

Basecamp Tips

A TwoTone Tutorial



Basecamp

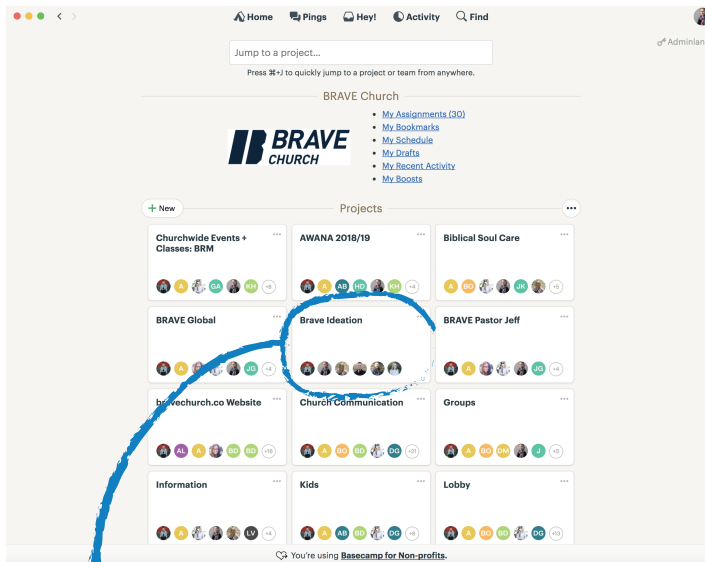


TWOTONE
creative

FIRST THINGS FIRST! DOWNLOAD THE DESKTOP APP

Yes, there is an online version, but the desktop app is the best way to work. You'll be able to see when you have notifications more easily, and you won't have to worry about missing something if you accidentally close out of a window. Google "Basecamp 3 for Mac or PC" and download the free desktop app. BONUS: There's also an app for your phone if you want to stay connected on the go!

BREAKING DOWN THE FEATURES



PROJECT TILES

Projects are a great way to divide tasks out on a high level. For example, in churches, we often divide out by ministries. One project tile could be called "Kids Ministry," for example.

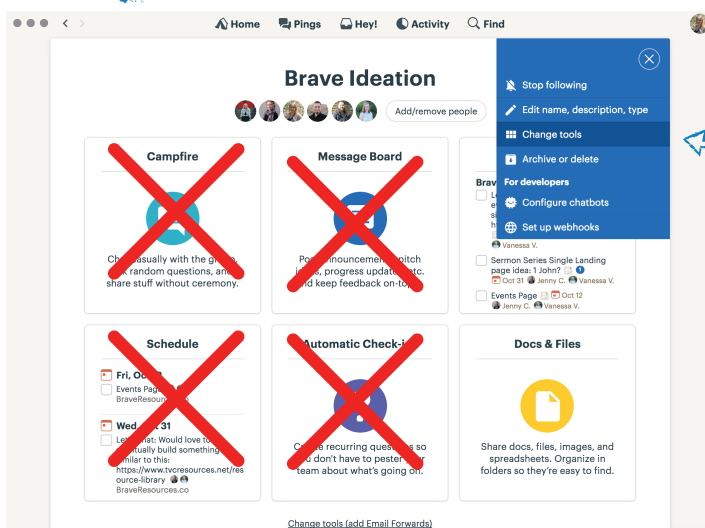
Another example would be with a company that offers various services. For TwoTone, that might be:

- Web Design
- Print Design
- Copywriting

Once you've created your project tile, you'll want to customize the tools. The only two tools you'll need are "To-Dos" and "Docs & Files."

NOTE: every time you add a new project tile, be sure to add in everyone involved. People will NOT be automatically notified or added unless you do this. The following screenshots show you how to add new people to projects.

CUSTOMIZE YOUR PROJECT TILE



CLICK HERE TO
CHANGE TOOLS

BONUS TIP

You don't want to have too many projects. We recommend no more than 10 to keep things clean and organized.

