

How To Use VfCA's IT Systems

Welcome to volunteering at Vets for Climate Action! This document outlines the IT systems we have set up to enable our volunteers to work together. These are Slack, Google Calendar, Zoom and Google Drive.

To begin with, please make sure that you have a Google account. If you don't already have an account then you can create one quite quickly using the prompts at gmail.com.

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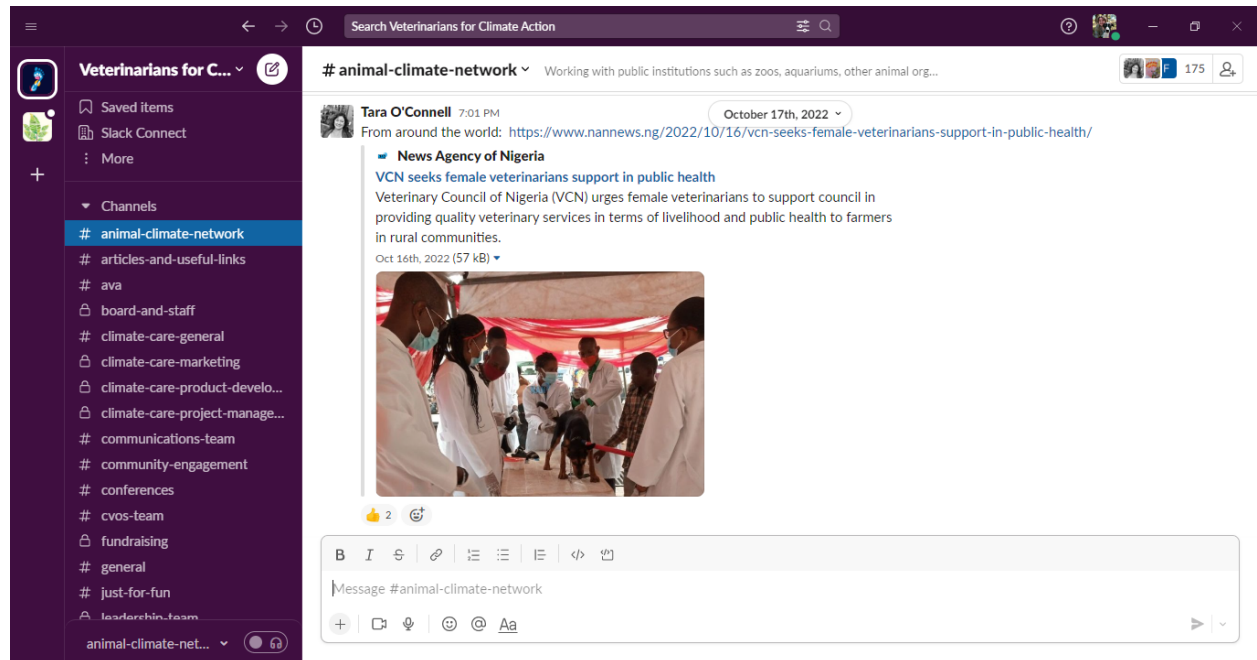
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We communicate via Slack



We use Slack to communicate with one another. Slack is a communications platform which mixes different elements of WhatsApp, Facebook Messenger and email. We love it because it is really inclusive and helps information flow seamlessly without filling everyone's email inboxes. We use it for everything from sharing interesting articles to organising events or just saying congratulations to someone who has done a great job! Getting onto Slack is probably the most important thing you can do if you want to get involved with what we do.

In order to centralise conversations we encourage volunteers to use Slack instead of email. Once you've used it for a bit you'll realise how much easier it makes things! Slack works best if everyone is using it :)

