

NTHMP Mitigation & Education Subcommittee

# Basecamp Cheat Sheet

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# Features

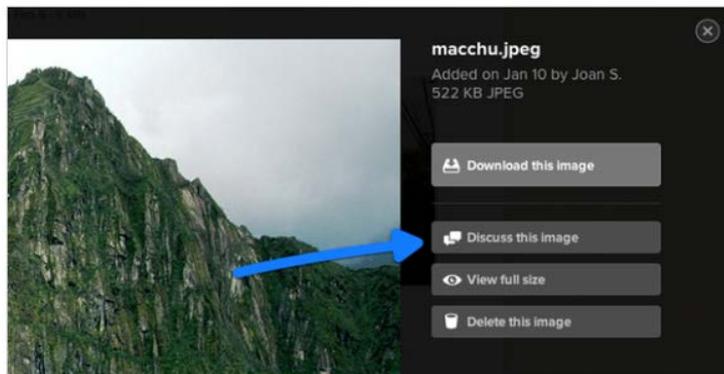
- Discussions
- To-do lists
- Calendar
- Files
- Notifications
- “Me”
- Help

# Discussions

- Start a stand-alone discussion
- Comment on a message, to-do, or event
- Reply to your email notification
- Notify select people
- [More info about discussions here](#)

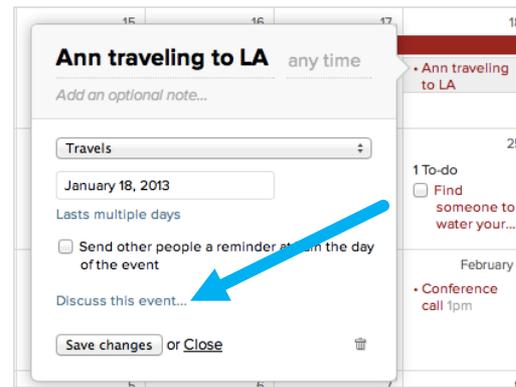
## Discussing files

- 1 When you click on a file, it will pop open in an overlay. Click the 'Discuss' button to add a comment.



## Discussing events

- 1 Go to the Calendar page and click on a specific event. Click 'Discuss this event' to add your comments.



# To-do list

## Organizing To-Do Items (1:11)

The screenshot displays the Basecamp interface for a project named "Horse Carting". At the top, the Basecamp logo is on the left, and navigation links for "Projects", "Calendar", "Everything", "Progress", "Everyone", and "Me" are in the center. On the right, there are links for "New features" and "Sign out", and a search bar with the placeholder text "Jump to a project, person, label, or search...".

The main content area is titled "Horse Carting" and contains a "To-do lists" section with an "Add a to-do list" button. Below this, there is a section titled "Order in which things should be put" which includes a video player with a play button. To the left of the video player is a list of to-do items:

- A Horse
- A Driver Unassigned
- A Cart

Below the list is an "Add a to-do" button. To the right of the video player, there are two filter controls:

- "Show to-dos assigned to" with a dropdown menu set to "Anyone".
- "Show to-dos that are due" with a dropdown menu set to "Anytime".

