

Basecamp Orientation for Lay Leaders

Helping us work well together all year long

Welcome

Thank you for saying yes to serving. Your willingness to help, lead, and care means so much. The congregation has affirmed that choice with gratitude and trust.

We've been praying for you, and we're excited to be working alongside you in the weeks ahead.

This guide is here to help you get comfortable with Basecamp, the primary tool we use to keep our work together clear, simple, and connected.

You don't have to read it all right now. Feel free to skip to the parts you need most. Come back to it any time.

What to Expect This Year

This year, we have a simple goal: No matter what team or project you're part of, you should always know where to find what you need.

That means Zoom links, meeting notes, deadlines, and files will all live in Basecamp in a consistent way. It will take time and everyone's help, but we'll get there together.

Getting Started with Basecamp

- Check your e-mail
- New leaders will get an invitation email. Click the link to set your password and join your team.
- Returning leaders might not get a new invite, but you'll see existing projects start to look a little different.



Choose How You'll Use Basecamp

- **Best Choice:** Basecamp app on your computer (fullest experience)
- **Great Option:** Basecamp app on your phone or tablet (easy for quick check-ins)
- **Also Works:** Web version in your browser (fully functional, a bit less smooth)



You can scan this QR code to go to the download page or visit <https://basecamp.com/downloads>. Basecamp is fully paid for by the Tabernacle Budget. No one needs to pay anything to use it.

What You'll See in Basecamp

Basecamp is personal to you.

- You only see the teams and projects you're part of.
 - Some people will see just one or two groups. Others may see many.
 - Don't assume what's on your screen is what someone else sees. That's normal.
 - Thank you for making the effort to learn and use Basecamp. It's a real act of love for those you're working alongside.
 - We want Basecamp to help everyone find what they need without feeling overwhelmed.
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Tagging Others

Want to make sure someone sees what you posted? Use the "@" symbol to tag them.

- Just type "@" and start their name.
- Tagging ensures the right person sees your message without blasting it to everyone.

Example:

"@Sterling, can you confirm the start time for Sunday's meeting?"

Tagging well keeps our communication clear and kind.

Using the Main Tools

Note: Not every project uses every tool. We turn things on or off to keep things simple. Don't be surprised if one project has a tool another doesn't.

Message Board

One topic per post. Think of it like a dedicated thread for one conversation. Makes it easier to find what you need later without scrolling through unrelated replies.

To-Dos

Shared checklists with clear deadlines. Mark them complete when you finish. Everyone can see what's done and what's next.

Schedule

Where you'll find meeting dates, times, and Zoom links.

Important: After a meeting, the note taker will add the minutes or notes to the same calendar post.

Example: Wondering what happened at the July 1 meeting? Just click that date in your team's calendar to see both the link and the notes.

Docs & Files

Our shared file cabinet for agendas, forms, and other important documents.

Campfire

Quick, informal group chat. Like a group text for reminders, ideas, or celebrating good news.

Ping

Private, one-on-one messages.

Ping is the only fully private space in Basecamp. Use it for conversations meant for just one other person.

What Past Tabernacle Leaders Wish You Knew About Notifications

If you've used Basecamp before and felt overwhelmed by too many notifications, you're not alone. This is the single most common challenge our leaders have faced—and it's completely fixable.

- Set up your notifications first. Click your name or initials in the top right, then choose "Notification Settings."
- Personalize them to fit your needs. Many leaders turn off most notifications and only get alerts when they're tagged by name. Others prefer a daily or weekly summary. If you leave the default settings, you'll likely get too many.
- Always double-check before you post. Ask yourself: Does everyone I'm notifying really need this?
- You can always change your settings. If you're getting too many or too few notifications, tweak them anytime. Sterling, Ron, or any experienced user can help.

Getting notifications right is the single best way to make sure Basecamp is helpful, not a headache. Don't skip this step.

Helpful Tips

- Basecamp is unique for everyone. Don't assume others see what you see.
 - Stick to Basecamp when you can. It's where our work lives.
 - Be thoughtful and simple. Write like you talk—we're a church, not a corporation.
 - Never share confidential info, passwords, or login info except in Ping.
 - Double-check before posting. Make sure your message is going to the right people.
 - Ask for help and assume the best. No one is expected to figure this out alone. Kind, honest feedback is always welcome.
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If You Need Help

- Use the search bar at the top of Basecamp to find messages, files, or people.
- Check out short "how-to" videos in the Help/FAQ section.
- Reach out to Sterling or Ron. They're your Basecamp administrators and happy to help anytime.

Contact Info: Sterling: pastor@tbcrichmond.org Ron: communications@tbcrichmond.org
Asking for help is encouraged. Your question might help someone else too.
