



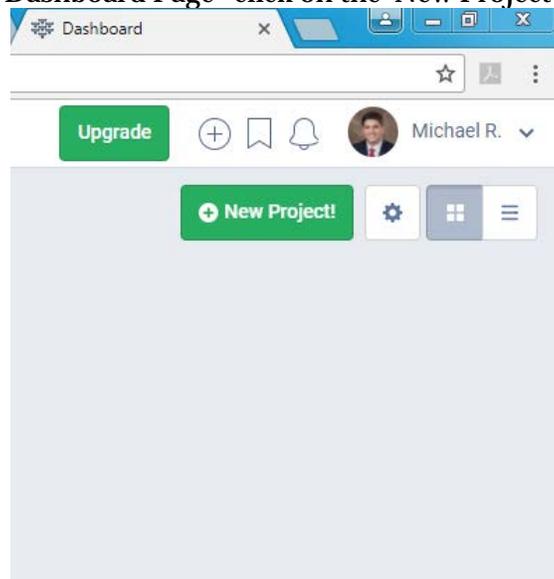
UTILIZING FREEDCAMP TO MANAGE YOUR AAB

Managing the expectations of what it means to be an active and engaged AAB falls onto the plate of the Chapter Advisor or of the AAB Chairman. This can often lead to an overwhelming chain of e-mails, calendars, different conference calls, and checking in. Unfortunately, this causes advisor burn-out or causes advisory boards to function below the level that they are capable of. This problem can be especially exacerbated if the board is primarily operating remotely. Thankfully, there is a **free** online project management platform that could allow the AAB Chairman or Chapter Advisors to more effectively manage the AAB in a “one-stop shop” manner. [Freedcamp](https://www.freedcamp.com) is an online project management platform that allows unlimited projects, tasks, and users. While the platform might take some getting used to, the aim of this guide is to show how it can effectively be integrated into an alumni advisory board workflow.

Getting Started:

Step 1: Navigate to www.freedcamp.com and create an account.

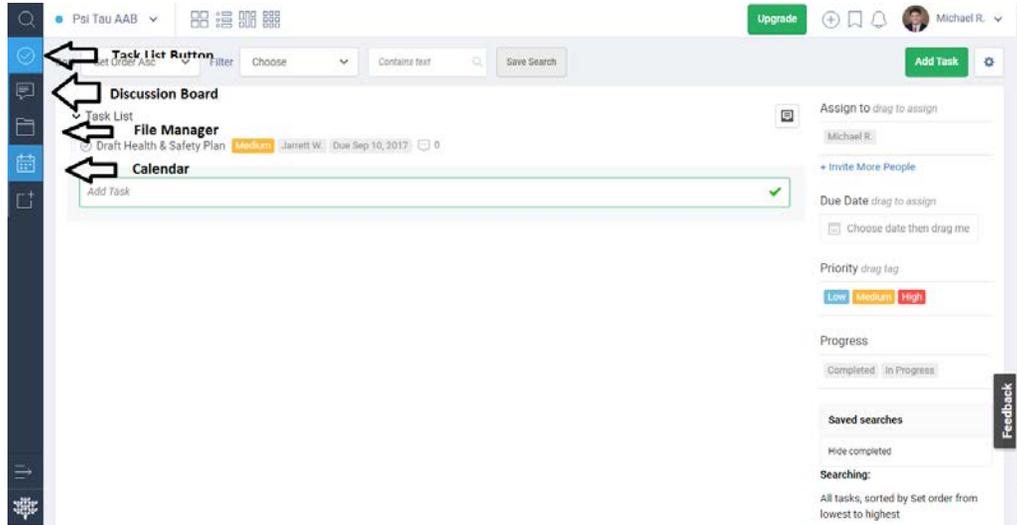
Step 2: Once you are on the “Dashboard Page” click on the ‘New Project’ button in the top right corner.



Step 3: Complete the form to start the project. Sample project names would be “<Chapter Designation> AAB”

Step 4: Add users. The next page will be a box to add users via e-mail and create their name for the group. Add all members of the AAB and any other pertinent alumni to the chapter.

