

Slack Guide



Slack is a tool that we will be utilizing to help everyone at conference stay in contact, coordinate get togethers, and keep information organized and updated in real time.

Slack can be used on your smart device or on your computer.

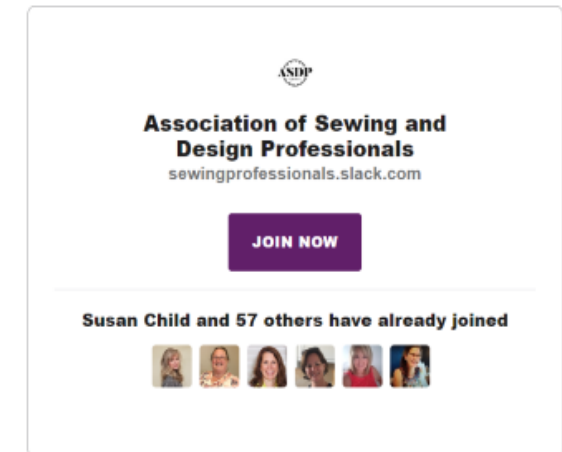
This is a guide to help you get set up and learn how to navigate this tool

ACCEPT THE INVITE

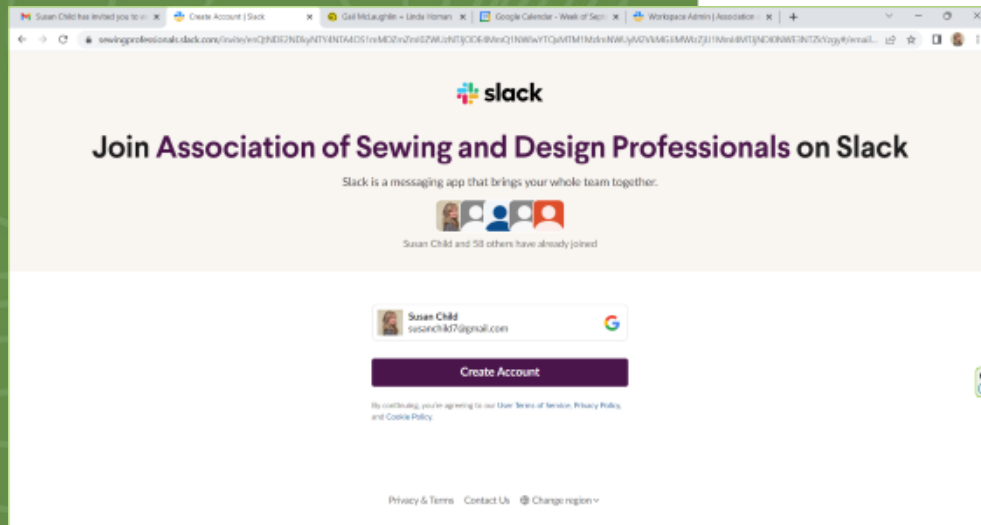
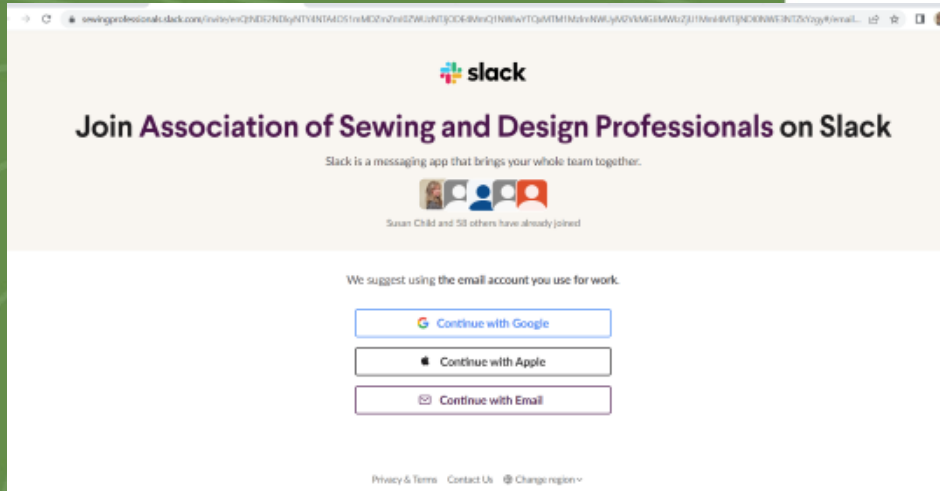
- You should receive an email with an invitation to collaborate on Slack.
 - Click the “Join Now” button.
- If you used Slack in the past, you may not receive an invite. If you are unable to find this invitation or feel that you did not receive it, use your web browser to go to sewingprofessionals.slack.com.
- To download Slack to your mobile device go to your app store and search for the Slack app.

