# slack 101

### What is slack?
Slack is the app the Band uses to share information, post announcements, post videos of choreography, and direct message individuals and small groups.

### Why slack?
Slack allows us to keep all Band information in one location so parents, students, and especially me, as the director, don't have to search through emails and text messages to find conversations and information sent out. It also means you don't have to have everyone's phone number or email to contact them.

### How to use slack
Slack can be used on your computer or any mobile device.

To access on your computer, go to mrhsband.slack.com. Our team name is **MRHS Band**. (You will need to log in with the email address I sent the invitation to.)

To access on your mobile device: download the app Slack use the team name MRHS Band
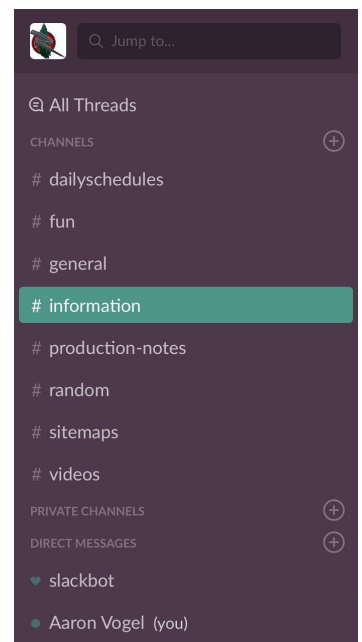
### Profile Instructions
Click the three dots, click "edit profile," add a picture, and under "Role" Students put your section and grade level. Parents put "Parent of _____" (child's name). Please also add your cell phone and email address. This helps us get in contact with you quickly in case of emergencies.

### Public Channels
Public Channels are #information and #fun and include all parents and students.

#information – This is where you can find all of the weekly info and itineraries for events. **THE DIRECTORS ARE THE ONLY ONES ALLOWED TO POST HERE**. It is really important that no one else posts here so that things are easy to find and don't get buried in a sea of comments or follow-up questions. If you have a question or correction about something that is posted, please direct message me (see more info on direct message below) and I will update the post with clarification or correction if need be. If you just want to acknowledge or support a post, you can add a reaction (see more info on adding reactions below).

**Please make sure you have notifications enabled for #information at all times because updates will always be posted there.**

## *Private Channels*

Private channels are for smaller groups and can only be joined by invitation. They are shown with a lock next to them.

All students will be added to the **MembersAndStaff** channel and this is where info will be shared if I am just reminding students of things or posting choreography videos for everyone. This is also a group chat for the entire Band. Need a ride? Need help with math? Want to publicly thank someone for being awesome? This is the place to do that!

All parents will be added to the **ParentsAndStaff** channel. This is a place that is mostly used for parents to communicate with each other. Most of the info that comes from me will go directly to the #information channel, but this gives parents a way to reach out to other parents if need be or plan things that you don't want the kids to know about!

Students will be invited to smaller private channels so that you will have the ability to group chat and share information with your section (just the trumpets, the rifles, the snares, etc.)

**Please make sure you have notifications enabled for #membersandstaff and #parentsandstaff at all times because updates will always be posted there.**
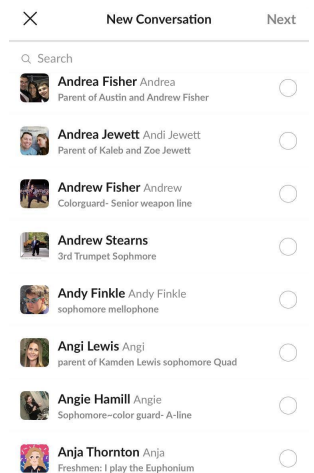
## *Starred Channels*

We highly recommend "starring" channels that you frequently use. Click on the channel from the channel list. Click on the name of the channel (upper left hand corner). Click on the "star" in the upper right corner.
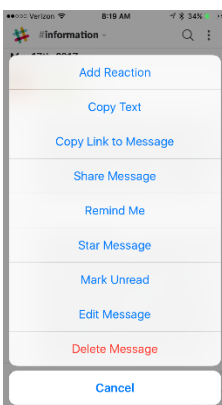
## *Direct Messaging*

Direct messaging is essentially a text option to contact one person or a small group. This is super handy because you don't have to have anyone's number in the entire Band organization. You can just direct message them. It also keeps all your Band conversations in this one app so you don't have to sift through text messages.

To use, simply click the plus sign next to direct messages and then search for who you want to include on the message. And click start to start your message.

## *Adding Reactions and Editing Messages*

To like a message or add any reaction emoji, just hold your finger on the message and you will see the menu shown here. It allows you to not only add a reaction, but you can also copy it, share it, or tell Slack to remind you about it later.

This is also how you edit a message you typed if you need to correct it.

Please note our organization's rules for posting: Before posting anything be it a post, reaction, emoji, thread, etc. ask yourself:

#1 - Is it True?   #2 - Is it Nice?  #3 - Is it Necessary? Anything that isn't will be deleted.