

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.acaaai.org > **About Us** > **Governance** > **Committee Directory** > **[your committee]** and then click the yellow "Basecamp" button.

Home > About Us > Governance > Asthma Committee

Asthma Committee

The Asthma Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and to drive the College's competency in understanding, exploring and educating members on asthma.

[Basecamp](#)

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 username 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 Director of Administration 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.

Log in to Basecamp Classic

Use my account

Or, use my email address

Email or username

e.g. julie@widgetco.com

Next

Help: [Reset your password](#)

Once you log into Basecamp, you will be able to access committee pages ("projects") that have been assigned to you.

American College of Allergy, Asthma & Immunology

Katerina Barcal | [My info](#) | [Sign out](#) **HELP**

Dashboard To-Dos Calendar Search Templates

Latest activity across your projects

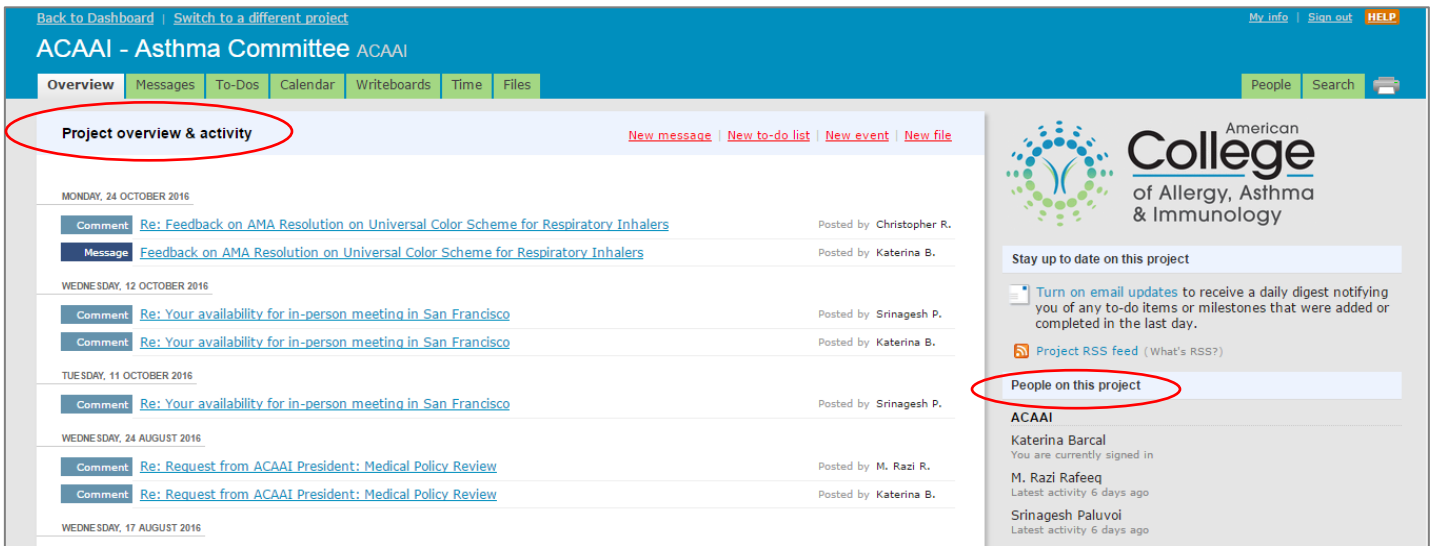
ACAAI — ACAAI - Population Health Committee			
Comment	Re: action items for next year	Posted by Marc R.	TODAY
Comment	Re: action items for next year	Posted by Mervat N.	TODAY
Comment	Re: action items for next year	Posted by Marc R.	Oct 28
Comment	Re: New opportunity from our publication	Posted by Marc R.	Jul 25
Comment	Re: New opportunity from our publication	Posted by David S.	Jul 7

Your projects

ACAAI

- [ACAAI - 2016 Annual Meeting Program Committee](#)
- [ACAAI - Accreditation & Certification \(CME\) Committee](#)
- [ACAAI - Administrative Council](#)

