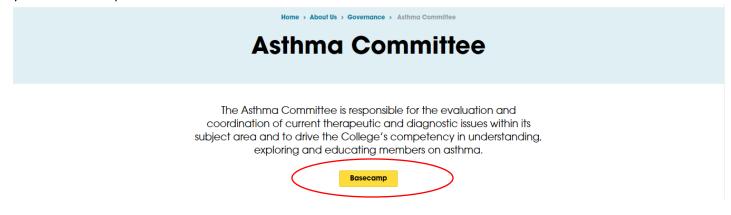
Getting Started in Basecamp (Quick Guide)

Your committee's Basecamp page can be accessed directly from the ACAAI member website. To find your committee page, go to **college.acaai.org > About Us > Governance > Committee Directory > [your committee]** and then click the yellow "Basecamp" button.



<u>NOTE</u>: Your ACAAI member website login is not the same as your Basecamp account. To log into Basecamp, you will need to set up a separate username and password. All members who are new to Basecamp at the beginning of their committee appointment are sent an invitation to set up a Basecamp account. If you didn't receive this email (or aren't sure if you have an account), please contact Kate Barcal, ACAAI Director of Administration at <u>katerinabarcal@acaai.org</u>.

If you've already created a Basecamp account, but forgotten your password, you may reset it by clicking "reset your password" link from the login page.

Use my <mark>Google</mark> account	
Or, use my email address	
mail or username	
e.g. julie@widgetco.com	
Next	
Next	

Once you log into Basecamp, you will be able to access committee pages ("projects") that have been assigned to you.

American College of Allergy, Asthma & Immunology			Katerina Barcal <u>My info</u> <u>Sign out</u> <u>HELP</u>
Dashboard To-Dos Calendar Search			Templates
Latest activity across your projects			of Allergy, Asthma
ACAAI — ACAAI - Population Health Committee			of Allergy, Asthma
Comment Re: action items for next year	Posted by Marc R.	TODAY	& Immunology
Comment Re: action items for next year	Posted by Mervat N.	TODAY	Veux exelecte
Comment Re: action items for next year	Posted by Marc R.	Oct 28	Your projects
Comment Re: New opportunity from our publication	Posted by Marc R.	Jul 25	ACAAI
Comment Re: New opportunity from our publication	Posted by David S.	Jul 7	ACAAI - 2016 Annual Meeting Program Committee ACAAI - Accreditation & Certification (CME) Committee ACAAI - Administrative Council

When you access your committee's page in Basecamp (from "your projects" list), you will see the latest posts/activities, tabs for various activity types such as messages, to-dos, calendar, writeboards and files at the top of the page. You will also see a list of committee members under "People on this project."

Back to Dashboard Switch to a different project		<u>My info</u> <u>Sign out</u> HELP
ACAAI - Asthma Committee ACAAI		
Overview Messages To-Dos Calendar Writeboards Time Files		People Search 🚍
Project overview & activity	<u>New message New to-do list</u> <u>New event</u> <u>New file</u>	
MONDAY, 24 OCTOBER 2016 Comment Re: Feedback on AMA Resolution on Universal Color Scheme for Respiratory	/ Inhalers Posted by Christopher R.	of Allergy, Asthma & Immunology
Message Feedback on AMA Resolution on Universal Color Scheme for Respiratory Inf	Posted by Katerina B.	Stay up to date on this project
WEDNESDAY, 12 OCTOBER 2016 Comment Re: Your availability for in-person meeting in San Francisco	Posted by Srinagesh P.	Turn on email updates to receive a daily digest notifying you of any to-do items or milestones that were added or completed in the last day.
Comment Re: Your availability for in-person meeting in San Francisco	Posted by Katerina B.	Project RSS feed (What's RSS?)
TUESDAY, 11 OCTOBER 2016 Comment Re: Your availability for in-person meeting in San Francisco	Posted by Srinagesh P.	People on this project
WEDNE SDAY, 24 AUGUST 2016		Katerina Barcal You are currently signed in
Comment Re: Request from ACAAI President: Medical Policy Review	Posted by M. Razi R.	M. Razi Rafeed
Comment Re: Request from ACAAI President: Medical Policy Review	Posted by Katerina B.	Latest activity 6 days ago
WEDNE SDAY, 17 AUGUST 2016		Srinagesh Paluvoi Latest activity 6 days ago

