

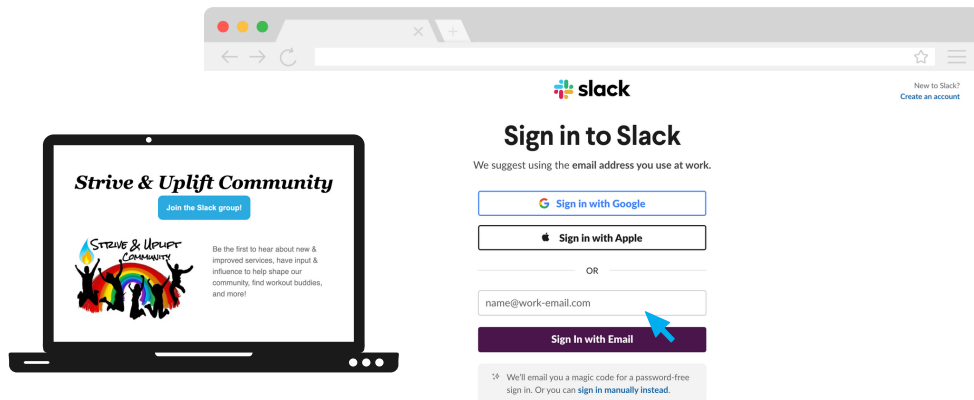


SLACK USER GUIDE

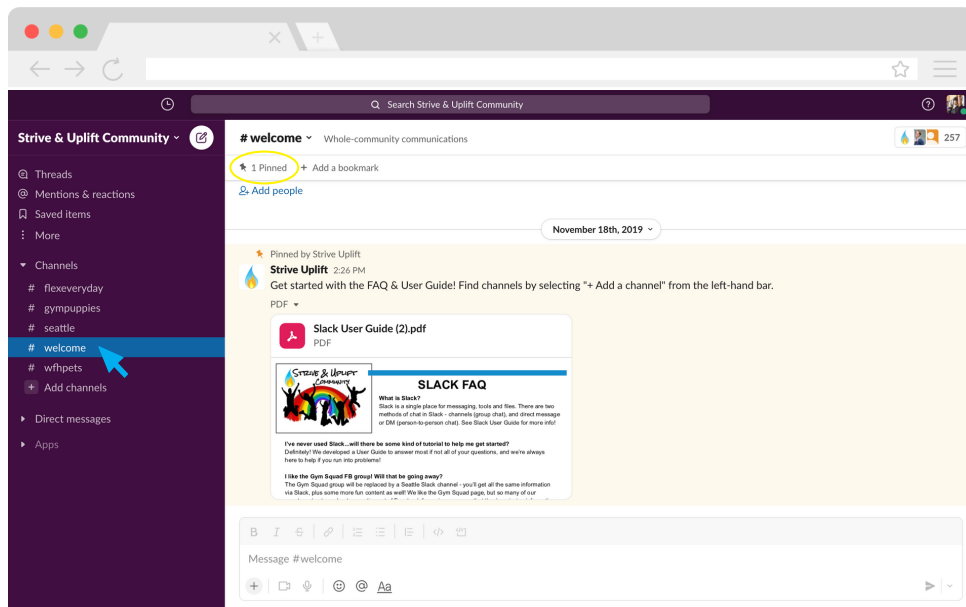
GETTING STARTED

SIGNING ONTO SLACK

- Click on the link you often see at the bottom of the Member Bulletin to join the Slack community and you will be taken to Slack.com
- Sign in via email and it will send you a magic code to sign in with. You can also choose to sign in via Google or Apple



- Once signed in, you will automatically be taken to the #welcome Channel, where you will find a few pinned posts to help you navigate Slack, which you can always refer back to