WHAT A PROJECT SHOULD LOOK LIKE

HomePingsHey!ActivityFind

Church Communication

A

BO

BD

DG

DM

FD

GA

HD

JS

KH

K

KB

LV

M

Add/remove people

To-dos305/324

Physical Product Design

Video

Need to get a video done for BRM and ENG that is 2-3 min of Jeff talking to 1st time visitors at ...

Oct 17

Ryan B.

Mike W.

Communication Tools

Docs & Files

Physical Product Design Communi...
Form

Email Blast Communi...
Form

Physical Product Design Request
Posting Process: [Click to see details](#)

Print Design Communi...
Form

New Sermon Series Communi...
Form

Print Design Communi...
Request

New Sermon Series
Posting Process: [Click to see details](#)

Change tools (add Campfire, Message Board, etc.)

Project Activity

Yesterday

Mike W. commented on [Need to get a video done for BRM and ENG that is 2-3 min of Jeff talking to 1st time visitors at ...](#)4:19pm

We just had a meeting that this is being pushed back, so no problem :) Going to push this back and let's hit base next week

ADD PEOPLE TO PROJECT

HomePingsHey!ActivityFind

Church Communication

+ Invite people...

People on the project

Who do you want to invite?

Add everyone from... X

People you invite will be immediately added to the project, and have full access to everything in the project.

Name	Email	Title	Company
Name	Email	Title	Company
Name	Email	Title	Company

Add a personal note to the invitation...

Send invitations

Preview the invite

BRAVE Church

A

aguthrie@braveglobal.co

Executive Assistant at BRAVE Church

aguthrie@braveglobal.co

Edit • Remove • Send a link to log in

BO

Barb Oliver

Ministry Assistant at BRAVE Church

boliver@harvestdenver.org

Edit • Remove • Send a link to log in

BD

Brandon DeLage

BRAVE Church

bdelage@bravechurch.co

Edit • Remove • Send a link to log in

Dave Kuntzman

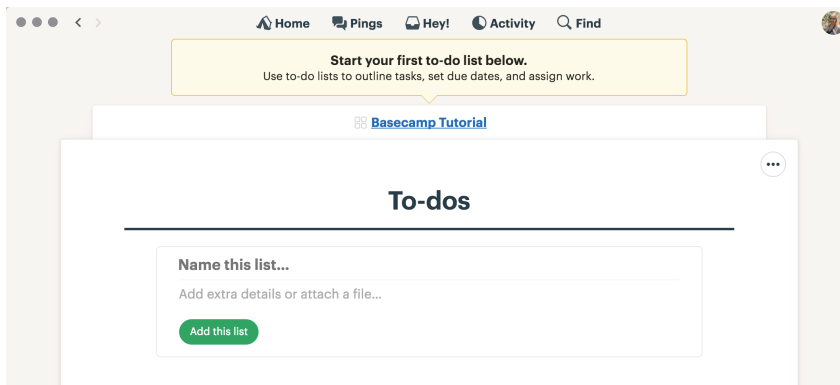
Executive Pastor at BRAVE Church

dkuntzman@bravechurch.co

Edit • Remove • Send a link to log in

INVITE PEOPLE TO PROJECT

ADD IN NAME, EMAIL, TITLE AND COMPANY



TO-DO LISTS

Once you have your project tile, it's time to start breaking things down further. You can create Lists under To-Dos. Using our "Kids Ministry" example, a few Lists might be "Print Material" or "Volunteer Information."

TO-DOS

Once you have your lists, it's time to start adding To-Dos! When adding a To-Do, be sure to:

- Give it a very clear name that describes the task, such as "Design New Business Cards"
- Then, assign the To-Do! In this case, you'd assign it to the TwoTone team members you're working with.
- Next, enter in who to notify when the task is complete. As the person who assigned the task, you may want to know when it's complete. You may also want to add any admins or assistants if follow up is required after the task is complete.
- Then, fill in the due date! THIS IS VERY IMPORTANT. If you leave this blank, we may not see the task, as it won't show up on our "Assignments with dates."
- Lastly, add in any relevant notes. For this example, you should include the content that you'd like on the business cards, the size of the business cards, and the number of cards you'd like printed.

