JFEDGMW HQ

Basecamp

WELCOME TO THE TEAM

Join Us at JFEDGMW HQ

1 Create your Basecamp 3 profile: Navigate to the login portal **here** and enter **your First and Last Names** and **your Federation email address** with a new, unique password. Remember to note your Basecamp login credentials in a secure location for future reference.

2 Bookmark Basecamp: Chrome users, click the star icon to the far right of the URL field and add the link to your Bookmarks. Safari users, click the Share button in your toolbar and choose Add Bookmark. Firefox, Internet Explorer, or Microsoft Edge users, click **here** for how-tos.

3 Set up your profile: On the Basecamp homepage, find the circle with your initials at the top right corner and click – this is where you can **customize your notifications** and edit your profile. Unless otherwise advised, please resist the urge to upload a custom profile photo – at the current time, it is preferred that we use initial icons to identify project participants.

4 Get your bearings: All marketing and event request form links are available at **JFEDGMW HQ**, which is accessible to all users from the Basecamp homepage. To the top right of the page, there is a tile entitled, "Forms & Resources" – click into this module and select "There's A (Jot)Form for That!" to access the request forms. HQ is where you will also find the official Events Calendar, which is viewable by all, but administered exclusively by our Events team.

For instruction on the Basecamp basics, or if you have questions or feedback to share, please contact **Kristin Byrne, Operations & Production Manager** at **kbyrne@jfedgmw.org.**

To access the full Basecamp 3 Help Resource page, please click **here**.

Interested in downloading the Basecamp 3 app for your tablet or smartphone? Please click **here**.