The project overview & activity list includes latest messages and member comments. This is a good way to see what has been discussed about a particular project or event. You will also see who has made the post.

Sending Messages

Click on the "New Message" link directly from the dashboard or click on the "Messages" tab to create a new message. The screen below provides a couple of tips to keep in mind when posting messages.

	ere are no ad-blockino chucinis installed.	Tip: When copying/pasting messages from Word (or another program), you may lose some of the formatting. It is best to type the message directly or use the HTML format to fix some of the coding issues. Click on "Preview" below to see the message before it's posted.
Ausserite people for receive email notification: The people you select will get an email when you post his message. They I' also be notified by email every time a comment is added. II of ACARI A soar Koncight, MO FAAAI And Goldscheil Ander Goldscheil Ander Goldscheil Ander Goldscheil Ander Goldscheil Ander Goldscheil Ander Goldscheil Bobby Lanier Der Horber Randolph, MD FAAAI Deidra Sanders Deidra Sanders Berta Kroncke Deidra Sanders	Tip : You can control who recomessage via email. You can everyone or select group of are assigned to a specific promessages will be posted on a Committee's page.	send it to members who oject. All

Responding to messages by email

You may add a comment to a Basecamp message string directly from your email. When you receive an email generated by Basecamp (from <u>notifications@acaai.basecamphq.com</u> with your committee's name in the subject line), simply reply directly to the message and it will be automatically posted to Basecamp and sent to everyone who was subscribed (see page 2).

⁼ ≡ ∎ Send	From To Cc Subject	katerinabarcal@acaai.org ACAAI - Asthma Committee <uc59e9025d301p104442347-reply@acaai.basecamphq.com> Image: RE: [ACAAI - Asthma Committee] Prior Authorization Assistance</uc59e9025d301p104442347-reply@acaai.basecamphq.com>	
Sent: T To: Kat Subjec Rep Pro	From: Katerina Barcal [mailto:notifications@acaai.basecamphq.com] Sent: Tuesday, January 9, 2018 3:47 PM To: Katerina Barcal <katerinabarcal@execadmin.com> Subject: [ACAAI - Asthma Committee] Prior Authorization Assistance Reply ABOVE THIS LINE to add a comment to this message Project: ACAAI - Asthma Committee Company: ACAAI Katerina Barcal posted a new message:</katerinabarcal@execadmin.com>		
		Prior Authorization Assistance Dear Members of the Asthma Committee: As you know, the College has recently developed a <u>Prior Authorization Toolkit</u> to facilitate our members' ability to obtain necessary medications for their patients. The highlight of this toolkit is an <u>interactive letter generator</u> that creates an appeal letter for practices to submit to insurance companies when a prior authorization has been denied. Members can select a specific disease/medication combination that was denied, enter in information about the patient, insurance company, and other treatments tried, and the tool will generate a letter of appeal.	

<u>NOTE:</u> In order to follow the links within the email message (and download files), you will need to be logged into Basecamp. If you're not already logged in when you receive the message, you will be prompted to log in when you click on the links.

Writeboards

You may create a "writeboard" for a working document you would like to share with the committee. All members will be able to view the text, make edits and post comments. This is a good way to keep edits/comments in one place before the document is finalized.

Files

All the documents/files that are uploaded (including those that are attached to messages) will be stored under the "Files" tab. This is a quick and easy way to find a document that was posted earlier on. When uploading files, please be sure to use a descriptive title so that it is easy to find.