Test 0/0 completed

☐ Describe this to-do...

Assigned to Type names to assign...


When done, notify Type names to notify...

Due on Select a date...

Notes Add extra details or attach a file...

Add this to-do **Cancel**

Discussion

 Add a comment or upload a file...

Subscribers
1 person will be notified when someone comments on this to-do list.



Home Pings Hey! Activity Find

Church Communication

+ New list To-dos 305/326 View as...

Physical Product Design 0/0 completed

Add a to-do

LIST  **Video** 3/4 completed  TO-DO

☐ Need to get a video done for BRM and ENG that is 2-3 min of Jeff talking to 1st time visitors at the church. 5 Wed, Oct 17 Ryan B. Mike W.

Add a to-do

- ✓ Sermon Clips Thu, Oct 11 Ryan B. Jenny C. Abby G. Mike W.
- ✓ Need video of Jeff for Ridgeline launch service Thu, Sep 27 Ryan B.
- ✓ Let's chat on what to do with Jeff's video from Men's Ministry Thu, Sep 27 Ryan B. Mike W.

Communication Tools 3/3 completed – Now archive it!

Add a to-do

- ✓ One thought just had with New Communication Request process Mon, Oct 1 Jenny C. Kayla P. Vanessa V.
- ✓ Need to have a Google Doc template created for SOP's. Can use this announcement one as the first one Fri, Sep 28 Jenny C. Kayla P.
- ✓ Minor Edits to the Event Checklist Thu, Sep 27 Kavl P.

Home Pings Hey! Activity Find

Church Communication

+ New... Docs & Files Unsorted

Physical Product Design Communications Form
Physical Product Design Communications Form

Email Blast Communications Form
Email Blast Communications Form Request
Posting Process: Go to the Church Communications

Print Design Communications Form
Print Design Communications Form Request
Posting Process: Go to the Church Communications

New Sermon Series Communications Form
New Sermon Series Communications Form
Posting Process: Go to the Church

Social Media Request Communications Form
If you are wanting to request a social post for an event, please visit the event message project.
Posting Process: Go to the Church

Website Update Communications Form
Posting Process: Go to the Website project that you are wanting to make the change to: Brave Church, Brave Global, Brave Pastor Jeff, etc. In that

Video Request Form
Video Request Form
Posting Process: Go to the appropriate Ministry Project in Basecamp and create a new "List" and name that list the video that you are planning. After creation the new list.

brave-guidelines1_v1 .3pdf
Dave and Lisa Here are the branding guidelines

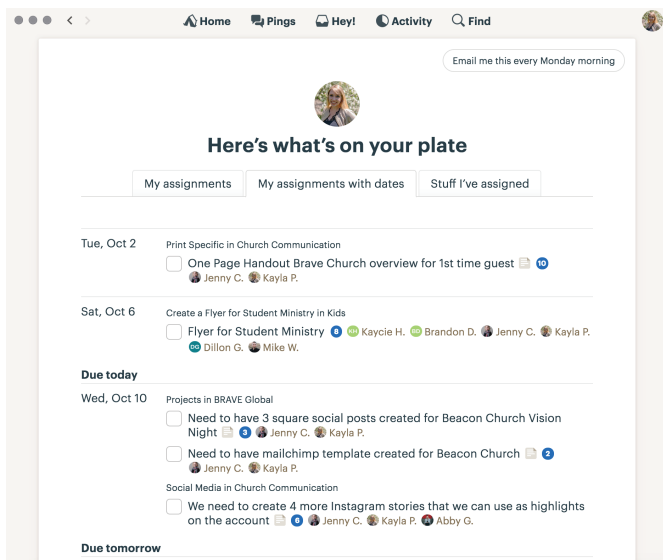
All Events

Social Media

Sermon

DOCS & FILES

This is the place to upload all content, photos, Google Docs, Word Docs, Login Credentials, etc. Note this is for commonly used items ONLY. If it relates directly to a task, just upload it to the task.



