Welcome to Nonprofit Association of Washington Slack Community User Guide

The Nonprofit Association of Washington Slack Community was created as a space for nonprofit community members to *connect*, *collaborate*, and *strengthen* the nonprofit sector in Washington State. There are channels to converse with nonprofits in your region, share relevant information, and brainstorm solutions (read on to learn more about channels). You can also ask questions and collaborate through direct messages and private groups!

We're so glad that you're here. We hope this space benefits you and reminds you that we are stronger together in the nonprofit sector. If you have any questions or issues, please contact the [Slack Administrator](#).

In this document:
You can jump to sections of this guide by clicking on the titles below.

ONBOARDING DESKTOP/WEB APP
Next Steps:

1. Fill out your Slack profile! You are encouraged to include your full name, organization, title, and pronouns. If you can, please also add a picture of yourself – it will help people get to know you better.

2. Introduce yourself in the #Introductions channel. Don't know what to say? We recommend including the basics (your name, what nonprofit you're currently with, what region you're joining us from) and any other information about your nonprofit experience and expertise. Got any fun talents or hobbies? This is a great place to mention those!

3. Review the Code of Conduct.

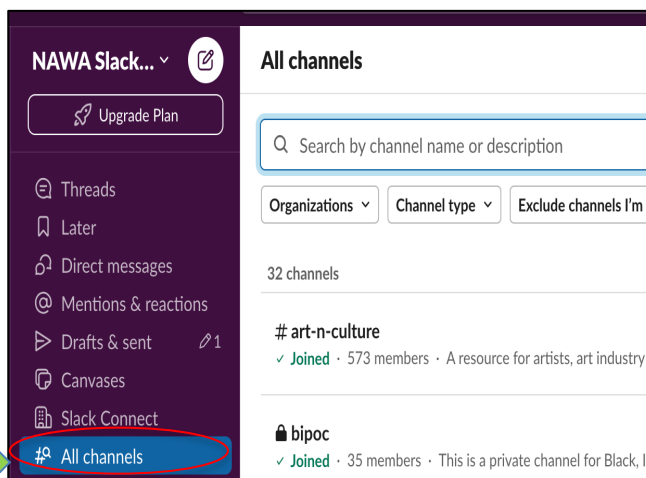4. Join Channels and start asking questions!
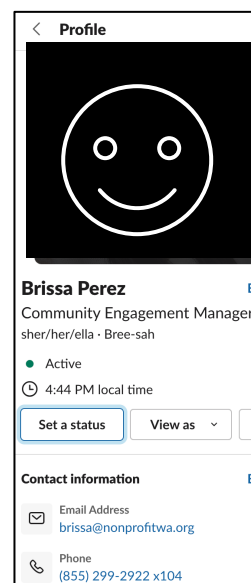
Channels:

What are channels? #Channels are shared spaces where people can share updates and insights, ask questions, and give feedback. Joining a channel allows you to send and receive messages to and from everyone else who belongs to that channel in one shared space.

Join channels that are relevant to you and your work and say hello to the people there! Bring your ideas, your questions, your connections, and your experiences into these spaces.

You will automatically be added to several channels and can choose to join others. To browse and join channels, click "**+ Channels**" on the left interface and then "**Browse channels**" to view a list of the team's public channels.

If you think a new channel should be created, direct message the Slack Administrator.

Because channels will continue to be created and edited, this document might not have a comprehensive list. Browse in Slack or contact the Slack Administrator for the most up to date list.

We currently offer twenty-four public channels:
- #introductions - Step 1 when joining NAWA Slack Community, use this channel to introduce yourself!
- #general – for general updates, reminders, resources, updates, etc. This is the one channel that will always include everyone.
- #currently-reading – for relevant articles, stories, news, podcasts, books etc.
- #funding – for sharing funding opportunities, questions, resources, (Grants, Sponsorship, Donors, etc.)
- #policy-updates - for sharing news and updates about policy and legislation related to nonprofit sector or in WA state.

- #prof-devt-and-training – for training and workshop opportunities
- #slack-help – for questions about and issues with Slack.
- #random-just4fun – for sharing pictures of your dog, landscapes of different seasons, or funny jokes, think of this as the virtual "brain break."
- #rural - for discussion and information sharing to rural nonprofits, communities, and folks living/working in rural communities of WA.
- #español – for sharing Spanish resources, events, or news within Spanish speaking communities across WA. Espacio para compartir recursos, eventos, o noticias para las comunidades que hablen español.
- #fundraising – for fundraising learning opportunities, webinars, workshops, resources, etc.
- #finance – for questions or resource sharing on budgets, bookkeeping, balance sheets, etc.
- #jobs – for sharing employment opportunities in the nonprofit sector or other in WA or neighboring communities.

