

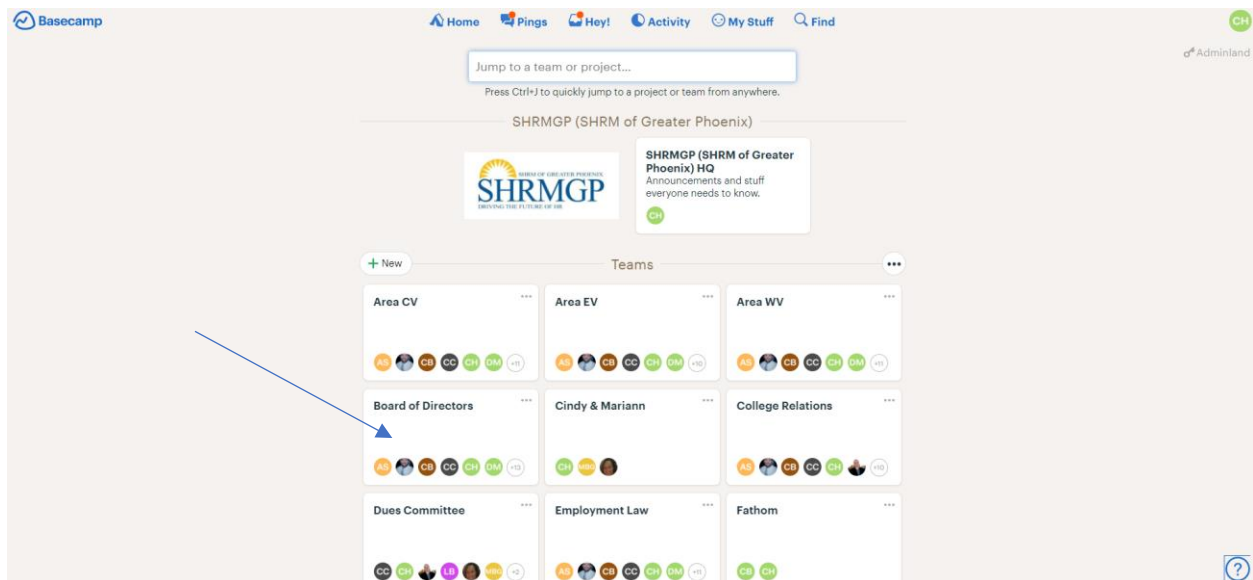
# BaseCamp Overview



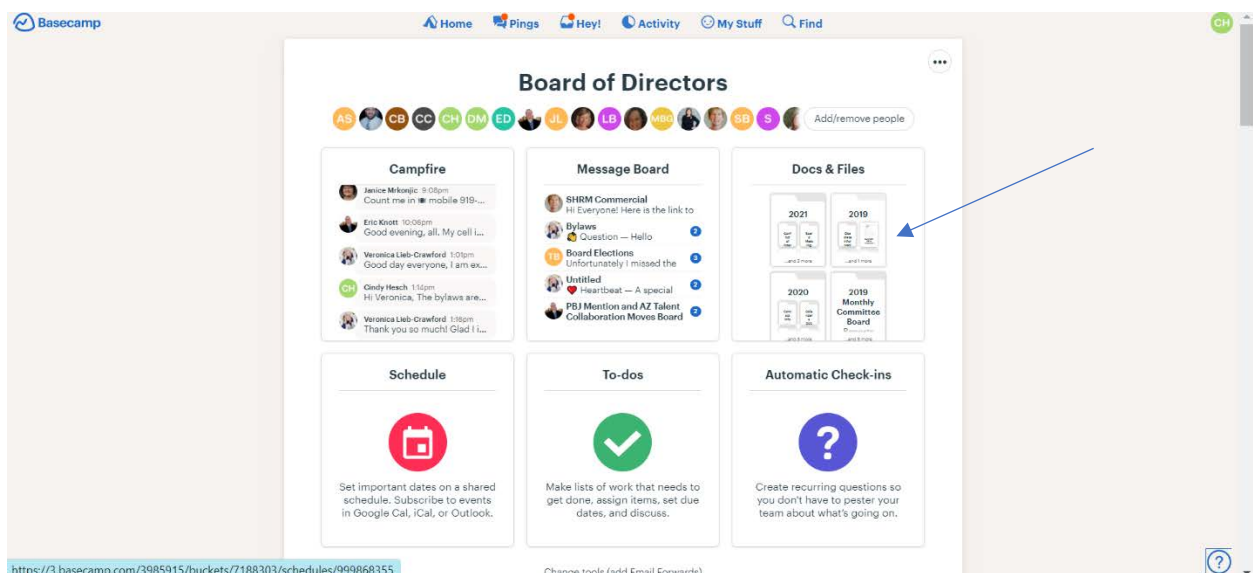
Once you have become a member of the SHRMGP Board of Directors, you will be invited by the SHRMGP Chapter Administrator to BaseCamp which houses pertinent documents, etc.