Join your team on Slack

Susan Child (conference@sewingprofessionals.com) has invited you to use Slack with them, in a workspace called **Association of Sewing and Design Professionals**.



SET UP YOUR ACCOUNT AND PROFILE

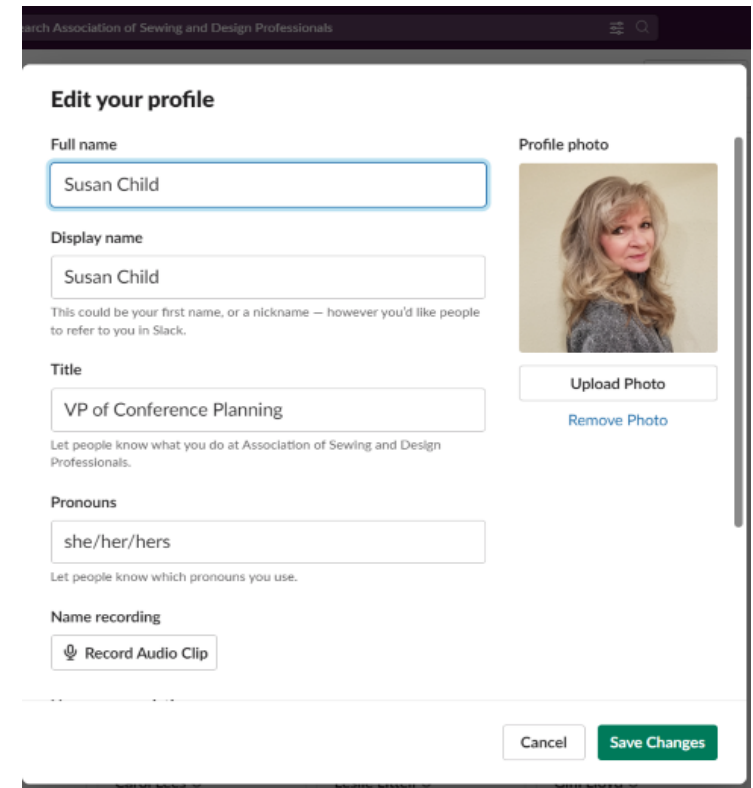


- Your signup page will look slightly different depending on if you're registering on the mobile app or on your computer.
(computer at top left, mobile at bottom left)
- Follow the prompts to set up your account and start using Slack.

SET UP YOUR PROFILE

Let's get your profile set up so that other Slack users at Conference will know who you are!

- Enter your full name as it appears on your ASDP member profile and will appear on your Conference name badge.
- If you use a different name, feel free to enter that as your display name (i.e. Patricia in full name shortened to Patty in the display name).
- In the “What I do” section, if you don’t have a specific title within the ASDP or conference (i.e. board member, volunteer coordinator, teacher) consider using this line to let other members know where you’re from.
- If you would like other members at conference to have it, enter your cell phone number in your profile.
- To make it easier for other members to recognize you, you can add a picture to your profile.