- #deia - for discussions, resource sharing, and learning opportunities in diversity, equity, inclusion, and accessibility-related topics.
- #board - for nonprofit board governance, board recruitment ideas, and related topics.
- #volunteer-mgmt - for folks, organizations, or volunteers who support/lead volunteers.
- #tech-tools - for recommendations & discussions on software and resources, tech planning and budgeting questions, equipment, software, and vendor recommendations, etc. Note: this is not a forum to troubleshoot issues or post about computer problems, etc.
- #people-and-culture - for all things people-powered: human resources, staffing, and more!
- #housing-and-homelessness - for information and resource sharing in the housing/homelessness sectors.
- #events - for sharing events happening in different communities across WA state.
- #nawa-past-equity-ambassadors- for past NAWA Equity Ambassador folks to connect with each other and others.

- #donate-swap - for surplus supplies, donations, swapping items, storage, etc.
- #art -and-culture - for resources, information, grants, webinar sharing for artists, art industry nonprofits, and art lovers!

We currently offer **five private channels** for those who identify with specific communities and two private channels for NAWA project cohorts. If you would like to join a private channel, please direct message the [Slack Administrator](#):
- 🔒 bipoc – A private channel for Black, Indigenous, and other People of Color. While the support of allies is appreciated, this channel is exclusively for people who identify as BIPOC.
- 🔒 lgbtq+ – A private channel for LGBTQ+ allies, colleagues, to share resources, updates, or ask questions.
- 🔒 ed-ceo – A private channel for executive directors and CEOs of nonprofits.

If you have an idea for a new channel, please message the [Slack Administrator.](#)

You've joined a channel, now what?

Using Pinned Items and Navigating Channels
To review some basic information on any one channel (members, shared files, etc.), click the #channel name and the drop-down arrow to see "get channel details" in the top left of your screen, below the search bar. It will look like an information icon. You can also access items or conversations **"pinned"** or **"bookmarked"** within that channel under the channel name.
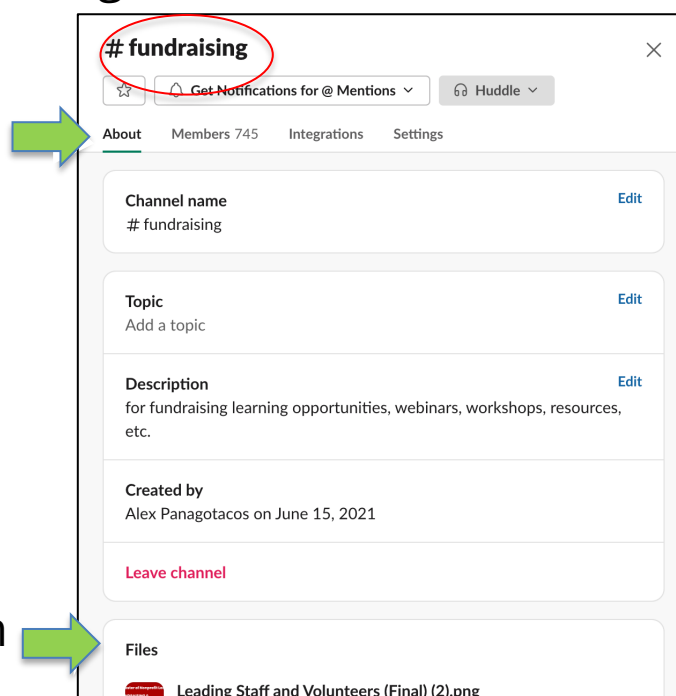
When you click the dropdown arrow, a sidebar menu will open, which will give you access to valuable information about that channel, including **"about," "members," "integration," and "settings."** You will also see previous shared files.
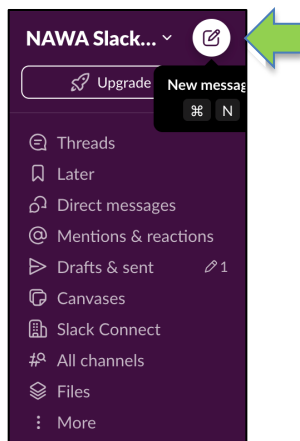
Direct Messages

To send a direct message, click "**NEW MESSAGES**" on the left-hand side of your interface and select or search for the person you wish to message. You can also make group direct messages that include multiple recipients.

Announcements & Mentions

To make an announcement to everyone in a channel, type "**@channel**" in the body of your message. This will push out a notification to all members who belong to that channel. To make an announcement to all members in a channel who are *currently active* on Slack, type "**@here**" in your message.