Pinned posts are important messages that can be found in the header



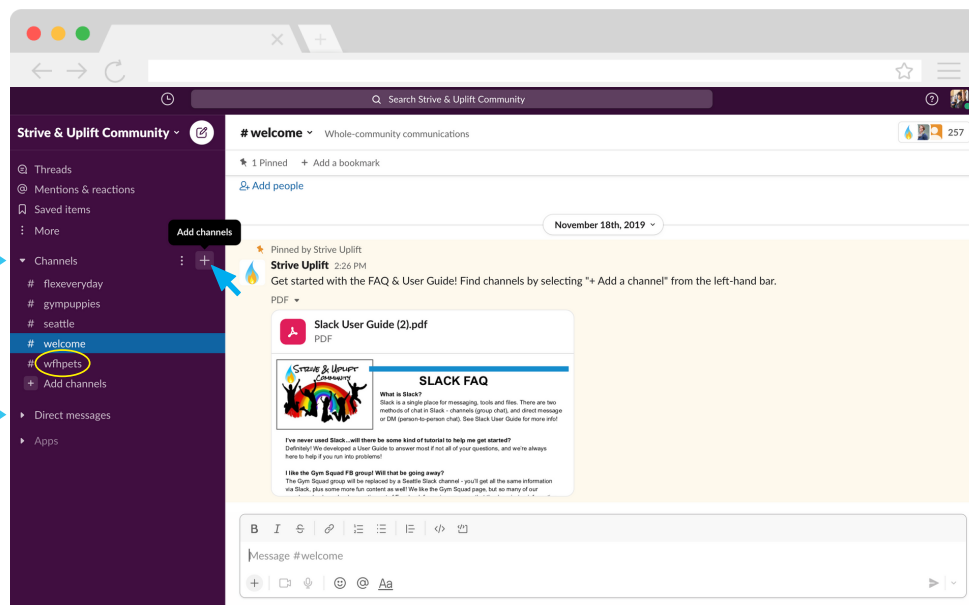
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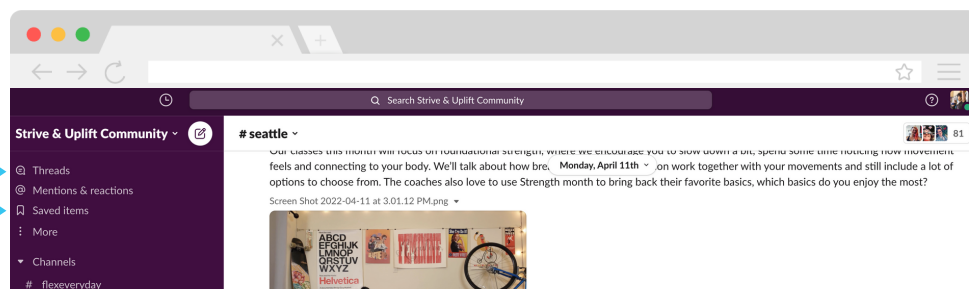
MAIN SLACK INTERFACE

Channels:

- You will see two main sections. Channels and Direct Messages. You can click on the "+" symbol to the right of Channels in the sidebar to browse different Channels that we have arranged by topic. Add yourself to the "#seattle" Channel for most updates regarding classes, physical locations and upcoming events. (Note: you will see several other Channels that are specific to some of our virtual programs marked with a "v-" in front. All of these channels are public; you are welcome to join anything that is appropriate to your membership or programs you are enrolled in.)



- There is also a section for Threads, where you can see all the latest responses to posts and Saved Items, where you can view all the posts you have saved.



A few other fun Channel suggestions!
#flexeveryday
#wfhpets





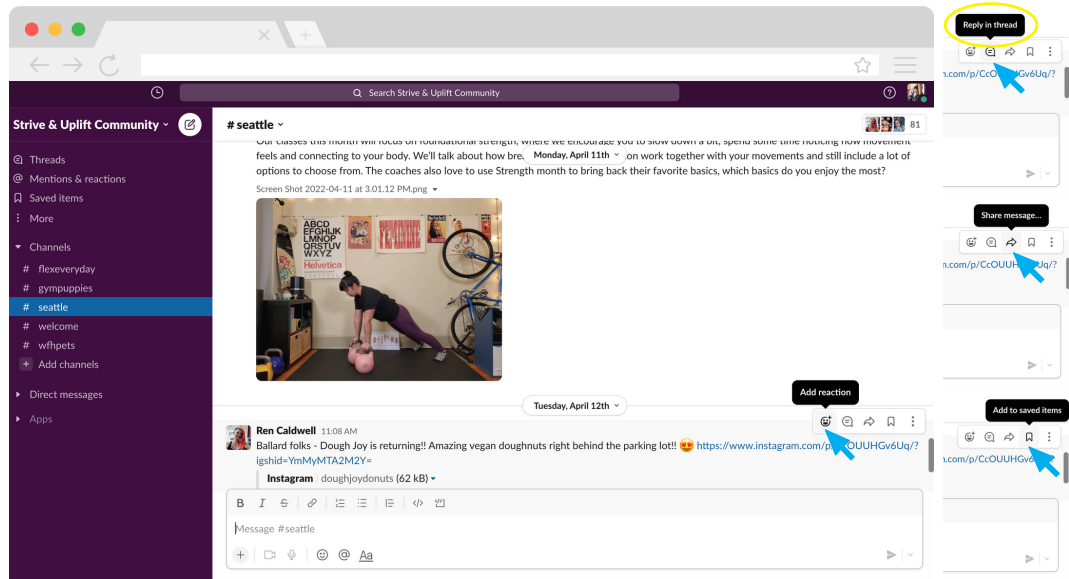
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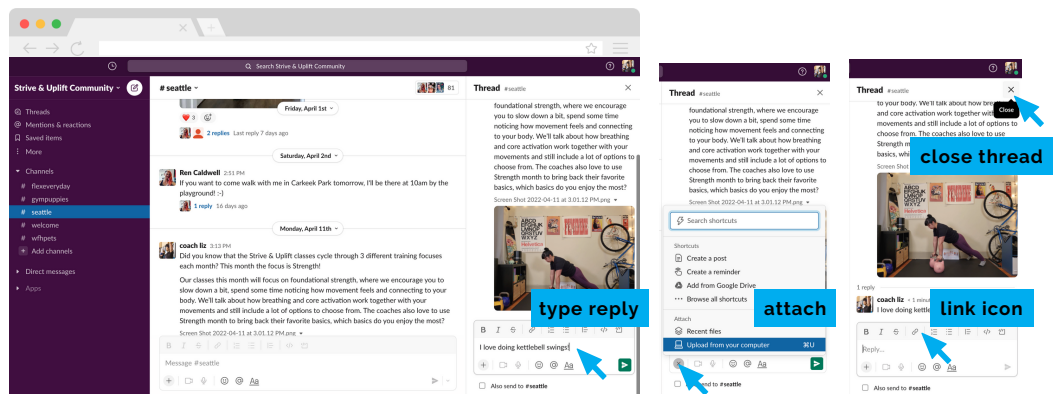
MAIN SLACK INTERFACE