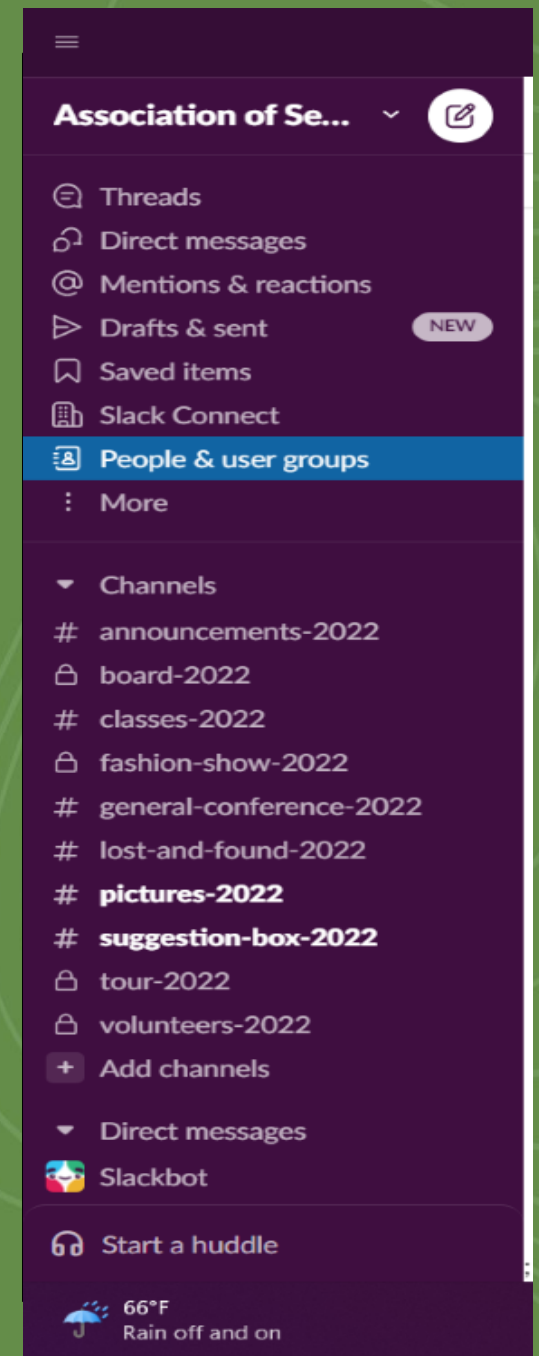
The screenshot shows the 'Edit your profile' form in a Slack window titled 'Search Association of Sewing and Design Professionals'. The form includes the following fields and options:

- Full name:** A text input field containing 'Susan Child'.
- Display name:** A text input field containing 'Susan Child'. Below it is a note: 'This could be your first name, or a nickname — however you'd like people to refer to you in Slack.'
- Title:** A text input field containing 'VP of Conference Planning'. Below it is a note: 'Let people know what you do at Association of Sewing and Design Professionals.'
- Pronouns:** A text input field containing 'she/her/hers'. Below it is a note: 'Let people know which pronouns you use.'
- Name recording:** A button with a microphone icon and the text 'Record Audio Clip'.
- Profile photo:** A placeholder image of a woman with blonde hair. To the right of the image are two buttons: 'Upload Photo' and 'Remove Photo'.

At the bottom right of the form are two buttons: 'Cancel' and 'Save Changes'.

GETTING TO KNOW THE NAVIGATION BAR

- When you look at Slack, on the left side of your screen you will see this purple navigation menu that will help access all the different functions.
 - To access this menu on the mobile app, tap on the ASDP logo in the upper left corner of your screen.
- On the next few pages, you will see how to use the following functions:
 - Channels
 - Direct Messages
 - Threads



CHANNELS

Under this heading you will see the channels you have automatically been added to.

- **Announcements** – This will be information directly from the Conference Team with information like pre-event reminders last minute changes or updates, or emergency notifications.
- **Classes** – Use this channel for class specific questions (please use all other avenues to answer simple questions like “What time does class start” before posting to this channel).
- **General Conference** – This channel is for general chat between conference attendees, invitations for open get togethers, greetings, and a catch-all for general communications.
- **Pictures** – Use this channel to post any pictures that you take in class or at any conference event or activity. Please be sure to include the names of anyone in the picture as well as photographer credit and the name of the location of the picture or event.
- **Lost and Found** – Use this channel to post items that you find or anything you might have misplaced. Found items should be brought to Conference Headquarters in the Douglass room.

