What is Basecamp?

Basecamp is a Team and Project Management platform that the Illinois Green Party membership voted to utilize at our Spring 2019 Convention, as an alternative to our present email lists. Basecamp allows us to organize different groups of people into the appropriate spaces and provides a series of tools designed to improve our organizing and coordination and improve communication within the Party. By centralizing various tools like Calendars, To Do's, Communication, etc, Basecamp can replace a number of other apps such as Google Calendar, Trello To Do Lists, Slack/Flock Messaging Service/Email lists.

How to Access Basecamp

1) Via your web browser at basecamp.com.
2) Via a mobile device by downloading the **Basecamp 3** app.
3) Via email, by properly setting up your notifications at Basecamp.com.

How to Use Basecamp

When you login to Basecamp, whether via browser or mobile app, you will see a grid of "Bases", or different spaces for various groups or topics. What Bases you can see is dependent on what you have access too. For example, Executive Committee members will have access to an ILGP Exec base that only members of the Executive Committee and other approved members can see.

Each Base can be customized with various tools that help members coordinate and complete tasks. These different tools are intended to provide unique spaces for communication. For example, the Campfire is a group chat, usually good for general conversation. Message Boards provide chats for specific topics and each Base can have unlimited Message Board Threads. This differentiation helps with organizing and cleaning up communications, as compared to email lists which can often get disorganized, with too many topics being discussed in single email and timely email delivery unreliable.

Basecamp can also be set up to use via email. When you receive a message or comment notification by email, simply click "reply," post your desired reply above the designated line, and your comment will be posted to the project

https://help.basecamp.com/basecamp/questions/202-can-i-reply-to-messages-via-email

Types of Spaces

Teams

Teams are for groups of people who work together regularly. In this case our state party apparatus and possibly locals.

Projects

Projects are for groups of people who work together on specific tasks or towards specific goals. Groups like State Committees (Media, Meetings, Bylaws, Platform, Government, and Tech), issue or short term projects, and campaigns are possible uses for Projects. People from different Teams will often work together on Projects, providing a space with a specific purpose that can be accessed by those who need access, without burdening those who do not with the back and forth.

Tools

Campfire (Chat)

- Real-time group chat.
- Mention (@people) to get their attention.
- Attach files, videos, quotes, and more.

Best Use: General, ongoing communication between members.
Tip: Not ideal for topics that need a restricted audience, topics that need a long term, focused space.

Message Board (Threads)

- Separate topics into individual, searchable spaces.
- Embed videos, add documents.
- Control who gets notifications.
- Applaud (similar to Like on social media) others comments.

Best Use: Topics that need more focused conversation. Topics that need to be returned to over time.
Tip: When a topic comes up in a Campfire chat that you want to be able to reference back to or continue discussion on, create a Message Board Thread.

To-Dos

- Assign tasks to one or more people, can include deadlines and multiple steps.
- Add necessary Documents and Files to tasks.
- Track progress with Hill Charts.

Best Use: Setting clear deliverables and deadlines. Providing a "Job Board" for membership to find task that fit their interests.

Tip: Don't overload the "Job Board" To-Dos with every little thing that your group needs done.

Schedule (Calendar/Events)

- Integrate with existing calendars, such as Google Calendar.
- Events with discussion pages.
- Public or private event pages. Public events can be accessed by people without Basecamp Access.
- Members can subscribe to all events in a particular base with their personal calendar app.

Best Use: Create recurring events for your regular meetings, this way members will get multiple automated reminders and each meeting can contain the call in info and a discussion space for compiling the agenda and other communication related to the meeting. Events on the calendar can be made Public and shared with people outside of Basecamp.

Documents

- Add Google Docs to Teams or Projects.
- Version History shows how it has changed.
- Simple drag and drop upload.

Automatic Check-Ins

- Automated notifications.
- Decide who gets the notification.
- Responses/Discussion.
- Spur conversation and guided discussion.

Direct Messages

- Send a message only to one person or a group of people.
- All communication can be in once space, no searching through messages, texts, emails anymore.

Public Links

Any page in Basecamp can be made public, giving anyone the ability to see and comment on it.

Current ILGP Spaces

The ILGP maintains a number of spaces in Basecamp. Each group will likely use the above tools differently, depending on their needs.

ILGP Member Hub

All party members, who are on Basecamp, are in this team. This will be the replacement Focus List. This space is intended to be the grassroots level of engagement, providing regular communication between

members, an event calendar, documents and files for the general membership, and To-Dos set up for general tasks.

ILGP Coordinating Committee

Members of the ILGP Coordinating Committee and approved observers are in this team.

ILGP Exec

Members of the ILGP Executive Committee and approved observers are in this team.

ILGP National Committee Delegates

Delegates, Alternates, and Observers to the GPUS National Committee are in this team.

ILGP Speakers Bureau

Speakers Bureau organizers and speakers are in this project, providing a space for planning, booking, and outreach.

Possible Future Spaces

ILGP Basecamp Help

All party members, who are on Basecamp, are in this team. This will be a member sourced help space for Basecamp help and questions. A first place to go if you have a question.

Local Chapters

Local Chapters may wish to utilize Basecamp and rules for doing so should be established by the ILGP Exec or Coordinating Committee.

ILGP Committees

ILGP Committee's may want to utilize Basecamp and that can be set up as needed.

ILGP Endorsed Campaigns

Some campaigns may wish to utilize Basecamp as an organizing space and should be granted the necessary space so long as administrative capacity allows and necessary rules and agreements are followed.

Want to know more?

Basecamp has a decent video library where you can watch short video tutorials on different features. There are also regular online classes that you can attend, which include time to ask questions.

basecamp.com/learn
basecamp.com/classes

More Questions?

Email the ILGP Secretary at secretary@ilgp.org.