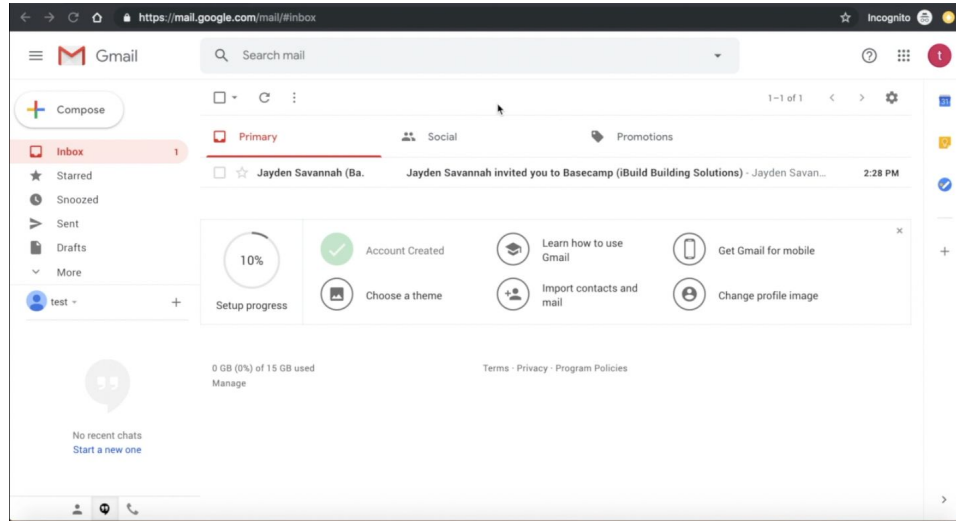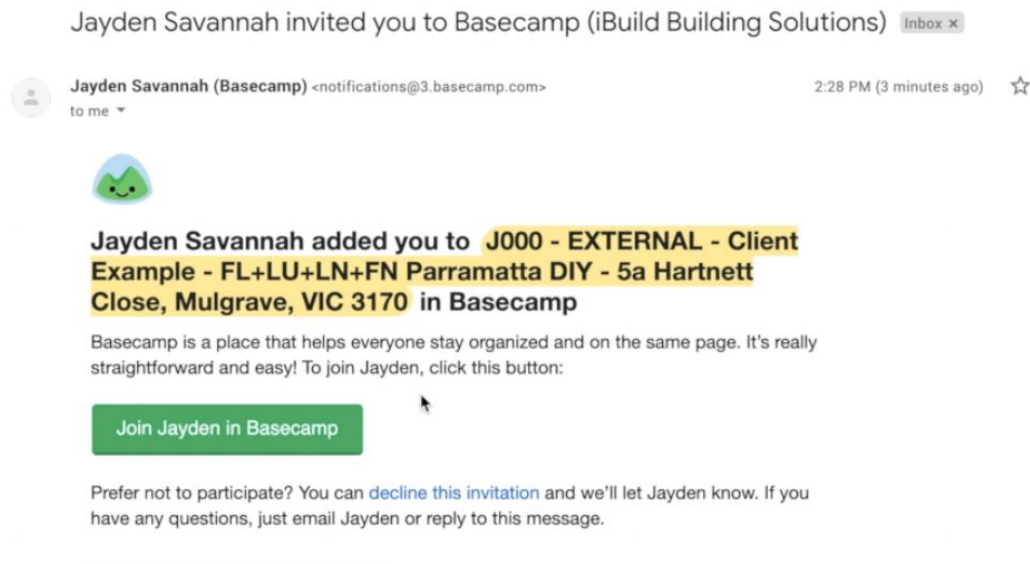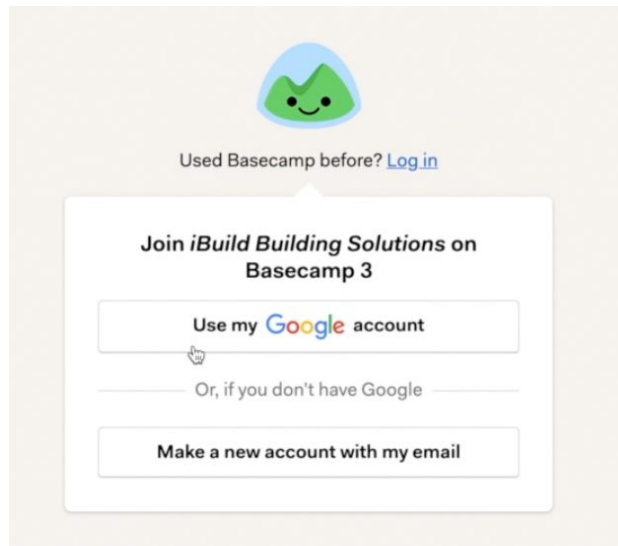**Basecamp Tutorial for Clients (PDF)**