Teams have been created for each committee and Chapter Areas (Central Valley, East Valley and West Valley).

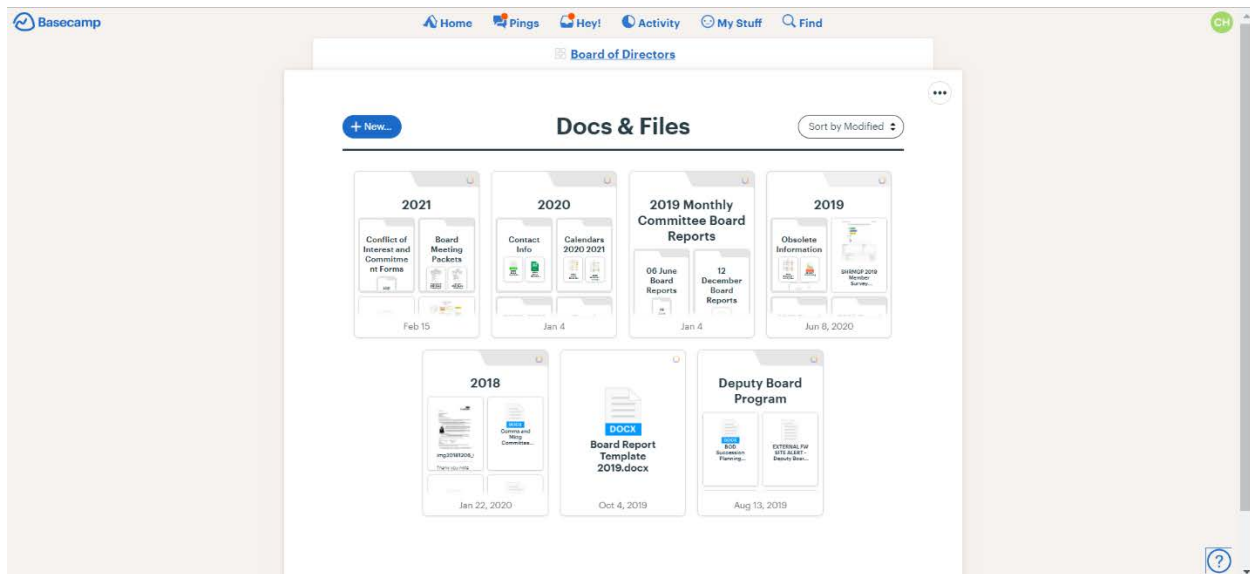
A key team that you will access frequently is the Board Team.



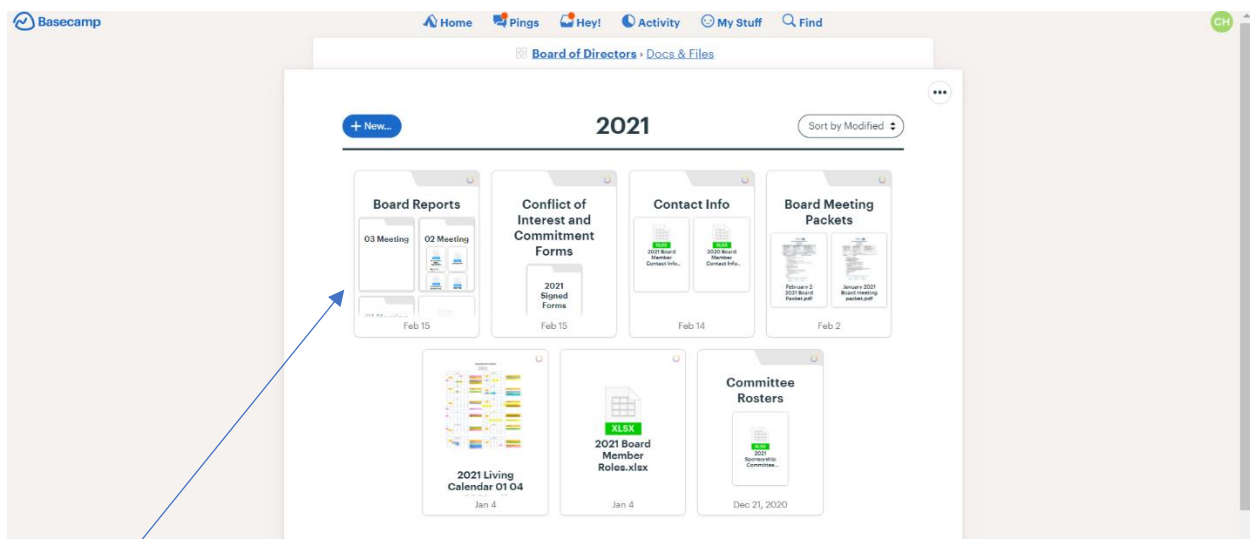
Once you open the “Board of Directors” Team, you will have access to Messaging, To-Do’s, and Docs & Files.



