



## Basecamp: the RCSLT's professional networks platform

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Basecamp is the platform that CENs and Hubs use in order to collaborate with other professionals on projects and sharing information.

### How do I sign up?

RCSLT has an account with Basecamp, meaning RCSLT members can join Basecamp groups for free

- Contact [Hubs@rcslt.org](mailto:Hubs@rcslt.org) to request log-in details
- Go to <https://rcslt.basecamphq.com/login>

### How do I use it?

Log in 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. 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.

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