

EGB

COMMUNICATION

PLATFORM

COMMUNICATION IS THE HEART OF THE MATTER

The EGB Survey showed it and the Symposium confirmed it that one of the key missing pieces in the EGB is a better way to communicate with each other. There are too many platforms on which different information is shared, and not everyone likes to use Social Media.

So we did some research and decided to start using a single platform from now on: **Basecamp**

WHAT IS BASECAMP?

BASECAMP IS:

- An online based project management platform (similar to a forum)
- Private (each user has a log in)
- Users can decide which 'projects' to follow and participate in
- Good for discussions, sharing, deciding
- Easy to use
- Delivered to your inbox, online, or in the app

SIGNING UP

- All members will be invited to join Basecamp - you will receive an email with a link to register. If you don't receive it please let Tania know!
- The administrator will already have added you to the project '**Welcome to EGB Basecamp**'. Here you find introductory material and basic communications. It also tells you which projects are currently ongoing. So please browse through this project to get started!

Q & A

Will Basecamp clutter my inbox?

Only if you allow it to — set your preferences to your likes for delivery of notifications by email.

The emails are confusing me, what alternatives do I have?

Basecamp has a 'Progress' feature both online and in the app where you see comments organized by posting (like a timeline) — you can always follow along there!

HOW DOES IT WORK?

SETTING UP

- Log in on the website <https://launchpad.37signals.com/signin> (you can also use the login feature at <https://www.basecamp.com>)
- Click on 'Me' in the top menu
- 'Your' page shows your recent activity
- You can 'update your personal info'
- You can edit 'Your Basecamp settings' — this is highly recommended for more comfortable use and control!

SET YOUR PREFERENCES

YOUR NAME HERE

YOUR
PICTURE

Your settings for this Basecamp account (EGB/HGGS)

Your email address

Basecamp sends your email notifications to `youremail@yourserver.com` [Change...](#)

Notification preferences

Project notifications

Which projects would you like to receive email about?

- All of my projects
- Some projects only...

Email frequency

When people send you updates about discussions, to-dos, files, or events in Basecamp...

- Email me about **each item right away**.
(If there are 10 new comments, you'll get 10 separate emails when each comment is posted.)
- Email me a **summary every few hours** at most.
(If there are 10 new comments, you'll get a single email a few hours later with all 10 comments included. Basecamp will still email you immediately about any events or to-dos due in 24 hours or less.)

Other email options

- Email me if someone completes a to-do I added to Basecamp.
- Email me a [Daily Recap](#) every morning, showing what happened yesterday in all my projects.

Calendar preferences

- Show Monday as the first day of the week.

- If you don't want to follow a project any more tell the administrator so they remove you
- Want to keep checking on a project but not be bothered with notifications? You can choose projects individually in the 'project notifications' - now you will not receive any notifications in your inbox but can still read all posts online or in the app
- Determine the email frequency if you choose to be notified:
 - individual emails = get each post delivered to your inbox right away (and can respond to them)
 - email summary = Basecamp will send you a summary once 10 comments have been made
 - daily recap = you get a summary of what happened the day before

TIPS & TRICKS

- APP: Download the 'Basecamp 2' app (there is also Basecamp 3, don't mix them up!)
- Easily find Basecamp in your favorite browser by making a Bookmark from the landing page after your login. If your device is set to remember passwords you immediately are logged in.
- Make a Selection Rule in your e-mail client, so your client automatically saves your Basecamp notifications in one place, away from your business emails
- Make use of the videos provided on many of the Basecamp pages, they can be very helpful!
- Ask questions if you need assistance!
- At this time we are using Basecamp 2 with 40 projects as a trial run. If you have an idea that does not fit into any of the current projects please let the administrator know so a new project can be set up!

We hope you enjoy the new way of communicating within the EGB and that it will be a lively and engaged conversation!

Please be aware that, once the majority is switched to Basecamp, we will abandon all other forms of communicating, except for Newsletters and direct e-mail from the EGB administration!

SEE YOU SOON ON
BASECAMP!