



You have registered your interest to become part of a North Western Melbourne PHN Network on Basecamp. Here's some information to get you started.

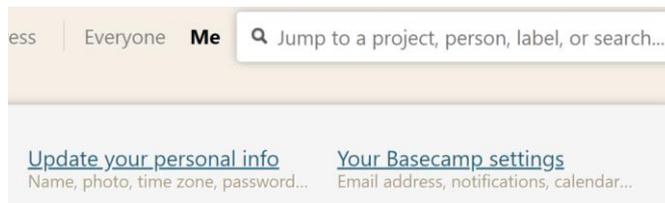
How to use Basecamp

You will receive an email from Basecamp (notifications@basecamp.com) – this email contains a brief introduction and you can click on the link **check out this 60 second video** for tips on using Basecamp.

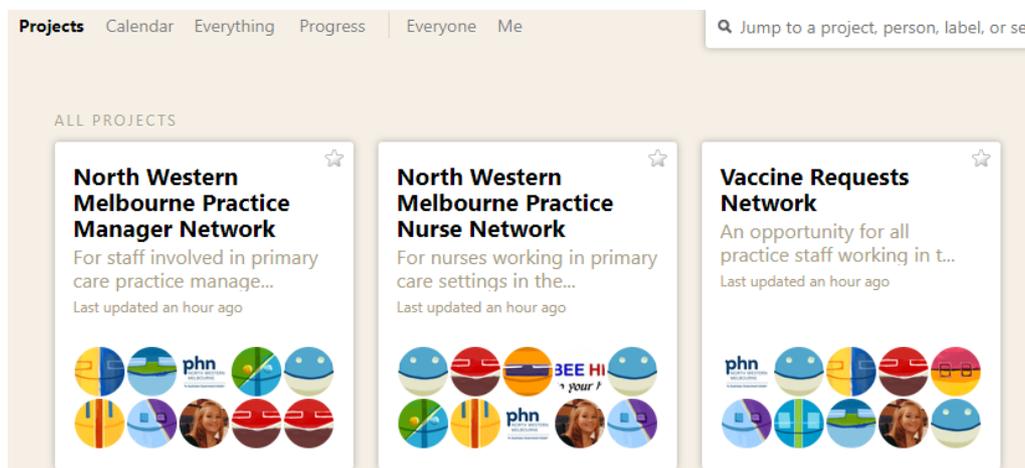
Click on the **Accept this invitation to get started** link, and this will take you to the website where you create your log in. Set a password for yourself and get going.

Now for the fun stuff!

1. Go to **Me** at the top of the screen to update your personal info and put in your preferred settings:
 - a) Under **Update your personal info** you can edit your details and email address. Please also upload a photo of yourself so that everyone can put a face to your name!
 - b) Under **Your Basecamp settings** you can set up what you want to see from Basecamp. You can be alerted when new things are posted by others and can set the frequency so that you receive an email either every time something new is posted, or less frequently (once every few hours at most).

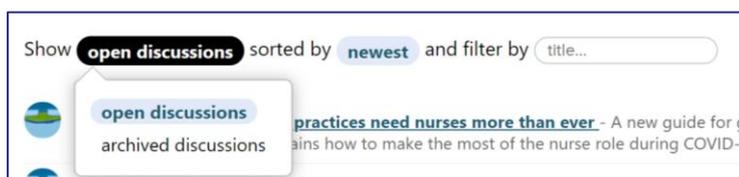


2. Click on **Projects** and you will see the Networks you are a member of (examples below). Click on a Network to see all the discussions that have been posted.



3. As the community grows and there are more discussions, you can use the search function to find something specific. Go to **Discussions** and type a keyword into the **filter by title** box. The search function scans the headings of the discussions, but not the body of the conversations (so it's important to title your conversations appropriately – make them clear and specific).

Discussions more than a year old are archived. Archived discussions can still be found by changing your search settings from **open discussions** to **archived discussions**. If you find an archived discussion that you think is still relevant, you can request it be reopened by emailing education@nwmpnh.org.au.



4. You can either add a comment to an existing discussion or start a new discussion topic by clicking **Post a new message**. You can also attach a document you want to share with the group.



A few important things to think about when having conversations:

- Use a descriptive heading for your message (rather than 'Help...', make the heading more specific e.g. 'Accreditation')
- Confine discussion in a thread to that one topic – this helps to keep the conversation focussed
- If you have another question to ask, start a new discussion and give it a clear, specific title.

If you follow these three points, topics will be clearly marked and everyone will be able to easily find, or search for, specific topics by using the search function.

Remember the participation guidelines for the Networks. If we see any posts that do not align with the guidelines, they will be removed, and the member will be notified. You can view the guidelines document in the **Files** section of the project.

5. See who else is in your community – click on **Everyone** at the top of the screen. You can see the recently active members or click **See all members** to see everyone in alphabetical order. By clicking on someone's name, you can see their email address and latest activity on the Network.

Getting help

There are a few videos around the website that you can click on. They give handy snippets of information on how to use Basecamp.

No matter where you are on the site, there is a green **Help** tab at the top left-hand corner of the screen. Click on this if you have a query or problem with the site and the team who run the Basecamp website are available to provide support. They are committed to answering emails extremely quickly – usually within a few minutes!

If you have any other issues or comments about the Networks on Basecamp, please contact us at the PHN and we'll be happy to help.

What now?

You are free to log in whenever you want (via basecamp.com or the link on our [website](#)) – start a discussion, ask a question, help someone else out with an answer.

You don't need to log in all the time – you will get email updates about new activity on the site, according to your chosen settings. The emails provide you with a link if you want to read more.

Finally, Basecamp is only as useful as you want it to be. So, welcome, and we hope you enjoy it!

We acknowledge the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.



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