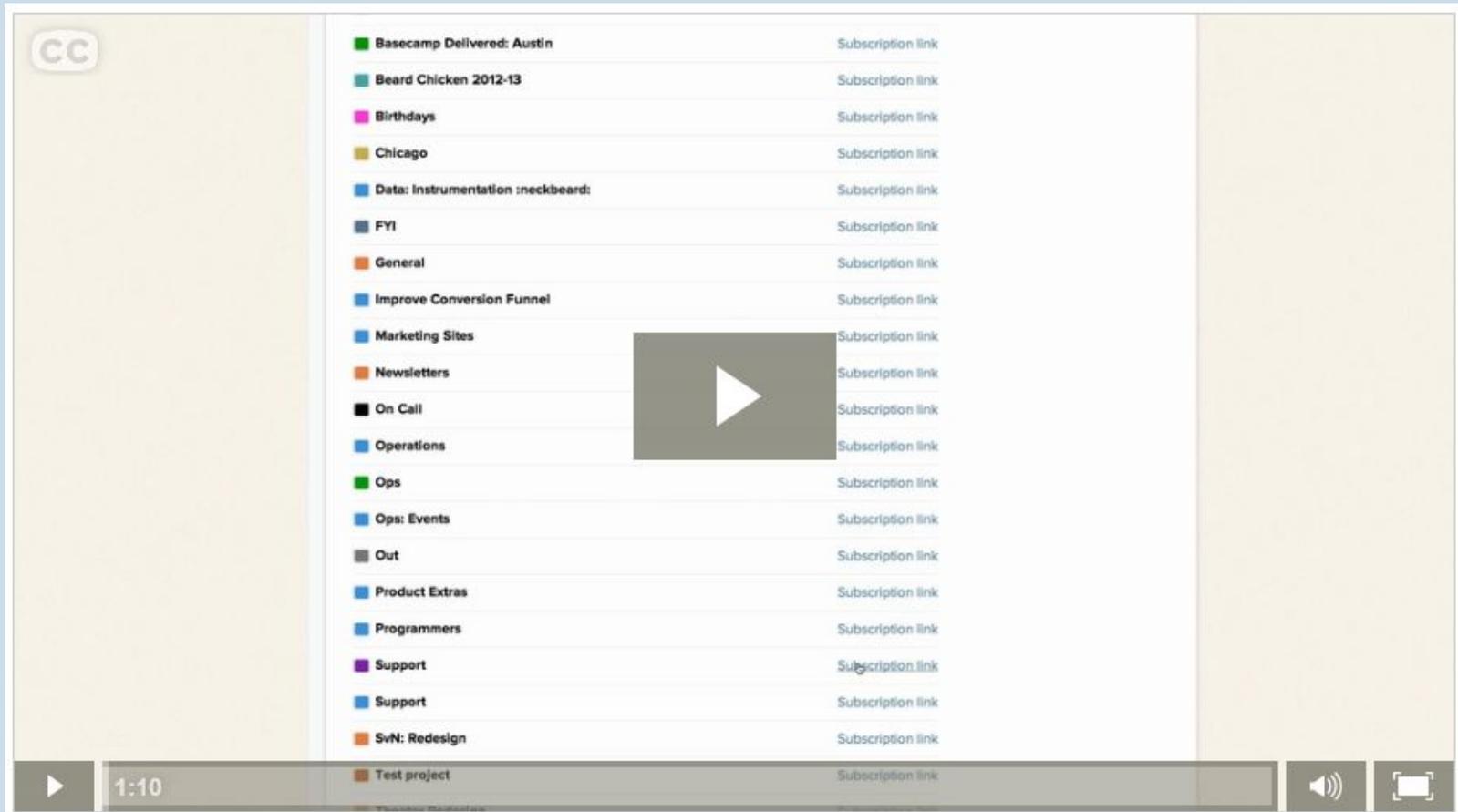
At the bottom of the main content area, there is a section titled "Current to-do lists" with two items:

- Before owning a horse
- Order in which things should be put

The video player at the bottom of the screen shows a play button, a progress bar at 1:10, and volume and full-screen controls.

# Calendar

## Subscribing to Your Basecamp Calendar (1:11)



The screenshot shows a video player interface. In the top left corner, there is a Creative Commons (CC) logo. The main content area displays a list of calendar categories, each with a colored square icon and a 'Subscription link' to its right. A large grey play button is centered over the list. At the bottom of the video player, there is a progress bar showing '1:10', a volume icon, and a full-screen icon.

| Category                          | Subscription link |
|-----------------------------------|-------------------|
| Basecamp Delivered: Austin        | Subscription link |
| Beard Chicken 2012-13             | Subscription link |
| Birthdays                         | Subscription link |
| Chicago                           | Subscription link |
| Data: Instrumentation :neckbeard: | Subscription link |
| FYI                               | Subscription link |
| General                           | Subscription link |
| Improve Conversion Funnel         | Subscription link |
| Marketing Sites                   | Subscription link |
| Newsletters                       | Subscription link |
| On Call                           | Subscription link |
| Operations                        | Subscription link |
| Ops                               | Subscription link |
| Ops: Events                       | Subscription link |
| Out                               | Subscription link |
| Product Extras                    | Subscription link |
| Programmers                       | Subscription link |
| Support                           | Subscription link |
| Support                           | Subscription link |
| SvN: Redesign                     | Subscription link |
| Test project                      | Subscription link |

# Files

- Upload a file
- Attach files to comments and messages
- Attach files directly to your to-do
- Download a file
- Add a label for easy sorting
- Select who is notified when you upload a file