Let's take a look at the Docs & Files area. Folders are set up by year. From here you are also able to download the Board Report Template to be used when completing your board reports throughout the year(s).

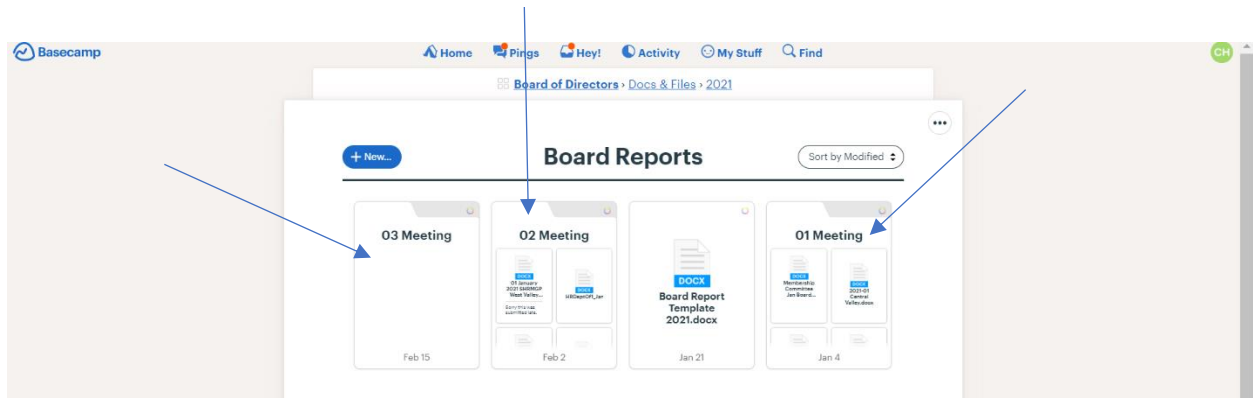


These folders house important board documents including board packets, board reports, board templates etc. Some documents are Google Sheets and are “live” documents.

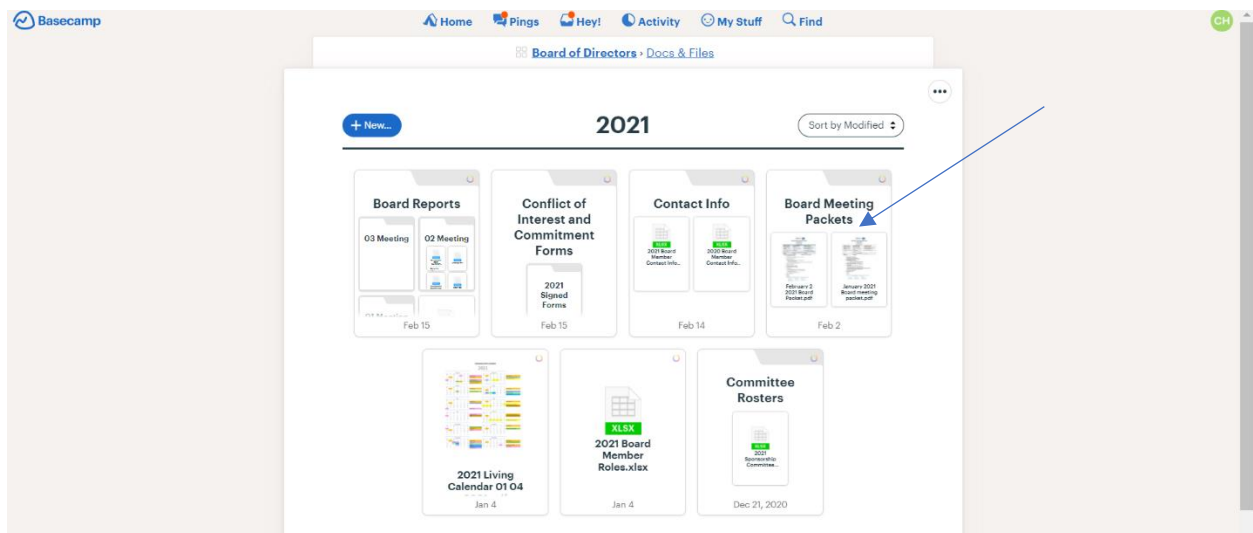


If you are a board liaison to a committee or Area, you will upload your monthly board report the week prior to each board meeting. The board report will then be included in the upcoming board packet.

