

Basecamp for EMRA Representatives



Basecamp is used worldwide to organize projects, groups, conversations, and schedules. This keeps all of your activities organized so everyone knows what to do, where things stand, and where documents are saved.

We tried Slack. What makes Basecamp different?

Each EMRA Committee and Division had a dedicated slack channel for ongoing communication. Unless you were checking Slack regularly, you could miss important conversations and opportunities.

With Basecamp, EMRA Representatives will have similar abilities to interact and more. Instead of a channel, members can form projects and each project has much more than just stream communication and file sharing like Slack. With Basecamp, you can build to do lists, manage schedules that integrate with calendars, and have a place to store important documents and files. You can also receive and respond to Basecamp messages via email instead of only communicating through an app. This is ideal to engage members, ACEP Section leaders, etc.

How do we get started?

Each EMRA Representatives will become a Team on Basecamp. The members of the team will be populated by staff and each member will get a welcome email to join. Basecamp will replace your Lyris Listserve.

Once members of the team have joined, the real fun begins.

You can also find a comprehensive help system and videos at <https://basecamp.com/help/3>

I see it has an option to let me use my Gmail / Google account. Can I use that?

Yes. Once we have Basecamp loaded with users, the account should be linked to your member profile. However, the email address does not have to match.

How do I add members to the “Team”?

Membership to Committees and Divisions is now managed within the member account portal. Members can select or toggle Committee and Division membership and will be automatically added or removed based on selection. If a team member is not available in the selection list, you need to coordinate through your **staff liaison** to add them.

There are 6 main capabilities of a Project.

Note: These also apply at the team level.

1. Campfire:

In Basecamp, you can have quick “Campfires” or chat sessions similar to Slack conversations. These work via the app and you get notified when comments are made and when you are directly mentioned in an entry. Campfires are intended to be quick near real time chats. **Note:** Campfires only work within the website or the app and do not utilize email.

2. Message Board

When you want to post an idea or topic for discussion, you use the message board. The great thing about the message board is that you can interact with it via email, once the message thread is created. This is a great place to merge the functionality of keeping members engaged and the flexibility of using their email to interact with the team.

Important tip:

Message threads within the Message Board must be **initiated** from the web or app interface and cannot be started from email.

To Dos:

Organize assignments and tasks for the group via the web interface or app. This is great for deadlines.

3. Schedule:

Set and communicate important dates on a shared schedule. You can even sync your schedule with Google Calendar or another calendar program by clicking subscribe on the Basecamp schedule card.

4. Automatic Check Ins:

This is a great way to stay in touch with your group. You can schedule automatic check-ins to find out what is going on with everyone. For example, once a month you could ask the members to recommend related reading or ask for suggestions for the group.

5. Docs and Files:

Basecamp also provides a place to store documents and files. You can upload them, add comments and notify people. You can even link a Google Doc. Also, you can create text documents if you want to add meeting notes or conversation notes for the rest of the group.

Note: Email attachments will show up in the Message Board / Thread and will not automatically be stored in the Docs and Files section.

Is there an app?

Yes. Basecamp has a free app on both Apple and Android called Basecamp 3.