Getting onto Slack

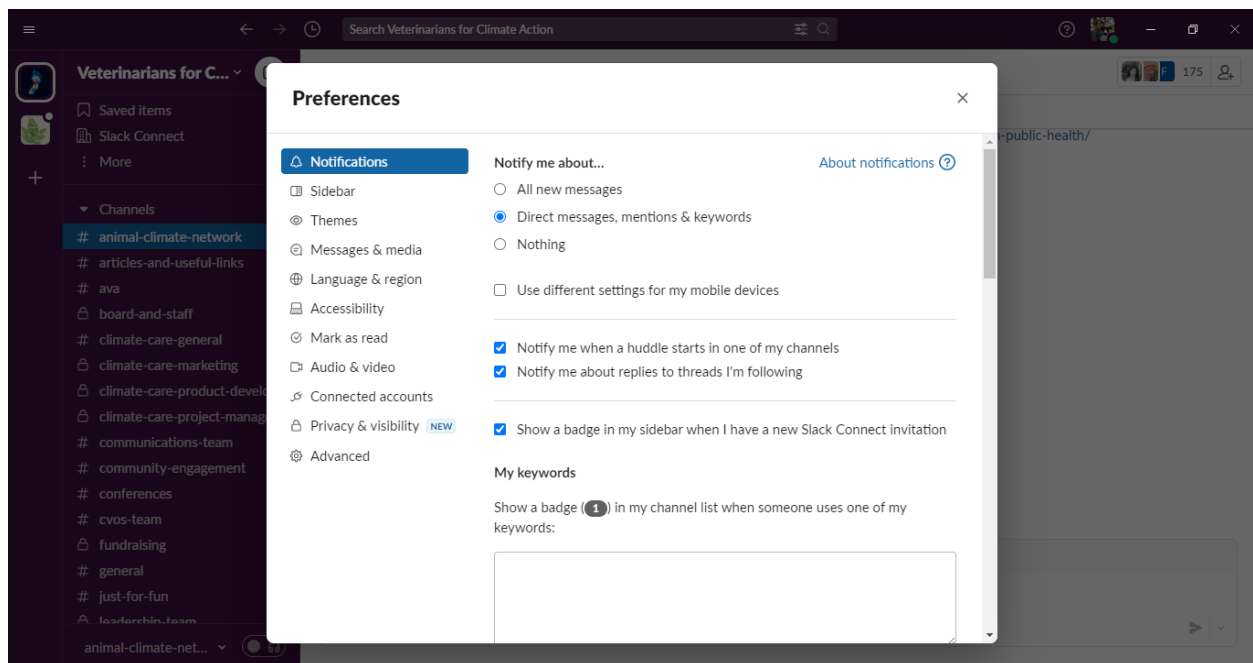
You'll receive an email invitation from Slack asking you to join us (our channel name is Veterinarians for Climate Action) - open it and click 'Join'. If you haven't got an invite then please talk to Jesse at jesse@vfca.org.au.

Slack works best if you install the program/app onto your computer or smartphone. You can also just log in using your browser at www.slack.com, but it's a bit clunkier.

Using Slack

We recommend you start with [this page](#) on how to use the software, or alternatively [this video](#) by ACF is really easy to follow too (thanks ACF!). If you are having any issues then please get in touch as we're more than happy to talk you through it.

Once you're up and running go to Preferences and then the Notifications tab. We recommend you enable notifications for Direct messages, mentions & keywords so that you don't miss out when people are trying to get in contact with you. Again, getting onto Slack is number one to getting involved with what we do!

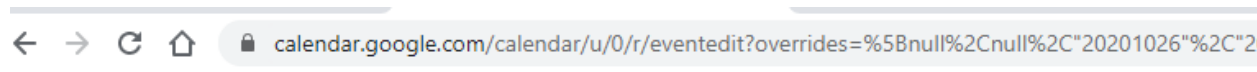


Within Slack, on the left of the screen you'll notice there are Channels and we have a whole bunch of them! Most channels are for a team of people working together, but some are specific to a particular project or event we're organising. Feel free to bring a discussion to whichever Channel you think is the best fit!

