



NewTV Member Slack Workspace User Guide

This is a quick Slack user guide on how to set up your account and use the NewTV member workspace. You can find a video of these instructions at newtv.org/resources.

If you have any questions, please contact us at newtv@newtv.org or call us at 617-965-7200.

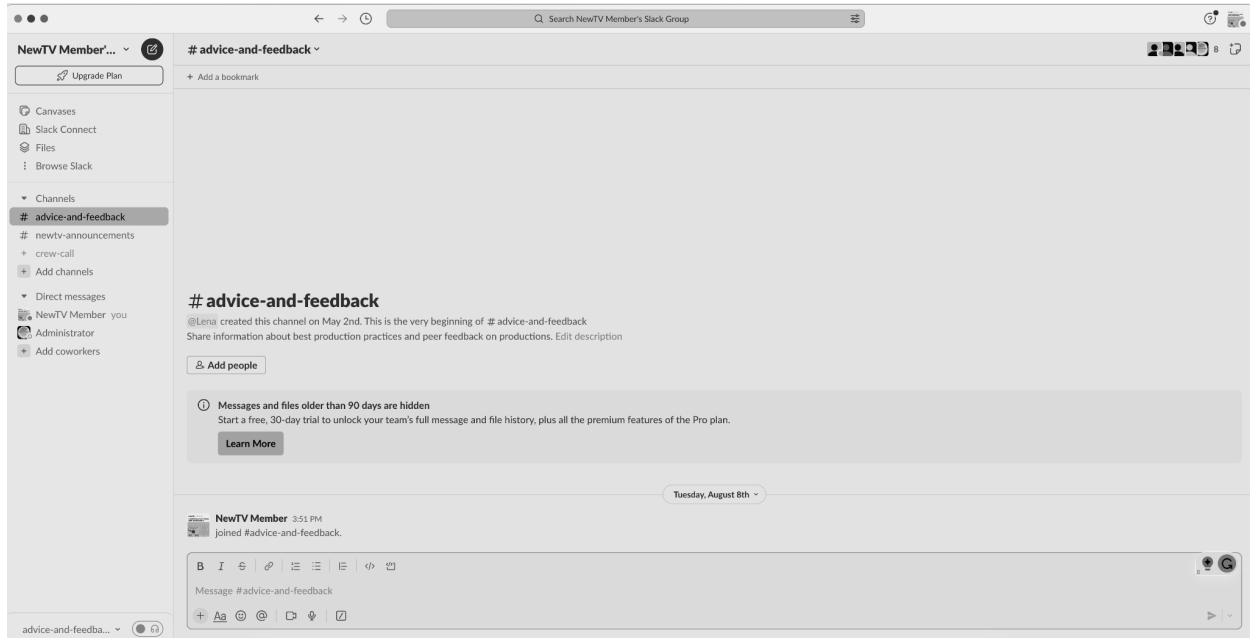
Introduction to Slack

Slack is a workplace chat app that allows you to communicate with a group in real time. It's great for remote teams and provides an easy way to stay connected and collaborate.

To get started, click the link in the email invitation sent to you from NewTV. The link will request your name and email credentials.

Once you have signed up, you can use the following link to access the workspace at anytime: <https://newtvmemberss-tuz7220.slack.com>

Navigating Slack



Once you log in to Slack you will see the interface which includes a sidebar with different chat groups, channels and direct messages.

Channels are public chat rooms where members can collaborate on specific projects or topics. Direct messages are private conversations between two team members, just like text messages.

You can customize your notifications and mention settings to make sure you are only alerted about important messages. A mention is when someone tags you in their message on one of the channels.

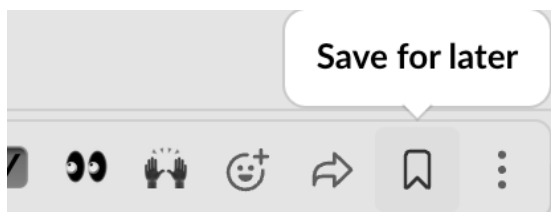
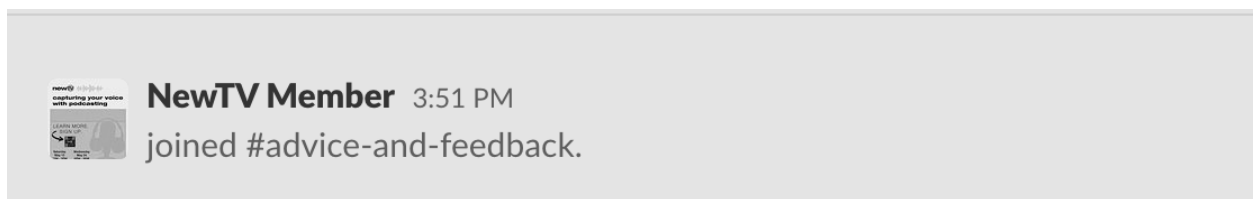
You can mention members in a message by entering "@" followed by their name. They will receive a notification that they have been mentioned. If you are familiar with tagging on social media, this feature is very similar.

