Getting Started

Members

* Scroll down to the bottom of The Boring Club Dashboard Spreadsheet
* Fill in the…
  + Your full first and last name in the corresponding Name cell
  + Your UW email address in the corresponding UW Email cell
  + Your current year in the corresponding Class Standing cell, (please note that this DOES NOT automatically update each year)
  + Your team in the corresponding Team cell, (make sure this corresponds with the team you are assigned by the intro bot in the discord
  + And make sure to check in with the current date, (EVERY TIME YOU GO TO THE SPREADSHEET YOU SHOULD UPDATE THIS CELL, you can quickly do so by selecting the cell and pressing ctrl ;
* Once your personal information is filled in, proceed to the Technical fields listed to the right and fill in each field with your interest and skill level, (from 0 - 10)

Using the Dashboard

RAIL

* The RAIL is a very powerful tool that you can use to assign and track the completion of tasks.
* ONCE YOU FILL IN THE CORRESPONDING CELL IN COLUMN D, AN EMAIL WILL BE SENT TO THE PERSON YOU ASSIGNED THE TASK TO
* Scroll down to an empty row and fill in the corresponding…
  + Action Item cell with the task you need for someone to do
    - This should just be a brief overview of the task, as it will go in the subject of the email sent to the assignee
  + Description cell with a longer description of what the task actually entails
  + Due Date cell with the date you want/need the task to be finished by
    - Note you can enter a date in this cell by just double-clicking the cell and selecting the date you want from a calendar view
  + Assigned To cell with the full name first and last of the person you are assigning the task to
    - It is crucial that you spell the name of the person you are assigning the task to verbatim as it is in the Members sheet as this is the part that actually sends them the email
  + Status cell with the current status of the item
    - This should be updated as the item progresses and is eventually completed
  + Notes cell with any additional, necessary information that did not make sense to include before
    - This cell can be left blank, all the rest cannot
* You can sort the action items by date, (ascending or descending), by using the buttons in cells H1 and I1 respectively
* You can also filter the action items to only see ones that are assigned to a specific person or the current status of items by using the filters built into the cells D1 and E1 respectively
* Feel free to assign tasks to yourself to function as a reminder to do them
* Anyone can use this and assign tasks to anyone, not just those in seniority

Training Modules

* This is a place you can go to to brush up on your skills in a certain topic
* Anyone can make a training module on any topic they desire, just follow the rough guidelines in cell A1
  + If you have briefly read through a module, select it as studied
  + If you know the topic very well and could teach it to someone else, select mastered
* If there is a topic listed in row 2 that does not have a training module linked yet, do not select that module as anything other than not started
* When you make a module make sure the permissions are set to UW and anyone can edit
* We highly encourage you to make training modules for the club! It can be a great opportunity to learn a topic yourself and leave a mark to teach others