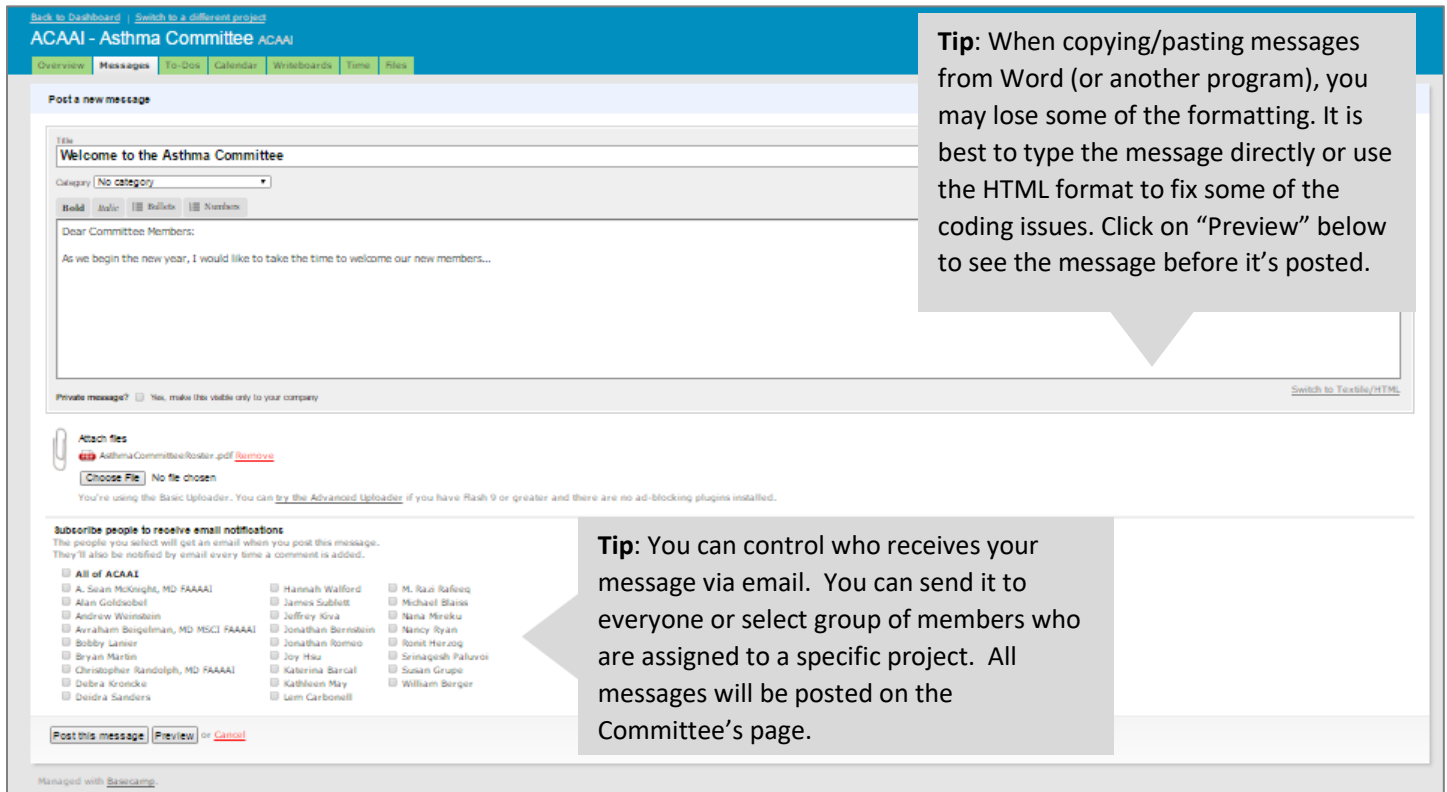
When you access your committee’s page in Basecamp (from “your projects” list), you will see the latest posts/activities, tabs for various activity types such as messages, to-dos, calendar, writeboards and files at the top of the page. You will also see a list of committee members under “People on this 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.



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).

 **From** ▼ katerinabarcal@acaai.org
To... ACAIAI - Asthma Committee <UC59E9025D301P104442347-reply@acaai.basecampHQ.com>
Cc...
Subject RE: [ACAIAI - Asthma Committee] Prior Authorization Assistance

From: Katerina Barcal [mailto:notifications@acaai.basecampHQ.com]
Sent: Tuesday, January 9, 2018 3:47 PM
To: Katerina Barcal <KaterinaBarcal@execadmin.com>
Subject: [ACAIAI - Asthma Committee] Prior Authorization Assistance

Reply ABOVE THIS LINE to add a comment to this message

Project: [ACAIAI - Asthma Committee](#)
Company: ACAIAI

 Katerina Barcal posted a new message:
[Prior Authorization Assistance](#)

Dear Members of the Asthma Committee:

As you know, the College has recently developed a [Prior Authorization Toolkit](#) to facilitate our members' ability to obtain necessary medications for their patients. The highlight of this toolkit is an [interactive letter generator](#) that creates an appeal letter for practices to submit to insurance companies when a prior authorization has been denied. Members can select a specific disease/medication combination that was denied, enter in information about the patient, insurance company, and other treatments tried, and the tool will generate a letter of appeal.

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.