

MEMBER ACCESS



Glue Up

This is the community software for CUWLA's membership management, event management, email marketing (i.e. newsletter), and more.

Members have a unique login. Here are examples of what is available:

- Events that are happening, and their registration status
- Check their membership renewal and pay
- Member directory

Basecamp

Basecamp uses projects. The name of a project for members is called **Member Connection**.

In Member Connection, CUWLA members are granted access to a dashboard with the following titles:

- Message Board
- Docs & Files
- Campfire
- Schedule



Home

The home button (shaped like a tent) will take you back to your main home page whenever you need to see your HQ, Teams, or Projects section.

Pings

Pings are direct messages and conversations with other users in the account. They don't need to be tied to any Teams or Projects assignments. To Ping someone, you can simply type their name in and start typing. These are one to one conversations.

Hey!

The Hey! button will alert you to any notifications from any workspace (Teams, Projects, HQ) you're connected to. If you see an orange badge next to your Hey! Button, you have a notification.

Activity

The Activity button will show you all of the, you guessed it, activity on your account. This means you'll see any to-dos, late assignments (oopsies), upcoming deadlines, and other assignment information and reports.

Find

Use this button to search for anything in your Basecamp account. Search for a project component completed by a certain teammate, a logo you really need for a client package, or anything else that lives in Basecamp.

Notifications

Located by clicking on your avatar in the upper right corner.

This is where you can manage what and when you receive email notifications. When you receive an email, you can reply to the email*, or follow the link to Reply in Basecamp. This will take you directly to the subject at hand. You can also add more about yourself and add your picture.

*Note: replying to the email will carry whatever signature etc. you have in your email.

