Getting Started in Basecamp (Quick Guide)
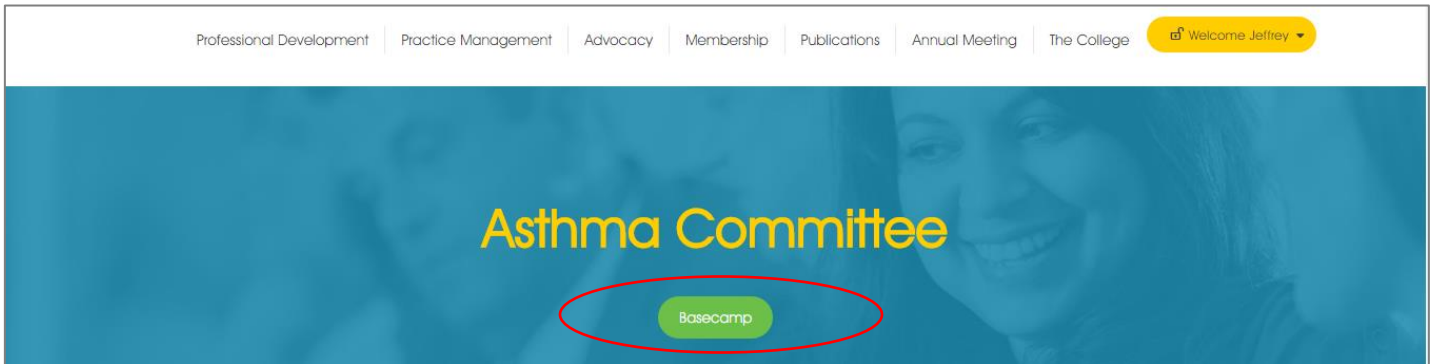
Your committee's Basecamp page can be accessed directly from the ACAAI member website. To find your committee page, go to **college.acaai.org > The College > Our Organization and Governance > Committee Directory > [your committee]** and then click the green "Basecamp" button.


NOTE: **Your ACAAI member website login is not the same as your Basecamp account**. To log into Basecamp, you will need to set up a separate user name and password. All members who are new to Basecamp at the beginning of their committee appointment are sent an invitation to set up a Basecamp account. If you didn't receive this email (or aren't sure if you have an account), please contact Kate Barcal, ACAAI Governance Manager at katerinabarcal@acaai.org.