To add other users to a channel, click on the channel name and select "Add people"

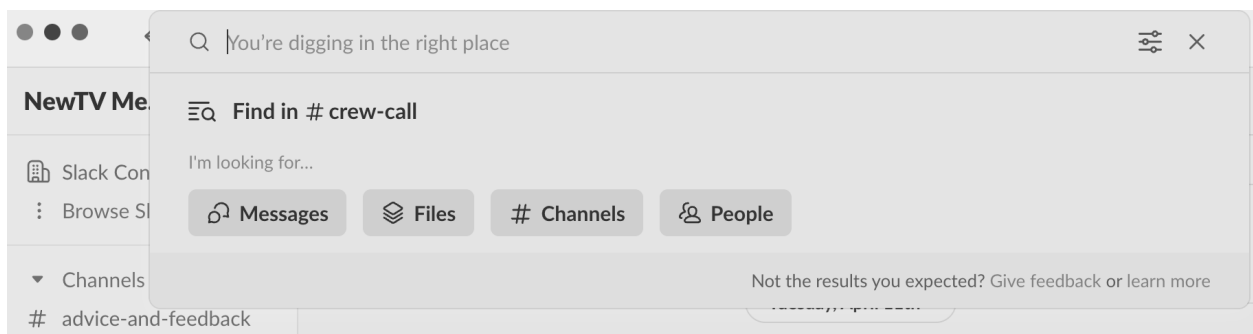
Using Slack Features

You can send messages to other members by typing in the message bar and clicking the send button. You can also share photos, audio, and files by clicking the plus button in the message bar.

You can also react to messages with emoji reactions or save important messages for easy reference later. You can do this by tapping and holding your finger on the message on a phone, or by hovering over the message and choosing a reaction/chat function on a computer.



Use the search bar to find messages or files you've previously sent or received.

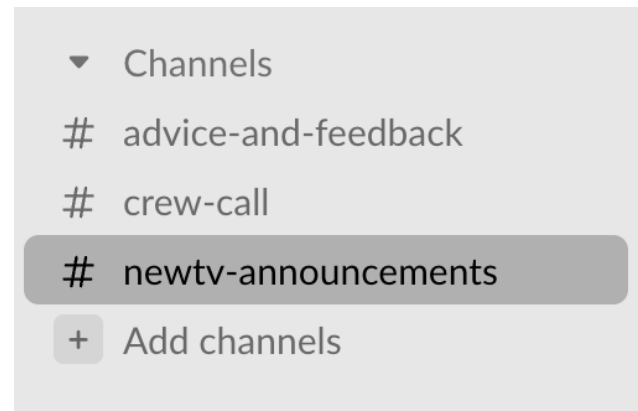


Collaborating on Slack

The NewTV member Slack group has three channels. These three channels can be utilized for specific projects or topics, general inquiry, and feedback. A member can invite team members to join them and spark conversations or engage in open discussions.

The three channels and their general purposes:

1. **Advice and Feedback:** This channel is utilized to receive advice and feedback from fellow members and staff about best practices and inquire about peer feedback on productions.
2. **NewTV Announcements:** This channel is to post announcements for classes, upcoming events, and general NewTV information.
3. **Crew Call:** This channel is to be utilized for requesting and finding crew for upcoming studio and field member productions.



Best Practices for Using Slack

- Keep messages concise and clear to avoid confusion.
- Please be respectful of all members in the chat, the Slack will be moderated by NewTV administrators.
- Any negative feedback, spam, or disrespectful comments towards other members or staff will not be tolerated and may result in being removed from the Slack workspace.
 - Posting negative comments to staff and other users can result in the removal of NewTV membership.
 - Please be mindful in sending messages or writing comments to others. If a member asks for feedback, it should be constructive and helpful.
 - i. Example: Janice posts in the member feedback channel, a one-page script that asks members for feedback and help on how to improve her work. Instead of responding with, “This is so bad, and I don’t like that you wrote a whole script on cats.” You could say, “I really like what you did on the script by using your creativity, but I think there could be some aspects that could be improved, such as integrating other animals, other than cats into the script. Please let me know if you want me to elaborate further on this advice.” This feedback is constructive, and helpful, and offers a glow and an opportunity for growth and improvement.
- Avoid overusing things that will create notifications, as they can become overwhelming for other users.
- Use the specific threads for organized discussions, especially if the specific channels are busy.

Troubleshooting Common Issues

- If you are experiencing connectivity issues, try refreshing the page or restarting the app.
- If notifications aren't working, check your notification settings to make sure they're turned on.
- If you are having trouble uploading files, try compressing them or using a different file format.