GetUp's Slack Guide

Slack is the online instant messaging tool that connects people in the GetUp Action Network.

It's a fun and easy way to:
- Chat with other GetUp members across the country
- Collaborate with other people in your state and around Australia
- Get the latest campaign news, strategy and tactics
- Ask staff questions
- Reduce your email count

A note on privacy: Unlike platforms like Facebook, Slack does not pass on your information to advertisers and it has a strict privacy policy, which you can read here: slack.com/privacy-policy. Slack is end-to-end encrypted.

How to setup and use:
- **Setting up your account**
    - You will get an invite from an invite link from a GetUp staff member, Action Group Coordinator, Secretary or State Support Team member
    - Set up a simple profile with your name, profile picture and your home town
    - To get the most out of Slack, download the PC and/or mobile app and sign into the getup-action-network team with your new profile
        - https://slack.com/downloads
    - As soon as you get onto Slack, a box will pop up with more info about how to use it
- **Slack basics**
    - You can send photos/documents/emoticons/gifs/anything!
    - You can direct message people individually

- You can direct message a group of people
- You can mute channels if you create them but you don't want notifications all the time

- **Our team name:** getupactionnetwork

Channels

Slack is a great way to connect with people across the country and in your own state. Below is a list of some of the channels that you can join to stay engaged with the Network. Search channels to find more!

- #network - default, everyone joins
- #ag-[actiongroupname]- your action group's channel, join this straight away to chat with your immediate team
- #vic, #nsw, #qld- share upcoming events in your state and talk with other people in your state network about collaborating
- #campaign-marriageeq, #campaign-refugees- your one stop shop for news and discussion about the campaigns GetUp is working on!
- #supportteam-vic-tas, #supportteam-nsw, #supportteam-qld- join your state's group if you want to get in touch with the State Support Team to ask a question or seek assistance
- #tech-support- for tips, q&a and troubleshooting about Slack, Action Centre and any other key platforms the Network is using.
- #ask-me-anything- not sure where to ask your question? Head here and a staff member will make sure you get the answers you need!
- #feedback-central- a place to feedback about anything that is happening in the GetUp Action Network that is great, and anything that is not going great.

- **Creating new #channels**

When to create new channels?
- For a topic you'd like to discuss with lots of people in the network, for example sharing good books or films
- For ongoing conversations about a particular topic or area of work, where people are likely to come and go from the conversation, eg. a working group within your action group

When not to create new channels?
- When a direct message with a group of people works just as well
- When there is already a very similar channel

How to do it?
- To create new channels, click the plus sign next to the channels list and create a channel.
- When you set up the channel, you need to do the following:
  - Set the channel name and purpose
  - Send invites to relevant people

- *Naming?*
  - Channel names need to be 22 or less characters.
  - Use the below naming conventions to make your channel easy to find:
    - [actiongroupname]- for any channels specific to your action group
    - [state]- for any channels relevant to everyone in that state or to the state support team
    - [national]- for any channels relevant to everyone in the network or people working at a national level on specific areas of the GetUp Action Network
    - If none of these prefixes really make sense, just make your channel title something that is easy for others to understand!

There are a few simple ground rules for using the GetUp Action Network Slack:

1. **Be respectful.** The use of racist, sexist, homophobic or ableist language won't be tolerated on Slack. Slack is a safe space and not the place for gossip or defamatory language.
2. **Be prudent.** Do not use Slack to share confidential information relating to GetUp or its donors, partners or volunteers.
3. **Keep it relevant.** Everyone will get the most out of the space if the discussion and info is relevant to the work of GetUp.
4. **Joining another group's channel?** This is a great idea if you are keen to get ideas for how to use Slack in your group. Just a few pieces of etiquette- be sure to introduce yourself when you join the group, don't get involved in decision-making or take up too much airspace. Respect that this is the organising space of that group.
5. **Please don't @channel** unless it's a big deal, because everybody in the channel will receive a notification!
6. **Please do not share another member's private contact details**, such as mobile phone number/email/address without their explicit permission.
7. **No advertising** or spam please.

If someone doesn't stick to the ground rules, GetUp staff will issue a warning. If the behaviour persists, GetUp staff will remove the user. To report a breach of the above rules, please email takeaction@getup.org.au with the subject line: Reporting inappropriate Slack behaviour.

Happy Slacking!