1. Email invite sent to iBuild client
2. Click on email invitation

3. Click on green link to join basecamp
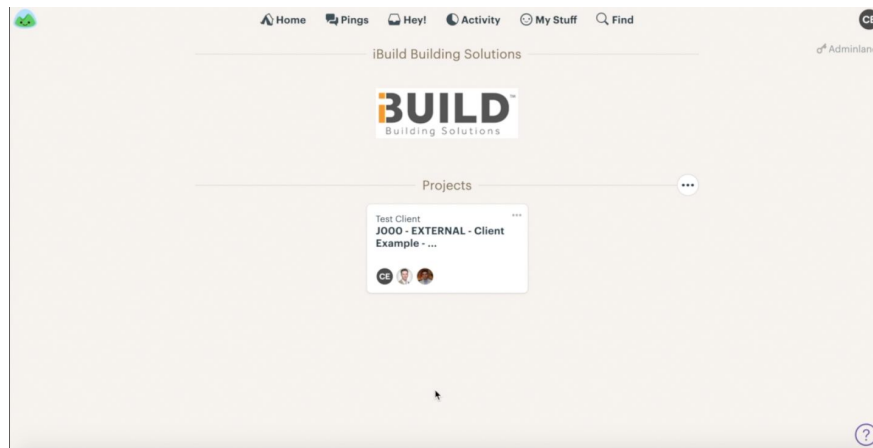
4. To join Basecamp, you will either need to sign in with your Google Account or create a new account

5. If creating an account, enter your:
   ● First and Last Name
   ● Email Address
   ● Password

6. When finished, confirm password and click 'Ok, let's go'. This will then take you to the Basecamp Homepage

7. This is your Basecamp Homepage. The tabs which are located at the top of page are important navigation tools.

- **Home** will list the teams and projects you are a part of, along with a search function to look up any teams or projects you cannot find
- **Pings** is how you communicate with specific iBuild team members. It is a live chat where you can receive and send messages, documents and much more
- **Hey!** Is where you will receive all your notifications such as being invited to join a specific team/project
- **Activity** is where you can see all the real-time interactions that are occurring within your specific project
- **My Stuff** gives an overall summary of your personal assignments/schedules/drafts/recent activity and bookmarks
- **Find** tab allows you to search for anything which is on basecamp that you have access to

8. When ready, click on your specific job project
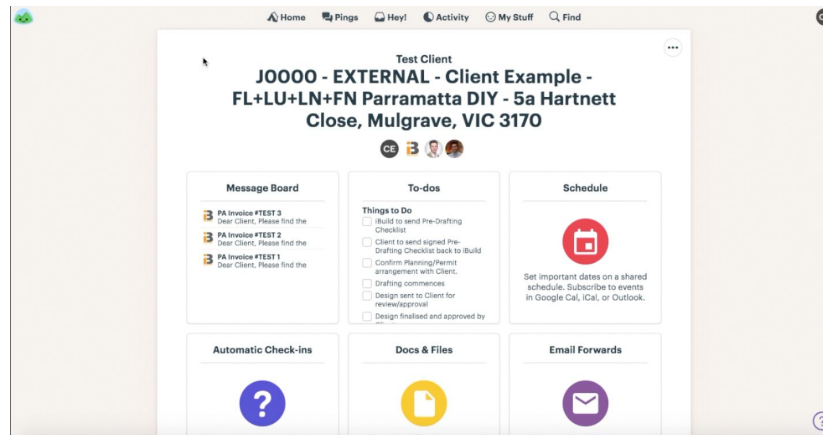
9. This is your specific client project page. To ensure this is your project, double check that the following points below are correct:
- Job Number
- Name
- Your specific product which you have ordered
- Address

10. There are only 3 segments you as a client will need to become familiar with:

- **Docs and Files** is your 'one stop shop' for all things uploaded (such as floor plans and designs) which are needed to complete future jobs and projects

- **Message Board:** is the most used component of a client's basecamp. All important documents, information and discussions will be help in this segment, so it is important you stay up to date, and use this to ask any questions

- **To-Dos** on the other hand, is the most important component of basecamp for you as a client. It contains a list of all the work you are required to complete before moving on to the next step of your project. Ensuring everything on your To-Do list is finalised and ticked off, can assist in your project being completed in a smooth and effective manner
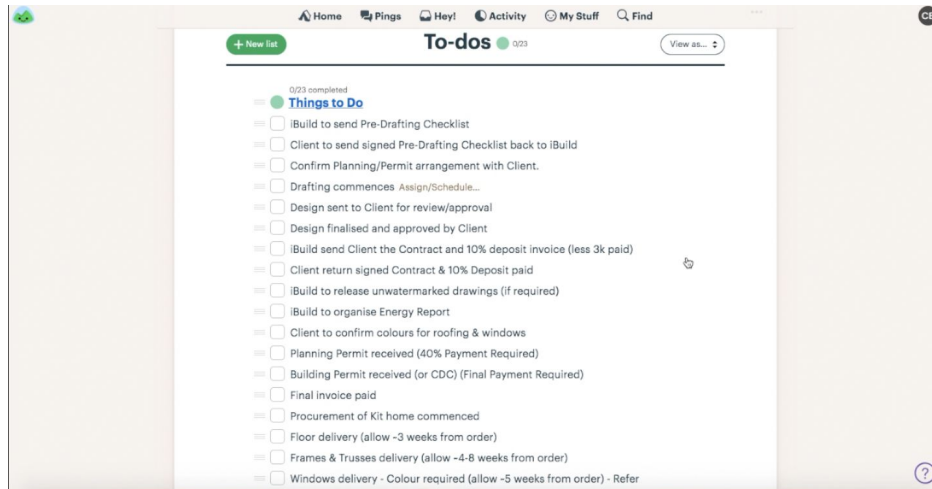
Additional Tips:

1. You will receive emails into your email account regarding things that have been posted into your specific project such as comments, invoices and designs. If you are unable to access basecamp but have access to emails and wish to reply, simply click on what you need to respond to, write your message and click send.
2. Basecamp is also available to download via the Apple App Store