If you've already created a Basecamp account, but forgotten your password, you may reset it by clicking "reset your password" link from the login page.
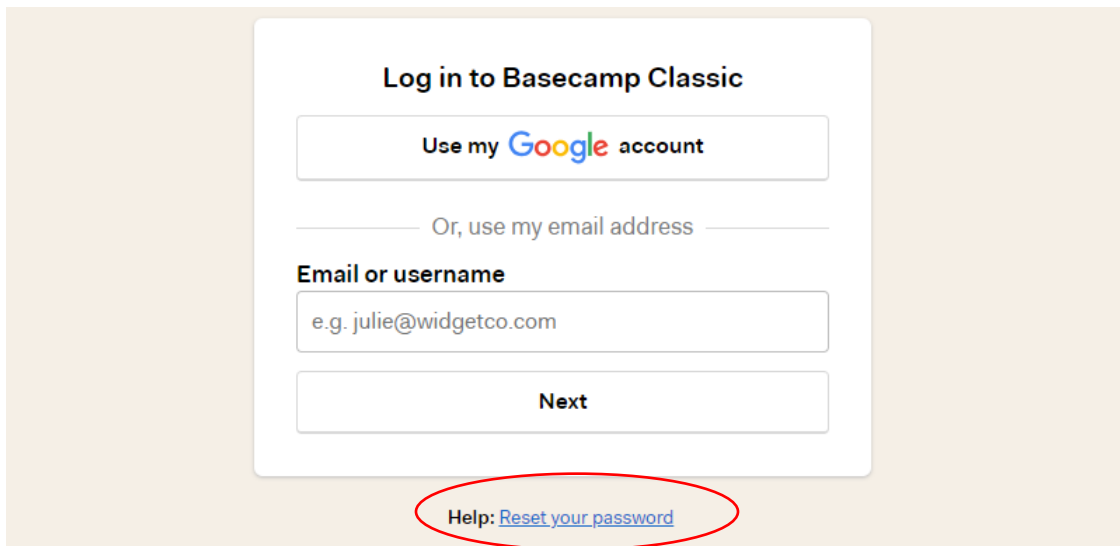
Once you log into Basecamp, you will be able to access committee pages ("projects") that have been assigned to you.
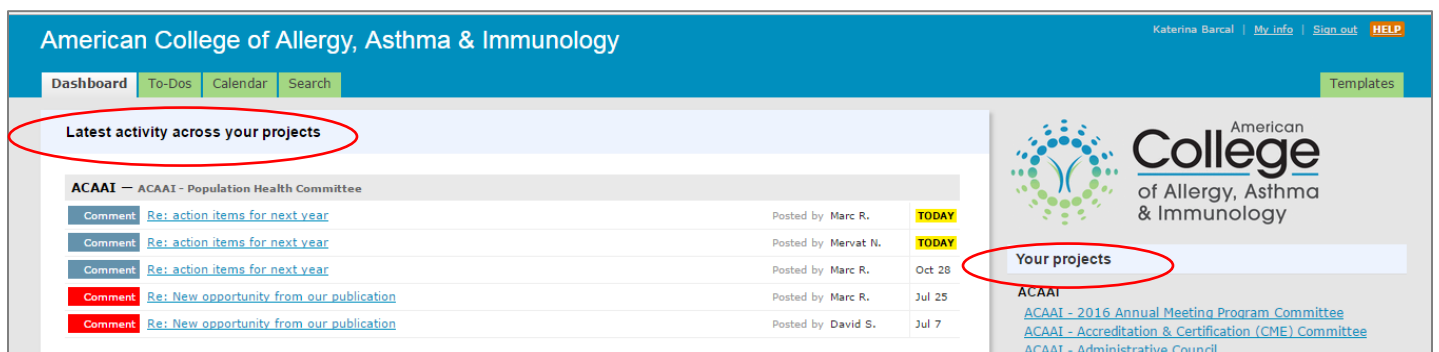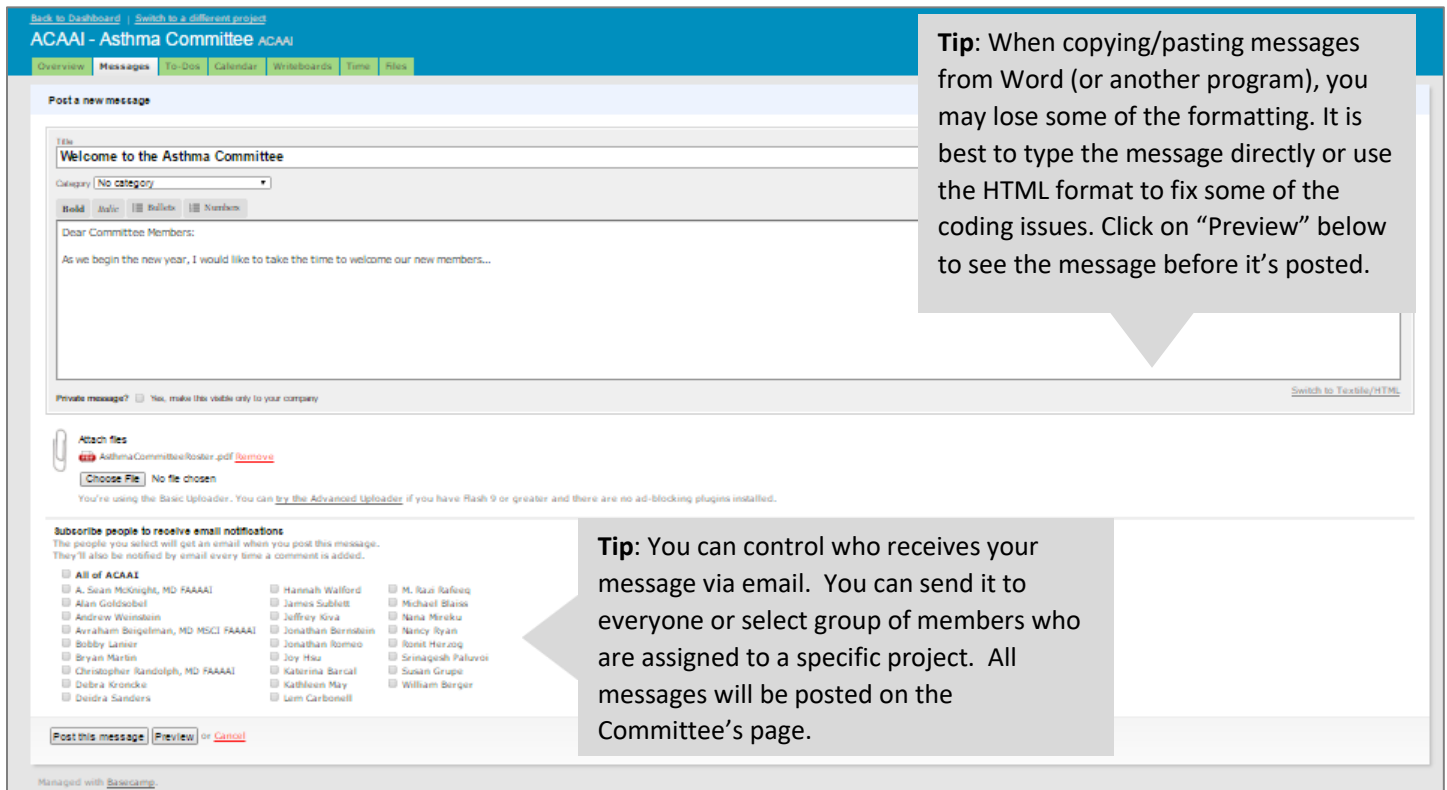
When you access your committee's page in Basecamp (from "your projects" list), you will see the latest posts/activities, tabs for various activity types such as messages, to-dos, calendar, writeboards and files at the top of the page. You will also see a list of committee members under "People on this project."
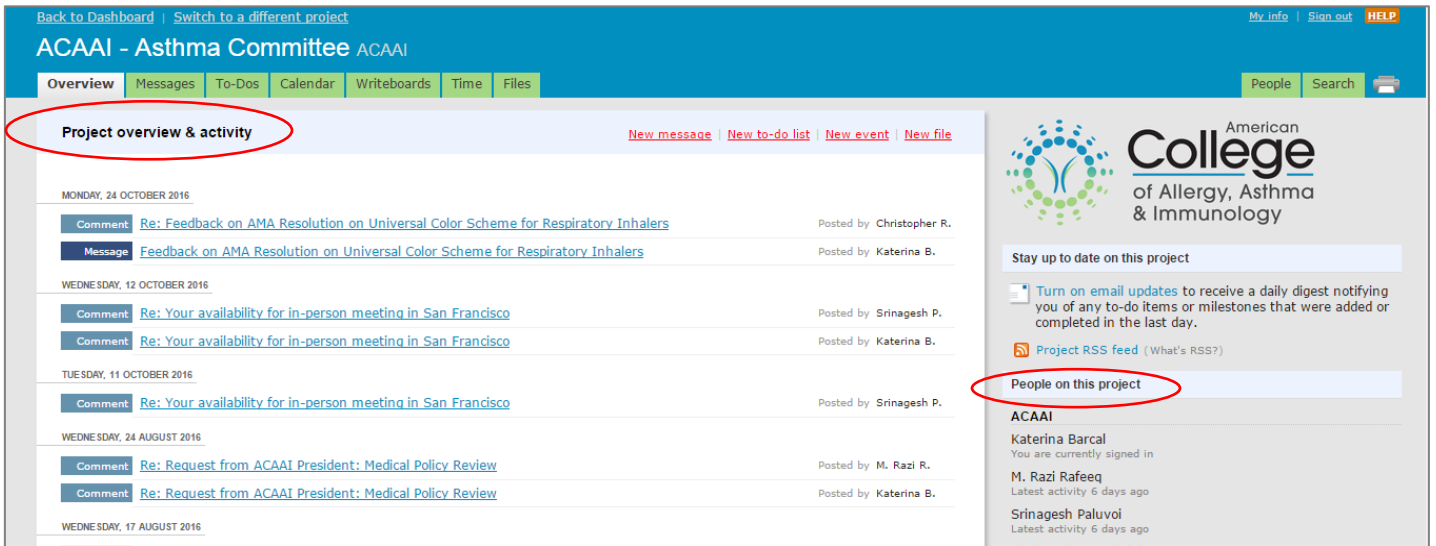
The project overview & activity list includes latest messages and member comments. This is a good way to see what has been discussed about a particular project or event. You will also see who has made the post.