ASSIGNMENTS

When you assign a To-Do, the task will go into the person's assignments.

The assignments section has three tabs. **USE THE MIDDLE TAB.** This will list out your tasks in the order that they are due, so you can go through each task in the correct order of importance.

There may be times when you may want to use the other tabs.

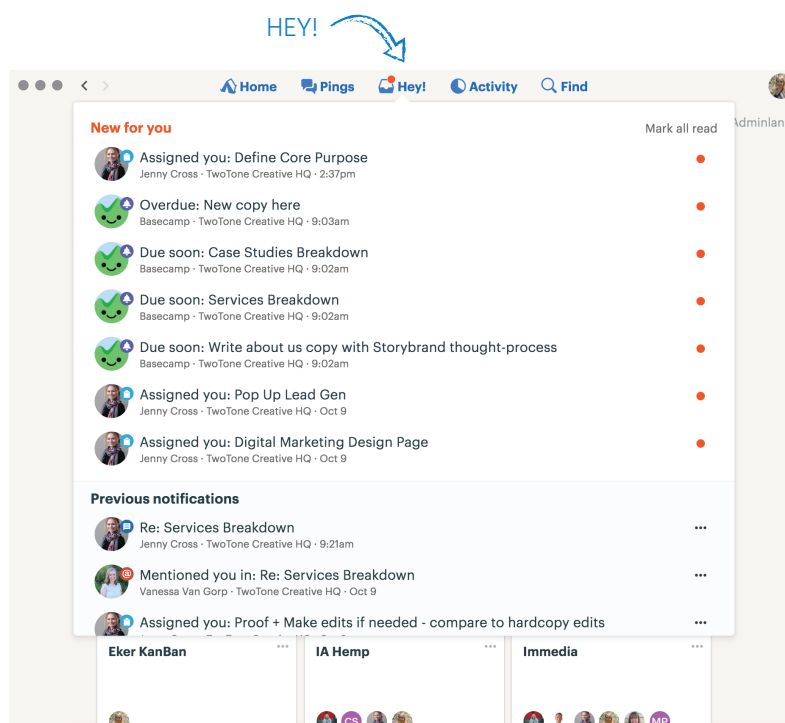
For example, if you want to check up on a task that you assigned (but is not assigned to you) look at the tab on the right.

If an assignment does not have a date for some reason, or you want to see which Lists your assignments fall under, go to the tab on the left.

EMAIL NOTIFICATIONS + HEY!

We recommend turning off your email notifications (UNLESS you're only on Basecamp about once a month, in that case emails might be a good option). Your inbox can quickly get flooded with notifications from Basecamp, so turning these off will help you stay on task and keep things organized.

Instead of checking tasks through emails, use the "Hey!" tool at the top. This will show you a list of your notifications. Go through the list and click on each one.



IDEAL NOTIFICATION SETTINGS

The image shows two screenshots of the Basecamp interface. The top screenshot shows the main dashboard with a dropdown menu open for the user profile. The menu includes options for 'Notifications are on', 'Personal Settings', and 'Log out'. Arrows point from text labels to these menu items. The bottom screenshot shows the 'Notification settings and Work Can Wait' page, which is titled 'Notification settings and Work Can Wait' and features a Basecamp logo with a notification icon. The page is divided into three sections: 'What?', 'How?', and 'When?'. The 'What?' section has two radio button options: 'Notify me about everything' (selected) and 'Only notify me when someone sends me a Ping or @mentions me'. The 'How?' section has three checkboxes: 'Send me email notifications' (unchecked), 'Pop up notifications on my computer when Basecamp is open' (checked), and 'Show the number of unread items' (checked). The 'When?' section has two radio button options: 'Always! 24/7/365 no matter what.' (selected) and 'Work Can Wait! Only during my work hours...'. A 'Save my settings' button is at the bottom. A blue box at the bottom of the 'How?' section contains a link to download the Basecamp app for iOS or Android.