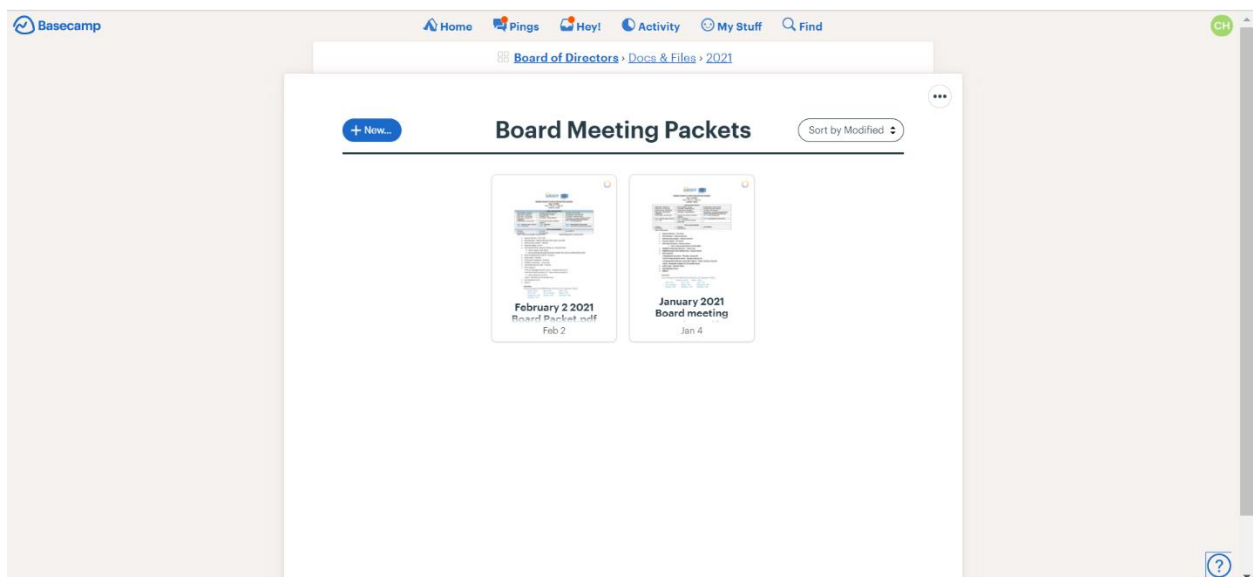
A folder is set up for each month within the Board Reports folder. Please upload your board reports to the appropriate folder.



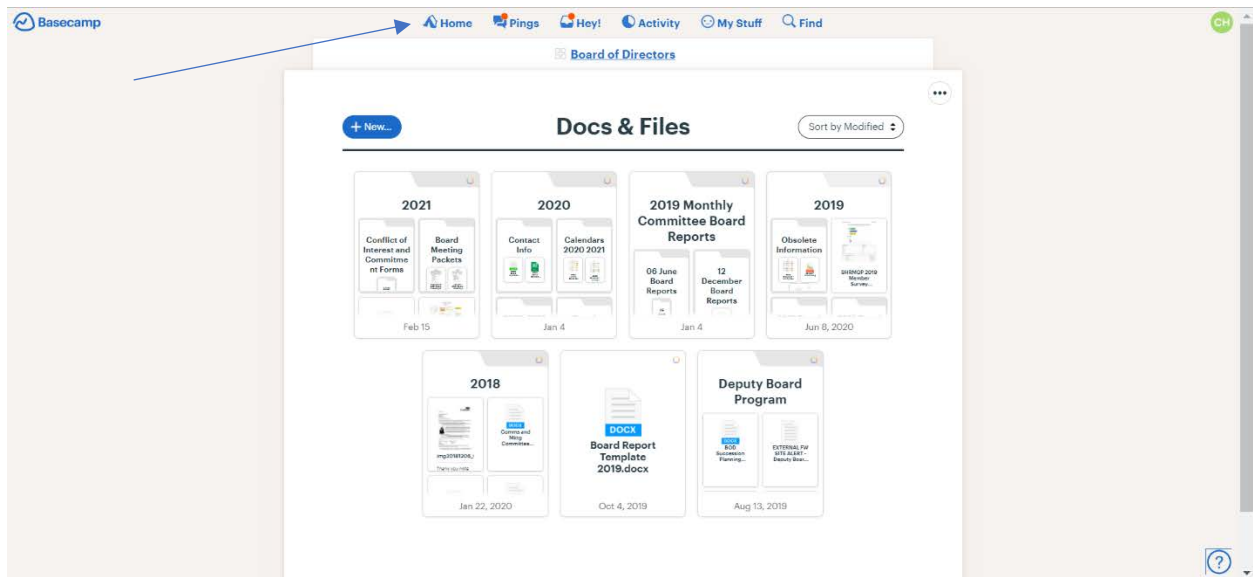
A few days prior to a board meeting the Chapter Administrator will create and upload a board packet for you.



From here you can download the appropriate board packet.



When you wish to leave a folder, simply click “Home”.



You will return to the Home Page.