Channel List

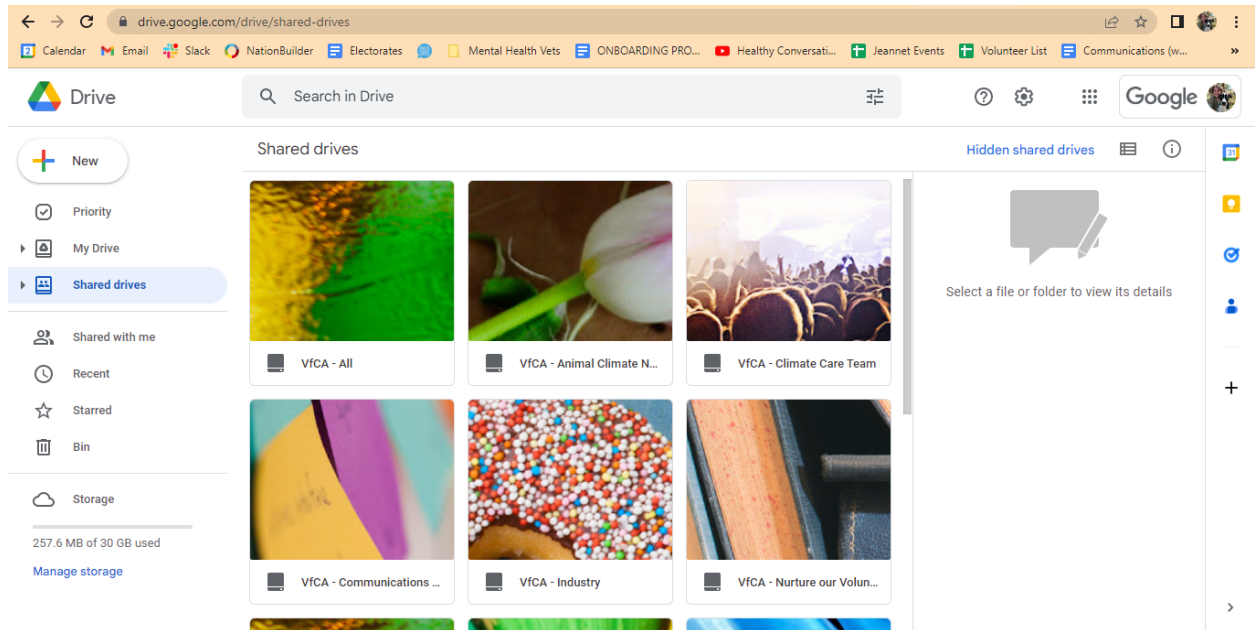
Channel Name	Purpose
#animal-climate-network	This channel is for our Animal Climate Network where we are working with public institutions such as zoos, aquariums, other animal orgs (RSPCA, WIRES) and art galleries to create a broader movement.
#articles-and-useful-links	A place to put interesting articles and links you'd like to share!
#climate-care-general	For updates about the Climate Care Program and knowledge sharing about sustainability content that could benefit the program.
#communications-team	This is a place for the communications team to share information and updates relevant to their team.
#conferences	This channel is for discussion and logistics surrounding VfCA Conference attendance.
#cvos-team	This channel is for our former Chief Veterinary Officers that work with us. These are former senior government vets using their experience and wisdom across a variety of areas such as writing papers on climate change and animals, taking part in government consultation processes, speaking to the media and more.
#general	This is a place for organisation-wide announcements
#social-media-brainstorm	Ideas and suggestions for posts on social media
#webinars_events	A place for our seminars team to pass on information and updates. This team is in charge of organising webinars on the impacts of climate change on animals and how we can all take action.

If you want to schedule (or attend) a meeting then the easiest way to do this is via the google calendar. It's pretty straight forward to see what you've been invited to, as well as invite other people to. Check it out at calendar.google.com.



If you want, you can add your Calendar to your phone so you don't miss a meeting:

We create and share via Google Drive



All of the working files you'll be using are stored on Google Drive, found at drive.google.com. There's also great apps for your [Android](#) or [Apple](#) phone, but it actually works best through your browser.

If you're new to Google Drive then please watch [this intro video](#). It saves a lot of heartache if everyone saves all of their files in this drive to facilitate collaboration and avoid unnecessary hassle. Google Drive prevents that annoying experience of having six different versions of a Word document hidden in a long list of emails!

There's a Google Drive folder which corresponds to each volunteer team. This means that every team of people has their own Slack channel to communicate in, and their own Google Drive to create files.

We aren't in the habit of giving everybody access to every file in the organization, so *you'll have to ask a team leader if you need access to a particular folder*. Once you are added to a particular drive, to find our folders, go to Shared Drive on the left of the screen.

If you have any questions or concerns about any of this, don't hesitate to reach out to Jesse at jesse@vfca.org.au.