Notifications are on
You're set to receive browser notifications for everything all the time.

[Turn on Focus Mode](#)

[Change your notification settings](#)

[Turn notifications off](#)

Personal Settings
My profile (avatar, title, password, etc)
My devices (Get our free mobile apps)
Log out

Notification settings and Work Can Wait

What?

☒ **Notify me about everything**
This includes new messages and comments, to-dos assigned to you, when someone @mentions you, and Campfire chats and Pings you're part of.

☐ **Only notify me when someone sends me a Ping or @mentions me**
Basecamp will only send you a notification when someone sends you a Ping or @mentions you anywhere. You can always check the Hey! and Campfire menus manually to see what else is new for you.

How?

☐ **Send me email notifications**
Note: To prevent your inbox from overflowing, Basecamp will bundle Pings together if they happen within a few minutes of each other. You won't be emailed if you are actively participating in a Ping or Campfire chat in the Basecamp app or on your computer.

☒ **Pop up notifications on my computer when Basecamp is open**
Note: To prevent you from being annoyingly overnotified, you won't get pop-up alerts about a particular message, to-do, or chat if you're looking right at it.

☒ **Show the number of unread items**
You'll see counts for each new Ping, Campfire, and Hey! notification when Basecamp is open in your browser.

[You can also get notifications/alerts from Basecamp on your phone or tablet. \[Download our free app for iOS or Android\]\(#\)](#)

When?

☒ **Always! 24/7/365 no matter what.**

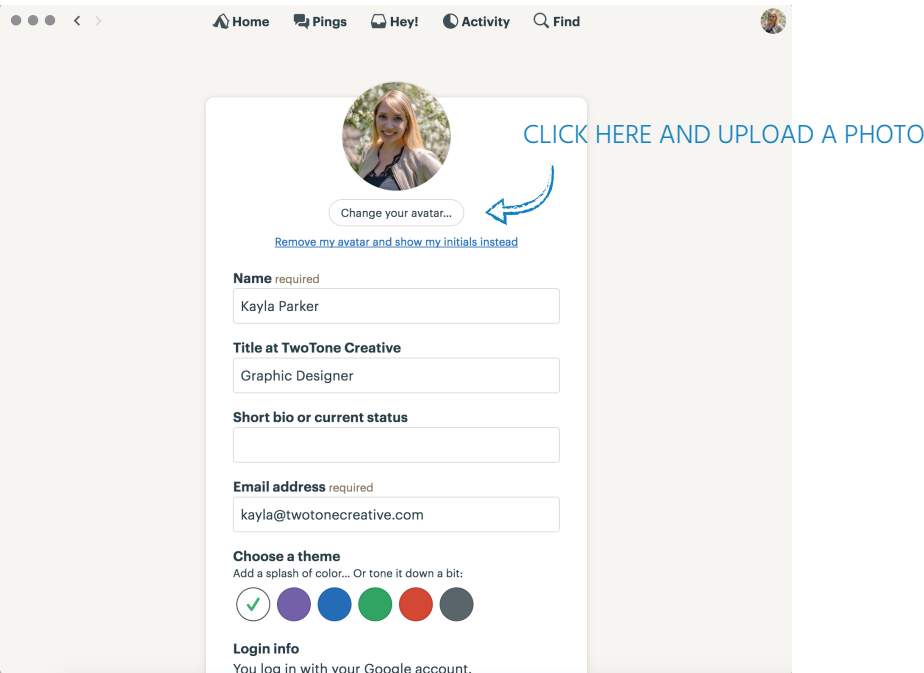
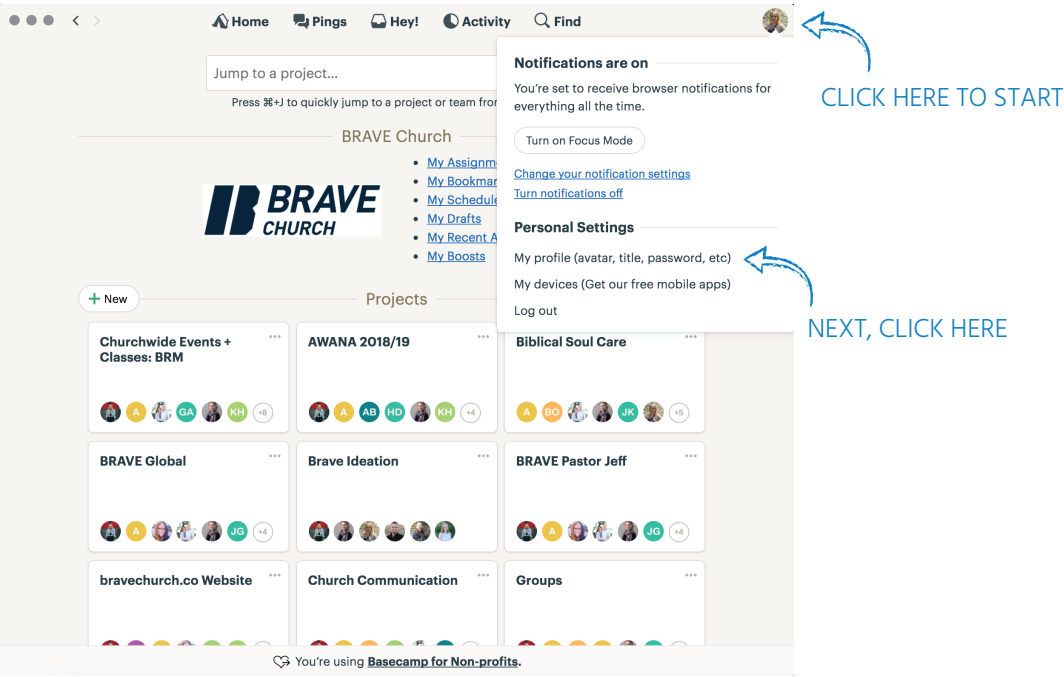
☐ **Work Can Wait! Only during my work hours...**

