

Basecamp Overview

HOW TO LOGIN

Go to: <https://3.basecamp.com/3897459/projects>

No matter the method, you can always start by clicking the Log in button at the top right of basecamp.com. Or you can click [here](#) to sign in now.

If you're already logged in, you'll be taken straight to your account. If you're not currently logged in, you'll be asked for your email address and password or Google Account information.

HAVING TROUBLE LOGGIN IN?

Seeing an error message when you attempt to login? Here's how to get into Basecamp and back to work!

Sorry, we don't recognize that email or username.

This means the email address you entered is not linked to a Basecamp account.

- Check for Typos. Double-check to make sure that every - or . or letter included in your email address is entered correctly.
- Try another email address. If you have more than one, it's possible you use another email address for Basecamp! Once you login, you can always update your login to the email address you prefer to use going forward.
- Accept your Invitation. If you don't remember setting up a login for Basecamp, you may still need to accept your invitation to join a Basecamp account. Reach out directly to someone already on the account and ask them to resend it!

Basecamp Overview

NOTIFICATIONS

You can always check Basecamp to see if there is an orange badge at the top. It indicates new things to read.

However, you may not want to check Basecamp all the time to look for something new. That's why Basecamp sends notifications to tell you something happened.

You can choose which projects to follow and be notified about. You can get notifications via:

- Email
- Pop ups in your browser
- On your phone or tablet
- You can choose what type of notifications to receive
- Everything (messages, comments, to-do assignments, events, etc.)
- Only Pings and @mentions

CHANGE NOTIFICATION SETTINGS

To adjust your notifications -- including what type of notification you receive, how they arrive, and when -- click on your avatar in the upper right corner.

Click "change your settings" and you'll be able to adjust how notifications work for your account.

Basecamp Overview

DEFINITIONS

TEAMS VS PROJECTS

Teams are where people in similar roles share things with each other and stay coordinated. Think of them like mini-HQs. Use them for ongoing groups like Coaches, Master Trainers, or Operations. Clients cannot be added to teams.

Projects are the heart of Basecamp. You can make projects for every major thing you have going on — like an Accelerator, Certification Lab, or Marketing Materials. Inside projects, you'll post announcements, chat, organize and assign work, set deadlines, share files, and present ideas.

Click on the project and you'll see the six tools that are part of every project by default:

- Campfire
- Message Board
- To-dos
- Schedule
- Automatic Check-ins
- Docs & Files.

CAMPFIRE

Chatting in real time (like a group text message). When you post in Campfire, everyone in the project/team will see. Campfire is best for quick, ephemeral things.

When you want to post an idea that doesn't necessarily belong in a text doc or in a Campfire — but you do want others to see it, and for it to have a more permanent place to live — message board! It's a happy medium for those middle-of-the-road conversations.

Basecamp Overview

MESSAGE BOARD

Message Board - Posting in the Message Board of a project is ideal for making announcements, pitching ideas, asking questions to everyone on the project, and more.

Once you're finished composing, you can click to Add/remove people at the bottom of the page. You can choose who is notified about your post. *Keep in mind that it does not *hide* the post from anyone on the project.*

When you're ready to post the message, click the **green Post** this message button. If you're not ready to send the message just yet, click Save Draft and Basecamp will keep it saved for when you're ready.

TO-DOS

You can add and assign to-dos to a specific user and/or have to-dos assigned to you.

SCHEDULE

Your schedule lists all your events, along with to-dos with a due date. You'll see who's involved with your events, and who is assigned to the to-do. Click the title of the event (or to-do with a due date!) to view it. Use the arrows to navigate back in time or forward to the future.

To sync your entire schedule with an external calendar program, click the link on the Schedule page. You'll then have the option to add the calendar to Outlook, iCal, or Google calendar:

Basecamp Overview

AUTOMATIC CHECK-INS

Automatic Check-ins - Automatic check-ins go out to your team on a regular basis. You can send them daily, weekly, or monthly. Everyone in the Project or on the Team or Company HQ Site can see the responses. Automatic check-ins keep teams up to date, and help your users get to know each other better.

DOCS & FILES

Need to download or use your Docs & Files outside of Basecamp? You can download an entire folder in a couple clicks. Here's how:

1. First go to the folder you'd like to download.
2. Click on the ... menu in the top-right.
3. In that menu you'll find an option to Download this folder, click on that.

PINGS

Pings are like direct messages — they're direct conversations with other users in the account.* They're not tied to any Teams or Projects in the account.

You can ping one person or a group of people, and the conversation is only visible to the people you select. No one else can see your pings with other users — your view is unique to you.