

# GROUP

## Basecamp Basics

Welcome to MAPS Group Coaching. Within this document, you will find instructions for setting up your Basecamp account, accessing your materials after you have set up your account, and answers to the most frequently asked questions about Basecamp. We are thrilled to support you in your personal and professional development.

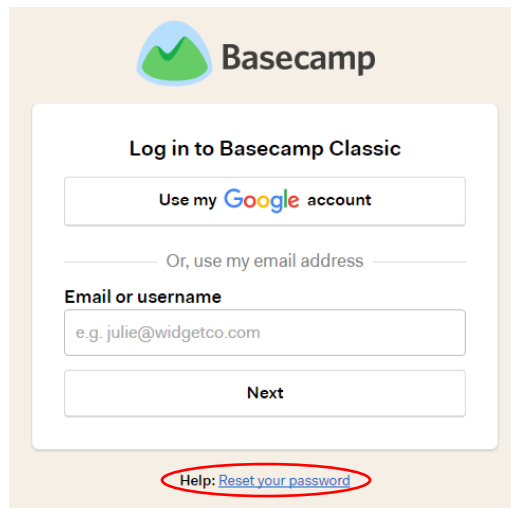
### **After the first session, you will receive an email invitation to join Basecamp.**

All registered participants will receive an email invitation from “MAPS Group Coaching” to join Basecamp on the first day of the program directly after the first call. You will click the link that states “Accept this invitation to get started”. You will set up your account and click, “OK, let’s go”. This will take you to the project.

## Accessing Materials Weekly

**Step 1-Logging In:** Once you have set up your account with the initial email, you will need to login to your account weekly to download the Session materials and Session recordings. You will go to [www.Basecamp.com](http://www.Basecamp.com) and click “Log In”.

**If you have forgotten your password, you can click the “Reset your Password” link.**



The image shows a screenshot of the Basecamp Classic login interface. At the top left is the Basecamp logo, which consists of a green mountain peak inside a blue circle. To the right of the logo is the word "Basecamp" in a bold, sans-serif font. Below the logo and name is a white rectangular box with a thin border. Inside this box, the text "Log in to Basecamp Classic" is centered. Underneath, there is a button that says "Use my Google account". Below the button is a horizontal line with the text "Or, use my email address" centered. Underneath the line is a text input field with the label "Email or username" and the placeholder text "e.g. julie@widgetco.com". Below the input field is a button that says "Next". At the bottom of the white box, there is a link that says "Help: Reset your password", which is circled in red.

**After you have logged in you will see your program’s title under “Projects”. Click on the project to take you to the program resource page.**

## Step 2- Locating the most current Call Schedule and Dial-in Information:

Near the bottom of the project resource page, you will find “Text Documents”. These 2 text documents will contain your call schedule and dial-in OR webinar information should you need a reminder in the future.

### Text Documents




Create a text document

Call Schedule	Dial-In Information	Webinar Information
<p>Below is your call schedule. Please note that this schedule is tentative and open to possible changes in date. Time and day of the week will remain the same unless notified otherwise.</p> <p>Session 1- DATE Session 2- DATE Session 3- DATE Session 4- DATE Session 5- DATE Session 6- DATE Session 7- DATE Session 8- DATE</p>	<p>This will be your personal dial-in number for every call, for the entire program. This PIN number is for you and you alone. Do not share this code with anyone.</p> <p>Phone number: XXX-XXX-XXXX PIN: XXXXXXX#</p> <p>For International &amp; Canadian Callers: You can stream the live session through the site's Internet phone:</p> <ol style="list-style-type: none"><li>Visit <a href="http://www.freeconferencing.com">www.freeconferencing.com</a></li><li>Click "Call using our VoIP dialer"</li><li>Follow the instructions on the screen</li><li>Use the number and code from the welcome email</li><li>In the third box where it says "name" enter "MAPS Group Coaching"</li></ol>	<p>Webinar Information <b>After we add you to the webinar roster, you will receive an email from "MAPS Coaching" with the title of your program.</b></p> <p><b>PLEASE CHECK YOUR JUNK AND SPAM MAIL</b></p> <p><b>If you do not receive this email within 24 hours, click the link below to be granted access to the live webinar.</b></p> <p><a href="http://www.exampleofwebinarlink.com/XXXXXXXXXX">www.exampleofwebinarlink.com/XXXXXXXXXX</a></p> <p>NOTE: Access is granted for the entire webinar series. There is no need to register each week.</p>

Step 3-Locating Program Materials, Session Recordings, and Workbooks: On the project resource page, you will click on the red “Discussions” link. This is where you will find the Session Workbooks, Additional Materials, and Recordings.

### Discussions

Post a new message

-  MAPS G. [Session 4 Workbook](#)  
fasttrack@kw.com. PI
-  MAPS G. [Session 3 Recording](#)  
n=/storage/sgetFC/It
-  MAPS G. [Session 3 Workbook](#)  
fasttrack@kw.com. PI

## Frequently Asked Questions

### 1) How long will I have access to these materials?

For programs with live recorded sessions, you will have access to the program materials for 60 days after the last call/webinar.

### 2) Can I access Basecamp from an iPhone, Android, or Smart Phone?

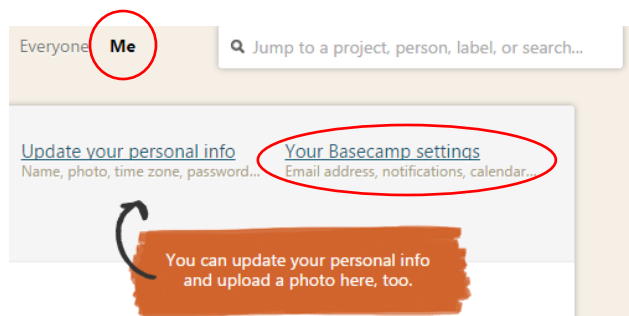
Yes, there is an app for “Basecamp 2” that is compatible with iPhone and Android. It is free in the App Store. You can also use your browser (Safari recommended) to access Basecamp.

### 3) Can I download the Session Recordings to keep on my computer?

No. The recordings remain the intellectual property of MAPS Coaching and are intended solely for streaming purposes. Each participant in MAPS Group programs have contractually agreed not to download or record the calls nor to share them with anyone not officially registered for the program. If you have any problems with the recordings, please email us at [fasttrack@kw.com](mailto:fasttrack@kw.com).

### 4) How do I receive fewer emails from Basecamp?

There is a setting to receive fewer emails from Basecamp. Please note that every time someone posts in Basecamp or replies to an email generated by Basecamp, everyone in the program will receive an email notification. You will click on “Me” at the top of your screen, then “Your Basecamp Settings”.



Then, you will click the “Email me a summary every few hours at the most”.

#### **Email frequency**

When people send you updates about discussions, to-dos, files, or events in Basecamp...

- Email me about **each item right away**.  
(If there are 10 new comments, you'll get 10 separate emails when each comment is posted.)
- Email me **a summary every few hours at most**.  
(If there are 10 new comments, you'll get a single email a few hours later with all 10 comments included. Basecamp will still email you immediately about any events or to-dos due in 24 hours or less.)

Another option is to click the link at the bottom of the Basecamp email string.

[Stop receiving emails](#) about this message.