



RCSLT 'Techipe' for Basecamp

What's it good for?

Collaborating with other professionals on projects and sharing information.

Not good for:

Projects where you need to speak with other team members.

Ingredients:

- Internet access
- Computer or mobile device

Method:

- RCSLT has an account with Basecamp, meaning RCSLT members can join Basecamp groups for free
- Contact Hubs@rcslt.org to get your login details
- Go to <https://rcslt.basecamphq.com/login>

Tips for success:

Login fairly frequently so that you don't miss what others in your group are posting, especially if you are working collaboratively, for example creating guidance documents, or maybe planning an event. Most actions on basecamp give the option to send an email alert to everyone in your group that you have posted the message/file/writeboard. While this can be invaluable when posting important information that needs to reach everybody, it can also start to fill up people's inboxes. So just take a second when ticking the names of people to receive email alerts, to confirm that it is necessary they receive one.

What's so tasty about Basecamp?

Basecamp has lots of features including:

Messaging – put up messages or ask questions for members of your project or group to see

To do lists – interactive and with deadlines, to help your team or group complete tasks

Writeboards – for collaborating on documents

Events – put up events for your project or group to see

Document versions – Basecamp keeps track of versions for you

For information:

Ring 0207 378 3012 to speak to someone at the RCSLT about it.

Feedback and suggestions:

Please tell your Team Scotland colleagues if you have used Basecamp what you thought of it here.

Please note that none of the apps or technologies discussed are endorsed by the RCSLT. While we have endeavoured to suggest free technologies, some may incur download charges, have a limited free subscription period, or have in-product purchase options available. Downloaded apps will be at the user's own discretion and responsibility, and the RCSLT cannot be held liable for any charges incurred, through the download or use of any of the discussed apps.