Sending Messages

Click on the "New Message" link directly from the dashboard or click on the "Messages" tab to create a new message. The screen below provides a couple of tips to keep in mind when posting messages.

Tip: When copying/pasting messages from Word (or another program), you may lose some of the formatting. It is best to type the message directly or use the HTML format to fix some of the coding issues. Click on "Preview" below to see the message before it's posted.

Tip: You can control who receives your message via email. You can send it to everyone or select group of members who are assigned to a specific project. All messages will be posted on the Committee's page.

2

Responding to messages by email

You may add a comment to a Basecamp message string directly from your email. When you receive an email generated by Basecamp (from notifications@acaai.basecamphq.com with your committee's name in the subject line), simply reply directly to the message and it will be automatically posted to Basecamp and sent to everyone who was subscribed (see page 2).

NOTE: In order to follow the links within the email message (and download files), you will need to be logged into Basecamp. If you're not already logged in when you receive the message, you will be prompted to log in when you click on the links.

Writeboards

You may create a "writeboard" for a working document you would like to share with the committee. All members will be able to view the text, make edits and post comments. This is a good way to keep edits/comments in one place before the document is finalized.

Files

All the documents/files that are uploaded (including those that are attached to messages) will be stored under the "Files" tab. This is a quick and easy way to find a document that was posted earlier on. When uploading files, please be sure to use a descriptive title so that it is easy to find.