

BOBBIE'S SCHOOL OF PERFORMING ARTS COMPANY

SLACK SET-UP

Follow these steps to set up SLACK, a team communication tool that we're using this dance season!

Step 1

Download Slack from the App Store!

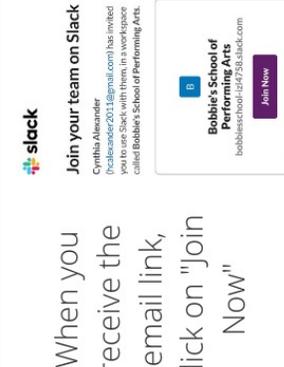


Step 2

Be on the lookout for an email to be invited to the Slack group.

Step 3

When you receive the email link, click on "Join Now"



Step 4

Open the App and you should be connected to Bobbie's Workspace.



Step 5

Click the + next to Channels.



Step 6

Click on the Channels that apply to you.



Step 7

Click "Join Channel"

You are viewing #22-23-mini-company



Step 8

The Channel you joined should appear on your Channels List.



Step 9

Repeat Steps 5-8 to join any other applicable channels!

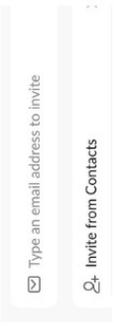
Step 10

Add your dancer to Slack by clicking "Add Teammates" at the bottom of your screen.



Step 11

Type in their email address. DO NOT use "share your link".



Step 12

An Admin for the Bobbie's Account will approve the invite for your dancer to be added!