# Files

Tutorial on Files available on [NTHMP MES project homepage](#)

Files

[Watch a quick video about Files](#)



**2016-MES-SummerMtg\_Rizzo.pptx**  
Added by Gala G. on Jul 25 · 2 MB



**MES Meeting AGENDA running ppt 2016 DRAFT 2.pptx**  
Added by Gala G. on Jul 25 · 1 MB

**NTHMP\_Modeling\_Mapping\_Guidelines.pdf**  
Added by Kevin M. on Jul 15 · 131 KB

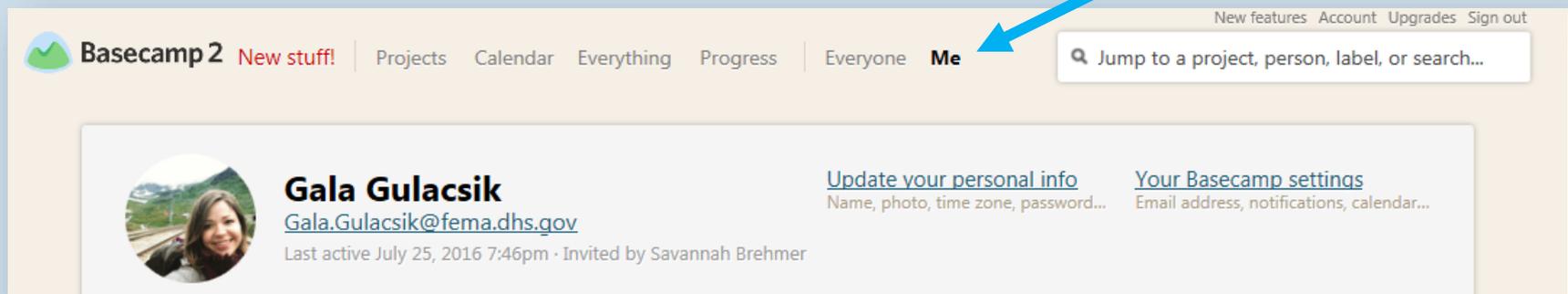
# Notifications

## You will receive a notification if...

- You're invited to join a project or calendar
- You're assigned a to-do task by another user
- Your assigned task is given a due date and when that due date is changed
- The day before a task assigned to you is due
- Someone completes a to-do you created unless you opt out
- When you're included on a message, comment or file notification

# Update “Me”

- Your “**Me**” page is where you can see all your assignments and activity. From here, you can make updates to your personal info, like your email address, photo, and other preferences
- Learn how to [update here](#)

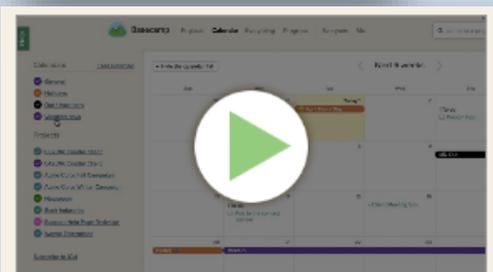


The screenshot shows the Basecamp 2 interface. At the top, there's a navigation bar with the Basecamp 2 logo, a 'New stuff!' notification, and several menu items: 'Projects', 'Calendar', 'Everything', 'Progress', 'Everyone', and 'Me'. A blue arrow points to the 'Me' link. To the right of the navigation bar is a search box with the placeholder text 'Jump to a project, person, label, or search...'. In the top right corner, there are links for 'New features', 'Account', 'Upgrades', and 'Sign out'. Below the navigation bar, the user profile for Gala Gulacsik is displayed. It includes a circular profile picture, the name 'Gala Gulacsik', the email address 'Gala.Gulacsik@fema.dhs.gov', and the text 'Last active July 25, 2016 7:46pm · Invited by Savannah Brehmer'. To the right of the profile information are two links: 'Update your personal info' (with subtext 'Name, photo, time zone, password...') and 'Your Basecamp settings' (with subtext 'Email address, notifications, calendar...').

# Help



- [Help Guides](#)
- [Videos](#)
- [Search for answers](#)



## Become a Basecamp 2 Pro (21:04)

Get an in-depth guided tour of every feature of Basecamp 2 with Merissa from Basecamp! You'll be a bonafide Basecamp Pro after watching this.