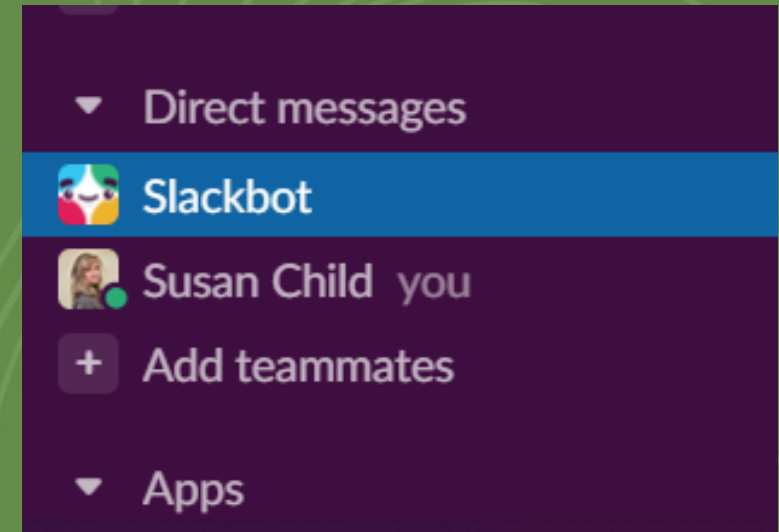
TO USE A CHANNEL

Use Channels to send a group message about the Channel topic

- To read the messages within a channel, simply click the name of the channel you're interested in.
- To post to a channel, click or tap in the message window at the bottom of your screen.
 - This window functions just like a text message app or Facebook Messenger.
 - You can use text, insert emojis, or use the @ to tag a specific user.
 - If using Slack on your mobile device
 - Tap the 📷 icon to take a picture to upload directly to the channel.
 - Tap the 🖼️ icon to attach pictures saved to your device.
 - Tap the 📎 icon to attach files or documents that you want to share to the channel.

DIRECT MESSAGES

- Slackbot is a helpful bot that will appear in your Direct Messages menu. Send messages to Slackbot to ask for help navigating the app or learning how to use different features.
- As additional conference attendees accept the invitation to use Slack and get signed up, you will see their names appear in your Direct Message menu.
- To send a direct message to another conference attendee, simply tap their name while looking at your navigation bar.
- A green dot next to a name means that person is currently online and using Slack.
- A blank dot next to the name means you can send that person a message, however they are not currently online and may take longer to respond.
- Send a Direct Message to yourself to create notes or to do that you can easily keep track of.



DIRECT MESSAGES (CONTINUED)