Interacting With Posts in Channels:

- If you hover over a post, a handful of icons will appear in the top right corner of the post. Here you can either: **Add a reaction**, **Reply in thread**, **Share message** or **Add to saved items**



- To reply in a thread: when you click on the reply icon, it will open the thread to the right of the window and give you a text box where you can type your "message". Here you can also add links (link icon) or files to share ("+" symbol > Attach > Files from your computer)
- You can mention someone directly to notify them of your message using the "@" symbol, this will bring up a list of members to search through
- When you are done interacting with the thread, you can click on the "x" symbol in the top right corner to close the thread.



Reply in a thread to keep the conversation all in one place, vs. replying directly in the channel





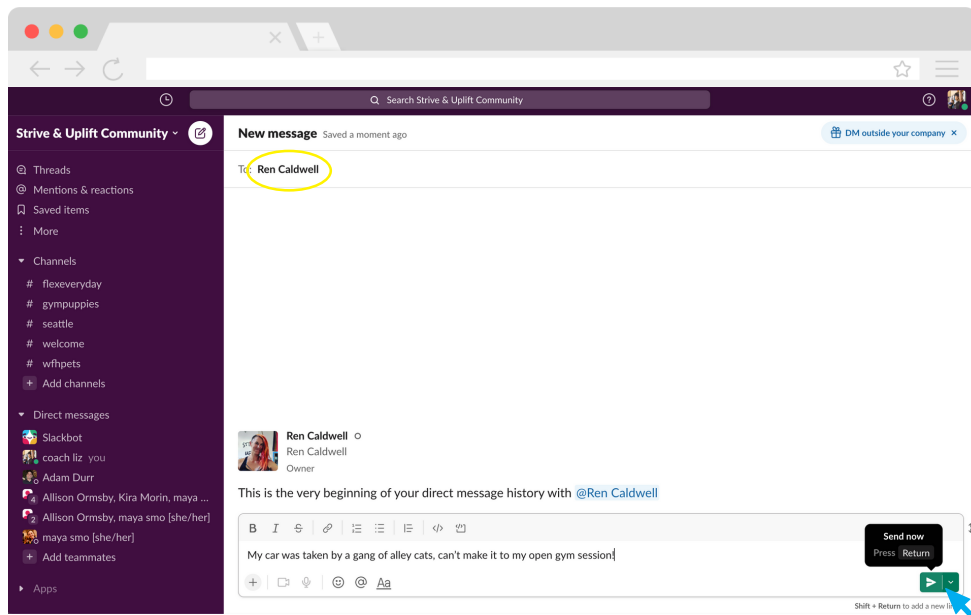
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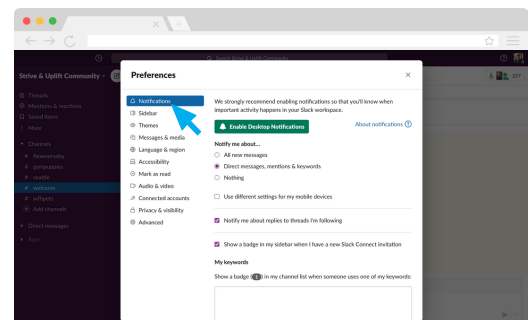
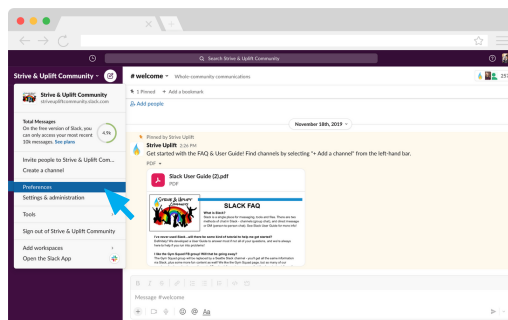
Direct Messages:

- Click on the "+" symbol to the right of Direct Messages in the sidebar.
- In the top To: bar, type the "@" symbol to bring up a list of the current members of the Strive & Uplift Community
- Type your message! (Please remember to follow our Community Guidelines when Direct Messaging.)
- You can use this feature if you need to message a coach about a class or session (i.e. "Running late, will sign on to class in a few minutes." or "My car was taken by a gang of alley cats, can't make it to my open gym session.")



Notifications:

- Click on "Strive & Uplift Community" in the top left corner, then click on Preferences. Here you can set what kind of notifications you would like to receive.



typing the "@" symbol will bring up a list of members to help you search for who you are looking to message