Step 5: That is all that is needed to start a project and invite your members. From there, click the button to go to the project page, which should look something like the image on the next page.



The project (AAB) home screen. Note the widgets on the side of the screen corresponding to apps.

Basic Usage:

Adding events to the group calendar:

Step 1: Navigate to the calendar tab on the left side of the page.

Step 2: Change the month at the top of the page to the desired month and *single* click on a date you'd like to add an event too. You could also add tasks to be completed by a certain date on the calendar.
Note: currently only tasks with dates transfer to the mobile app, but tasks cannot be set as recurring.

Step 3: Fill out the form to add the event to the calendar. The form will allow you to only invite/inform certain men on the advisory board to the event. This can be useful when setting up times for position specific advisors to meet/call with their position. See below for adding a *recurring* monthly AAB call.

The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.



Step 4: Fill out other recurring or events to fill out the calendar for the semester. An example of an AAB schedule is below.

August 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<ul style="list-style-type: none"> Event 1: 18:00 AAB Conference ... 	<ul style="list-style-type: none"> Event 2: 16:00 Operations Advis... 			
<ul style="list-style-type: none"> Event 6: 18:00 AAB/Exec Meeting 	<ul style="list-style-type: none"> Event 7: 18:00 Education Adviso... Event: 19:00 Recruitment Advi... 	<ul style="list-style-type: none"> Event 8: Health & Safety Advisor... 	<ul style="list-style-type: none"> Event 9: 15:00 Treasurer/Financ... 			
<ul style="list-style-type: none"> Event 13: 13:00 Exec/AAB Goal S... Event 18:00 AAB/Exec Meeting 	<ul style="list-style-type: none"> Event 14: 18:00 Education Adviso... Event 19:00 Recruitment Advi... 		<ul style="list-style-type: none"> Event 16: 16:00 Operations Advis... 			
<ul style="list-style-type: none"> Event 20: 18:00 AAB/Exec Meeting 	<ul style="list-style-type: none"> Event 21: 18:00 Education Adviso... Event 19:00 Recruitment Advi... 					
<ul style="list-style-type: none"> Event 27: 18:00 AAB/Exec Meeting 	<ul style="list-style-type: none"> Event 28: 18:00 Education Adviso... 		<ul style="list-style-type: none"> Event 29: 15:00 Treasurer/Financ... 			

Feedback

Clicking each event will allow people to see the description of the event and any supplemental information needed.

Event

Recruitment Advisor Call

Eduardo calls Recruitment Committee at 7PM weekly until recruitment is finished.

*Bi-weekly afterwards

When: Aug 7, 2017, 19:00 - 19:30

Repeats every 1 week(s) on: Monday, ends on September 25, 2017

[Edit Item](#)



1 Psi Tau Chapter Health & Safety Plan.docx 0.0 MB by Michael R. Jul 18, 2017 - 11:48 AM

Add Version: [Browse Files](#) or



Updating file as it goes through edits

Comments



Jarrett W. a day ago

reply 0

This looks great! One edit: the university contact information in the crisis communication section is out of date. Other than that, we're good to go!



B I U S [bulleted list] [numbered list] [link] [quote] [code] [source] *I*

Add Comment

Feedback

Discussion Board

The discussion board, as it is aptly named, allows for discussion regarding a topic to all be in one place. A nice feature of the discussion is you can tag certain users so that they will receive notifications, as opposed to every single person on one e-mail.

Step 1: Click on the “quotation box” on the left hand side to navigate to the discussion board.

Step 2: To add a discussion click on the “Add Discussion” button in the top right. Tag whoever on the AAB the discussion is relevant too. Most likely, it everyone will be tagged, but it allows flexibility to include smaller groups.



Discussions List
Health & Safety Plan

Posted On: Jul 18, 2017

Posted By: Michael Riedl

[Quotation box with '1' icon] Edit Delete

Jarrett,

I received the Psi Tau H&S plan from the president last night. I put it in the document center, can you please review and offer feedback?

