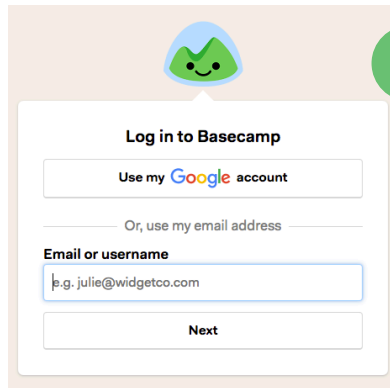


BASECAMP 101



1

Download the Basecamp 3 app or go to <https://basecamp.com> and log in to your Basecamp account.

2

On the homepage you will find three areas of focus: The CEEDAR Center, Teams, and Projects.

The CEEDAR Center

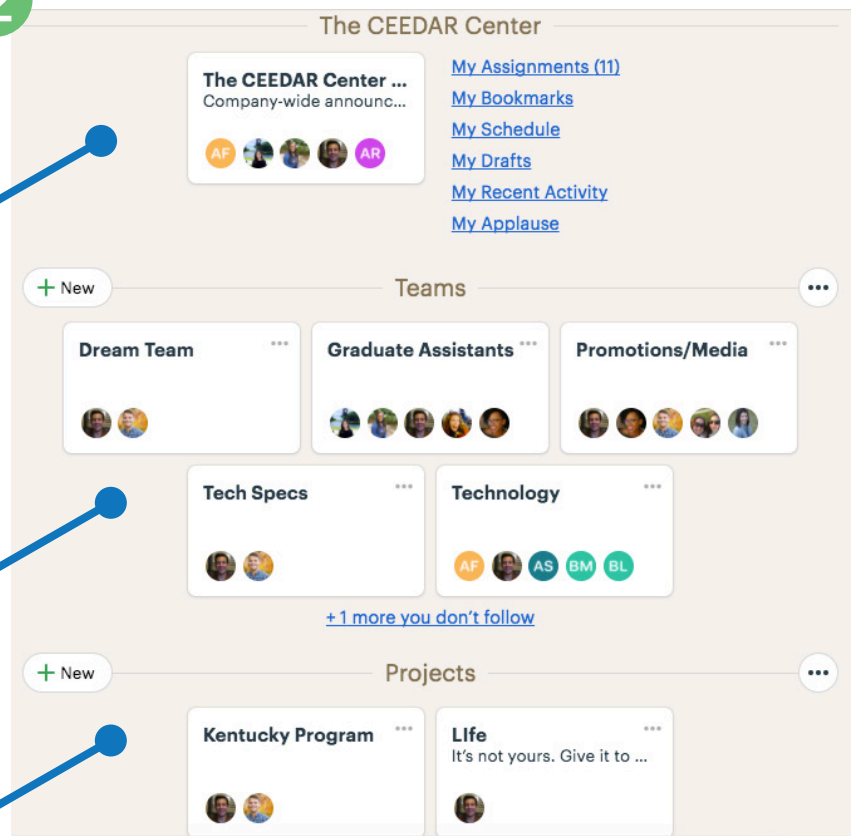
1. The CEEDAR Center HQ: The home base for all CEEDAR Discussions, To-Dos, Schedules, and Files.
2. To the right of the HQ you can view your own assignments, schedule, and items you have saved to continue to work on in the future.

Teams

Here you can store information for any team you create or are assigned to. This tool should boost collaboration and make sure your whole team is on the same page.

Projects

This section is functionally similar to the Teams portion, but can be focused on a specific assignment you or your team is working on.



3

Along the top of Basecamp on the toolbar you can also access the Pings, Hey!, Activity, and Find tools.

Updates & notifications hub

Filtered search bar



Direct messenger

Timeline of Team actions