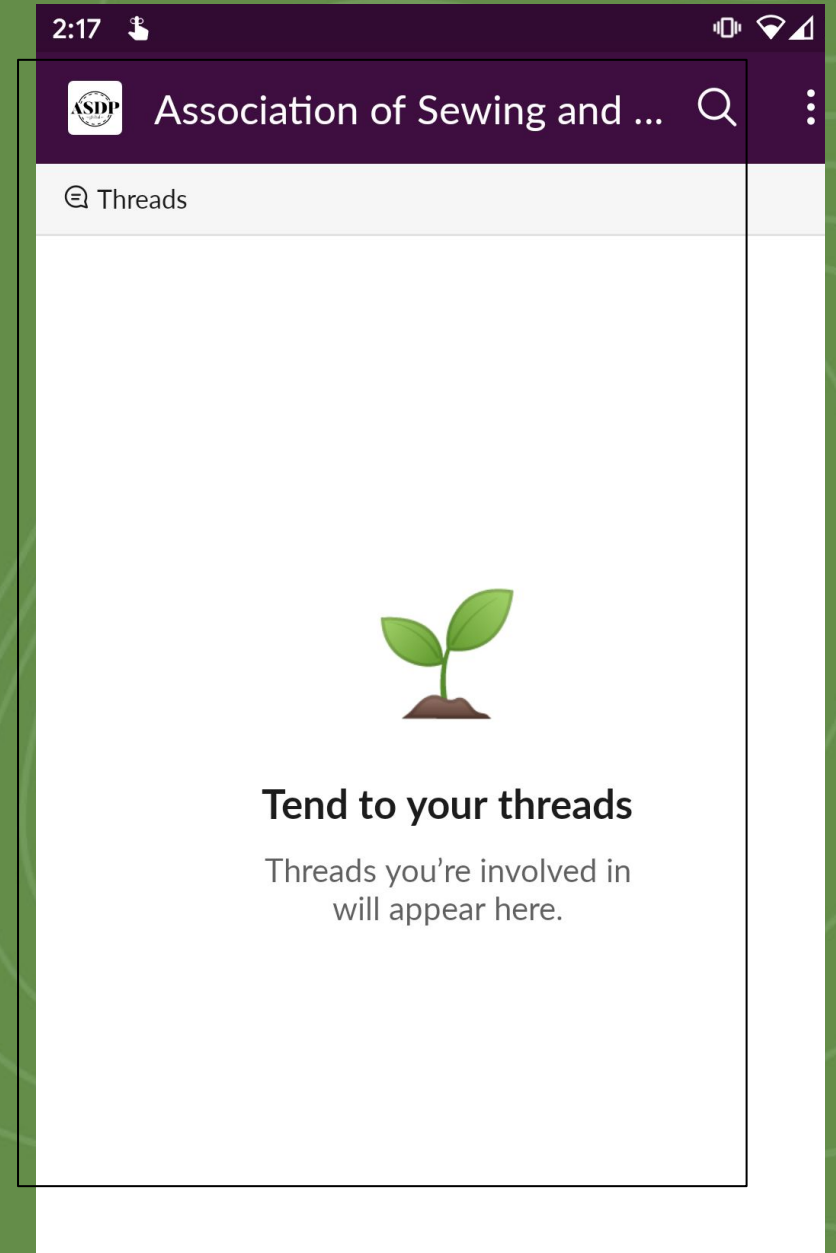
In addition to being able to send one-on-one messages with the direct message feature, you can also form group messages.

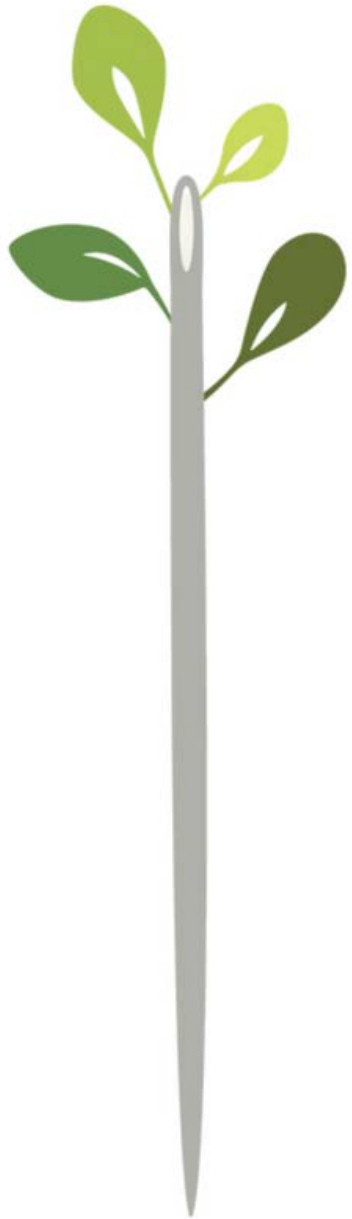
Use this feature to coordinate dinner plans or other small get togethers if you don't want to broadcast information to the entire attendee list.

- On your navigation bar, scroll down to Direct Messages.
- Tap the small plus sign at the end of the Direct Message line.
- Select the names of the people you'd like to include in the message by tapping the profile picture to the left of their name.
- Tap Start in the upper right corner.
- Type and send your message as normal.

THREADS

- If you have commented on a post or interacted with a message in some way, any additional activity on that message will appear on your Threads list.
- This makes it easy for you to stay up to date with the discussions and topics that you are most interested in.





THE END!

This is the end of the Slack tutorial. We hope that you find this tool helpful as you enjoy your week of classes, networking, and adventure with your fellow members.

If you have any questions that Slackbot can't help you with,
please reach out to:

Susan Child, VP of Conference Planning

Or

Jennifer Phillips, President-Elect