-Michael

Comments



Jarrett W. a day ago

reply 0

Michael,

I'll check it out and add comments in the doc center. Let me know if you need anything else!

- Jarrett



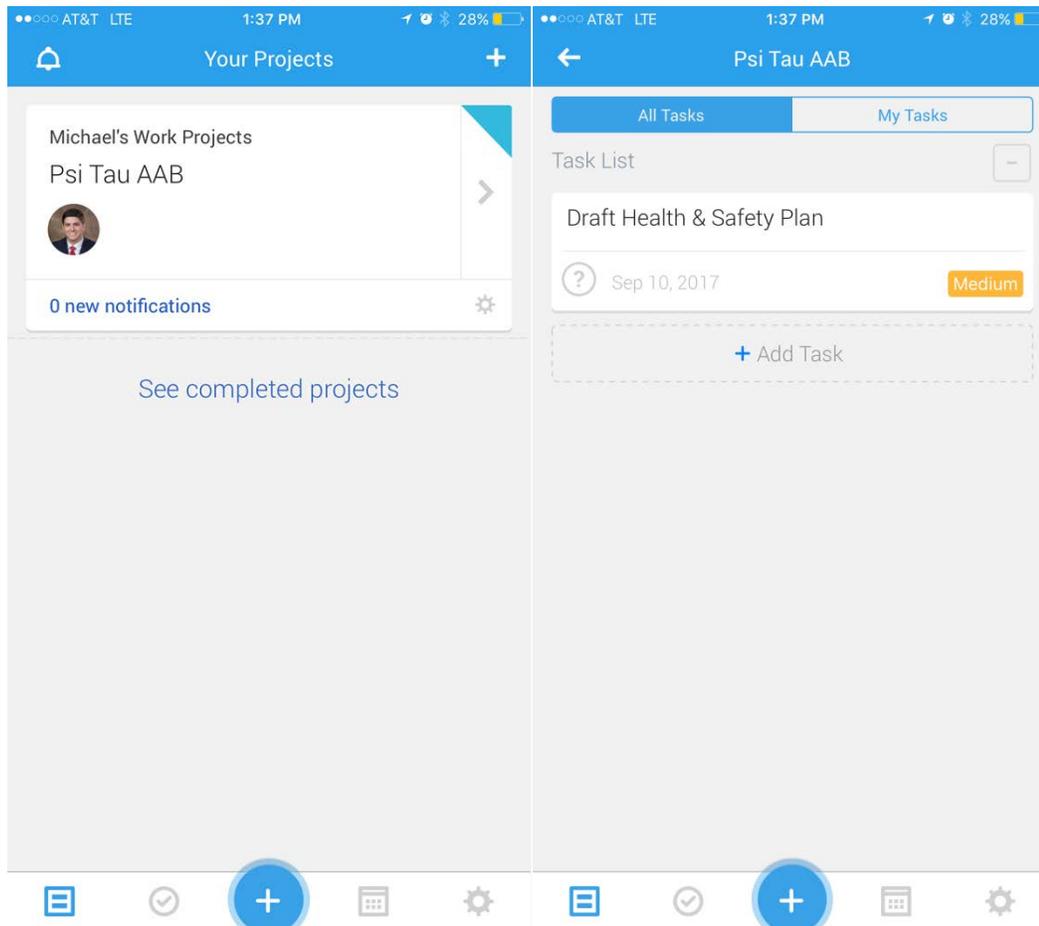
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Mobile App

As with most platforms, there is a mobile app that allows *Freedcamp* to be utilized on the go. However, the mobile app is only a few months old and lacking a little functionality including calendar event integration, discussion board, and file manager. Hopefully, these will be added as iterations of the app get developed further and further. You can find it in the Apple AppStore and soon to be found in the Android store.



Conclusion

While *freedcamp* might not be the perfect solution, it provides a great online platform to manage projects and manage your AAB effectively. The goal is to provide as much consistency as far as management goes and to get your AAB out of endless e-mail threads which are easy to lose and misplace. Additionally, the features of calendars and document center that allows for multiple versions allows for great collaboration and meeting management.