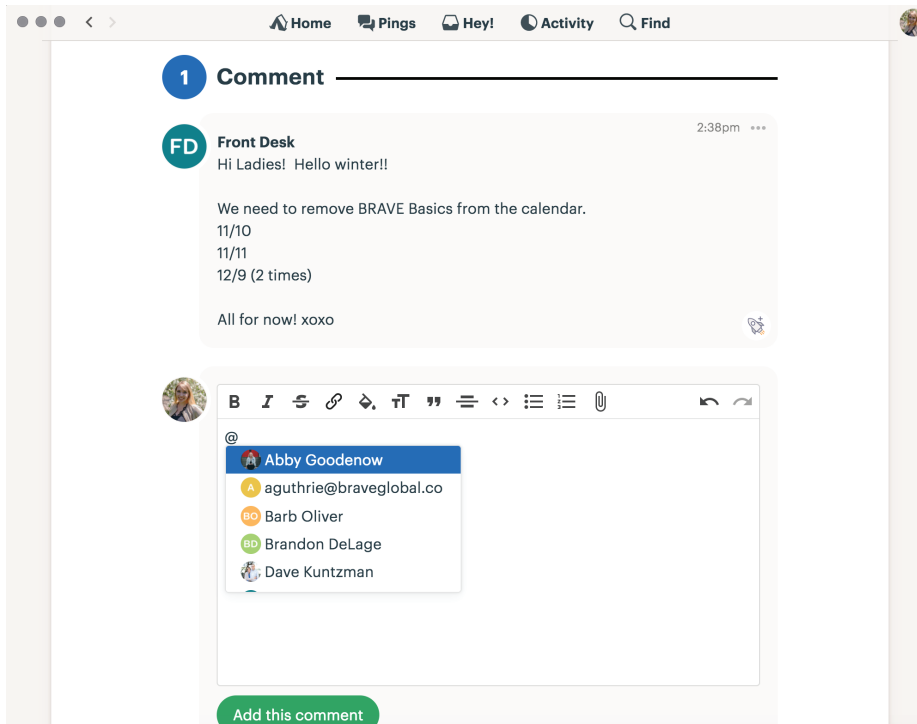
[Save my settings](#)

