

# Basecamp Best Practices for ASHRAE

1. Naming Convention for Basecamps: all names start with ASHRAE
  - a. Standing committees – ASHRAE “standing committee name”
  - b. Chapter – ASHRAE Chapter – “chapter name”
  - c. Region – ASHRAE Region “region #”
  - d. TC – ASHRAE TC “tc #”
  - e. Standards/Guidelines – ASHRAE SPC “spc #”
2. Inviting people to a project team
  - a. Committee chair should poll the invitees to find out if they already have a Basecamp account. For those that do, using the email address associated with their existing account will let them see all of their projects with one log in.
  - b. People who have been previously invited to an ASHRAE Basecamp will be listed under the ASHRAE section. This list is alphabetical by first name.
  - c. When adding someone who is not currently on the ASHRAE list the following convention shall be used:
    - i. Name - enter first name then last name separated by a space.
    - ii. Email address - use person's preferred email address.
    - iii. Job title - leave blank
  - d. Currently there is no way to prevent someone from being added twice. Please check the list thoroughly prior to adding someone.
  - e. When a new project is created ASHRAE staff will invite the current committee members. Maintenance of the project team will then occur annually at the start of the Society year and be the responsibility of the person listed below:
    - i. Society Standing Committees - staff person assigned to support the committee.
    - ii. Chapters - chapter president.
      1. Project team shall consist of chapter officers and board of governors.
    - iii. Region - Director and Regional Chair.
      1. Project team shall consist of regional officers.
    - iv. TC - committee chair.
    - v. Standards/Guidelines - committee chair.
3. Organizing Messages, To-dos, Schedules: to make it easier to find/sort these items use designators at the beginning of the title. The following designators are recommended:
  - a. Fiscal subcommittee - FISC
  - b. Functional subcommittee - FUNC
  - c. Programs subcommittee - PSC
  - d. Handbook subcommittee - HSC
  - e. Research subcommittee - RSC
4. Folders - when staff creates a new project the following folders shall be provided and arranged at the top of the Docs & Files section. The committee can then add folders/subfolders as they see fit.
  - a. Meetings - agendas and meeting minutes.
  - b. A folder for each of the subcommittees.