco-Reformation Project ☆

[Invite more people](#) [Catch up](#)
7 people on this project on recent changes

[5 To-dos](#) [2 Files](#) [3 Text documents](#) [Events](#) Add the first: [Discussion](#)

Latest project updates

Sep 14 Solveig N. saved a new version of a document: [Coaching Session #3: September 14, 2017](#)

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[See all updates](#)

To-do lists [Add a to-do list](#)

Follow Up from Session #1


- Post meeting notes onto basecamp [idfgarrett@gmail.cc](#)
- Set up meeting with Katie once Mandy is done with r
- Meet with Paula/George, Christine/Eric [melletso@pcc.u](#)
- Meet with Cameron and Matthew [idfgarrett@gmail.com](#)
- Meet with Megan and Eric, Carla and... [pastor@stjames](#)


[Add a to-do](#)

[3 completed to-dos](#)

To-Do Lists help you to delegate project responsibilities and keep track of who's doing what. You can "assign" specific To-Do items to different members of your team. You can also add due dates, so everyone knows when this item is do. Once a due date is added, the assigned person will receive an email close to that date to remind them of the item. You can also reorder the items, by dragging them up or down.


4. Files and Text Documents

Files Add files  [Watch a quick video about Files](#)



Vision and Strategies.docx
Added by Solveig N. on Sep 14


[Label...](#)



HOW TO REQUEST A THRIVENT ACTION TEAM GRANT (1).docx
Added by Jennilee on May 11

[Label...](#)

Files can be uploaded directly or connected to your project through Google Docs. Google Docs remain dynamic and editable without having to upload revisions.

Text Documents Create a text document  **Text documents are notes that you type right into Basecamp, as you see below.**

Coaching Session #3: September 14, 2017

6:45 - 8:45pm
Logistics: READ PRACTICES every time we do a new one!
Who will be note taker?

Practice #1: Access Spiritual Power (Solveig)

Practices #2 and #3: Develop Relationships and Discover our Stories -
Question for 1-1's: The Eco-Reformation team has run into a few bumps with not all being able to meet together yet, and Ian stepping back. In your 1-1, remind yourself and the other person

About the Coaching Process

- Solveig will schedule 1-2 Coaching sessions per month.
- Coaching sessions last approximately 90 minutes and will be conducted over [Zoom](#).
- [Zoom](#) is a video conferencing platform similar to Skype, but with better features for group discussions..
- Jennilee (me) will give a hands-on demo at the Institute of [Zoom](#) and is available to provide additional training and support if desired.
- Project planning will occur in [Basecamp](#).
- Your team will receive an invitation to your

Coach Bio

Rev. Solveig Nilsen-Goodin
Eco-Reformation Coach

"I've been in the synod for 23 years now, so I have likely met some of you at synod assemblies over the years. But to give you a little more background about me, I grew up in a small town in Minnesota, and a small city in Iowa. I went to St. Olaf College in Northfield, MN and seminary on the east coast before finding our true home here in Oregon! Following a year of internship at Redeemer Lutheran here in Portland, I served King of Kings Lutheran in Milwaukee for seven wonderful years. Eleven years ago I helped

5. Email Content to Project

Practices #2 and #3: Develop Relationships and Discover our Stories -
Question for 1-1's: The Eco-Reformation team has run into a few bumps with not all being able to meet together yet, and Ian 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.

Sharing from 1-1's

Saved by Solveig N. on Sep 14

Jennilee (me) will give a hands-on demo at the Institute of [Zoom](#) and is available to

track progress during this project. You can


Saved by Jennilee on May 11




small town in Minnesota, and a small city in Iowa. I went to St. Olaf College in Northfield, MN and seminary on the east coast before

leader in a variety of ways in Eco-alth Recovery

Saved by Jennilee on May 11

Below the text documents, you will notice a link with instructions on how to email content to this project. If this is more convenient for you, you'll find info about how to do this here.



[Project settings...](#)  RSS  iCal  Email content to this project...

6. Events & Discussions

The screenshot shows the Basecamp 2 interface for the 'St. James Eco-Reformation Project'. At the top, there is a navigation bar with 'Basecamp 2' and links for 'Projects', 'Calendar', 'Everything', 'Progress', 'Everyone', and 'Me'. A search bar on the right says 'Jump to a project, person, label, or search...'. Below the navigation bar, the project name 'St. James Eco-Reformation Project' is displayed with a star icon. To the right of the project name are links for 'Invite more people' (7 people on this project) and 'Catch up on recent changes'. Below the project name is a horizontal menu with tabs: '5 To-dos', '2 Files', '3 Text documents', 'Events', and 'Add the first: Discussion'. A red arrow points from the 'Events' tab to a text box that says 'Plan with the handy basecamp calendar and be reminded of important dates.' Another red arrow points from the 'Discussion' tab to a text box that says 'Discussions are a great way to chat with fellow team members. Each new discussion allows you to respond all in one place, keeping discussions organized.' Below the menu, there is a section for 'Latest project updates' with a date 'Sep 14' and a snippet of text: 'Solveig N. saved a new version of a document: Coaching Sess...'. Below this snippet are three links, each labeled 'Coaching Sess...'. The text boxes with red arrows are semi-transparent grey.

Please send questions to office@ecofaithrecovery.org. 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.