Hey! **Hey!**
On Off

YOUR PROFILE

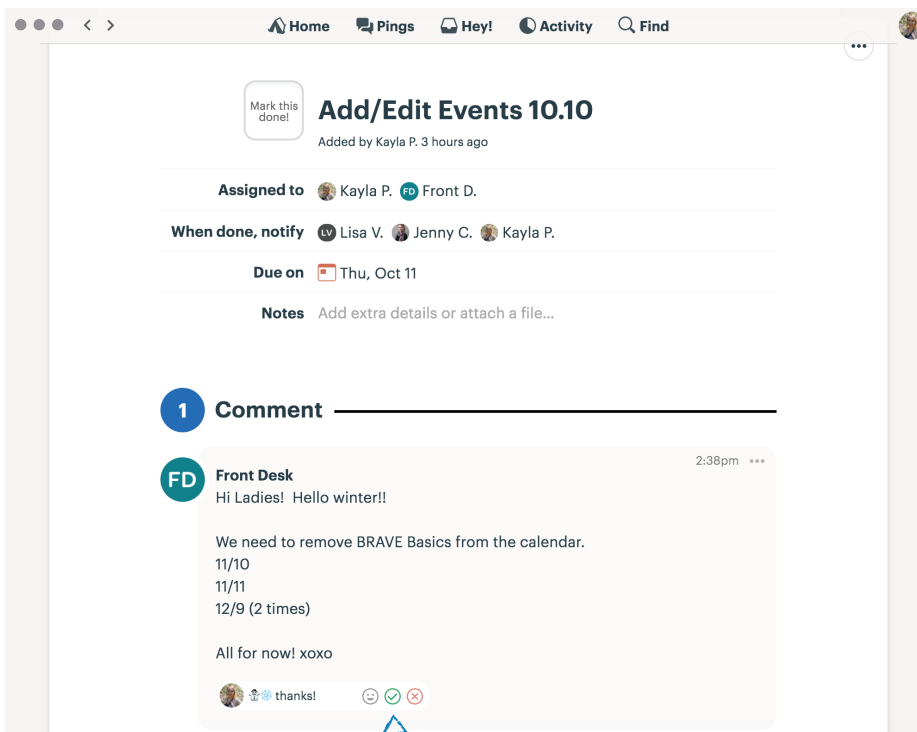
We love seeing your beautiful faces in Basecamp! Add a profile picture so that we can start putting faces to names.





TAGGING

Tagging is just like on Facebook or Instagram. Type the “@” symbol and then the person’s name.



BOOSTS

Boosts are a fun way to let people know they did a good job! Add a few emojis or a simple “Thanks!” and hit the green check mark.

ACTION ITEMS

- ☐ Download the desktop app.
- ☐ Add project tiles.
- ☐ Customize tools within project tiles.
- ☐ Add any applicable documents to the “Docs & Files” tool.
- ☐ Invite individuals to projects.
- ☐ Create to-do lists.
- ☐ Add To-Dos to lists.
- ☐ Customize your notification settings.
- ☐ Add a profile picture and customize your profile settings.
- ☐ Practice tagging someone on Basecamp.
- ☐ Give someone a boost!
- ☐ Check your assignments daily.
- ☐ Check “Hey!” daily.
- ☐ Reach out to TwoTone if you have any questions!



QUESTIONS?

If you ever have any questions about how to use Basecamp, just reach out to us, we'd love to help! Email hello@twotonecreative.com.