*Note: Use **@here** and **@channel** notifications sparingly, especially in large channels (like #**general**). We generally advise you to use **@here** rather than **@channel** for all but the most urgent and critical announcements.*

If you want to call attention to a specific member within a channel's conversation, then you can mention that person by typing their username, preceded by the "@" symbol, e.g., **@janedoe**. Slack should automatically generate someone's username once you begin to type it out. Mentioning someone will send them a notification.
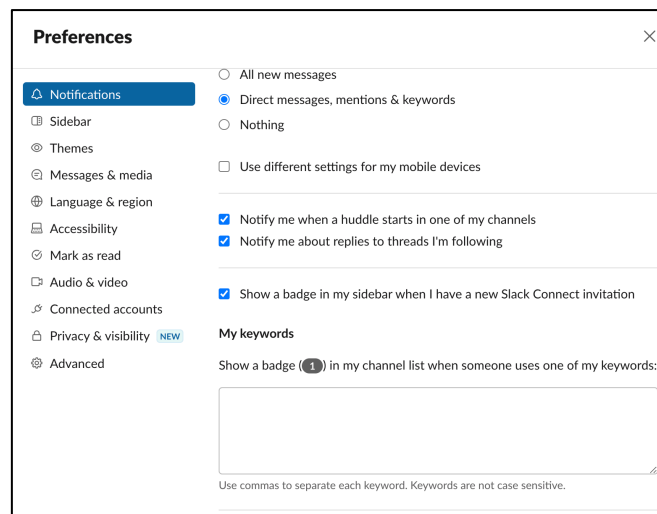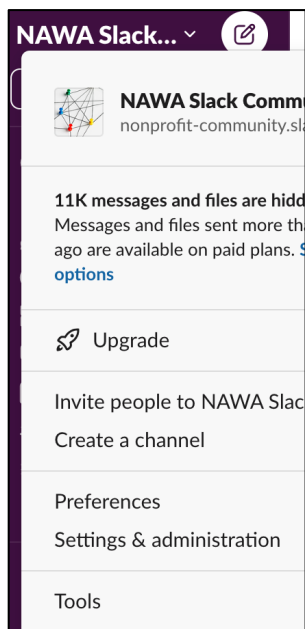
Notifications & Preferences

Certain kinds of messages on Slack will generate desktop, email, or mobile notifications. To customize your notifications settings, open the dropdown menu by clicking **"NAWA Slack Community"** in the top left-hand corner of your interface and select "**Preferences.**" You can also modify other personal preferences here.
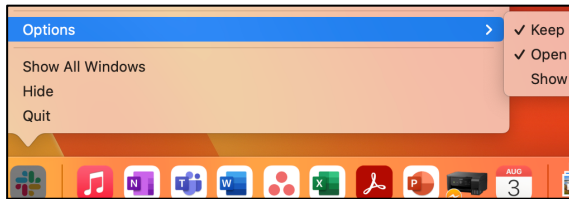
Desktop & Mobile Apps

Slack can run either through your internet browser or through downloading the desktop app and mobile applications. ***We highly recommend downloading the apps***, as they are technically more reliable and a bit easier to use. It's also helpful to have Slack as an app separate from your internet browser that automatically opens when you start your computer or device. That way, you don't have to go out of your way to check Slack, it's always there, and it will notify you when you need to look at it!

[Click here to download the desktop or mobile Slack apps.](#)

How to invite others:

If you know of someone who should be here, please direct them to our sign-up portal: https://nonprofitwa.org/collaborate/community-slack/

Get Support:

If you need help using Slack or if you experience someone violating the Code of Conduct, you may notify the [Slack Administrator](#) for support.

Slack Administrator:

Your current Slack Administrator is Brissa Perez, Nonprofit Association of Washington, Community Engagement Manager

- Email: brissa@nonprofitwa.org
- Slack: @BrissaPerez

We will also be adding *Slack Stewards* to support moderating and content development. Contact the Slack Administrator if you are interested in being a Slack Steward. Our Equity Ambassadors will help steward channels as well.

CODE OF CONDUCT

NAWA works to change systems in order to liberate the nonprofit sector from the current inequities and achieve racial, gender, economic, and social justice for those who are systematically denied. This Code of Conduct is written to uphold the NAWA Equity statement.

This space is regularly moderated. If you are found in violation of the following guidelines, you will be warned and potentially removed.

All members of the **NAWA Community Slack** agree to the following:

1. **To engage in professional and respectful dialogue.** This means **no** discriminatory, insulting, or vulgar behavior. Harassment includes, but is not limited to, deliberate intimidation, disruption of conversations, personal attacks, insults, or the use of sexual or discriminatory imagery, comments, or jokes. We reserve the right to delete any posts that contain any of the above, as well as any posts containing profanity or racial slurs.

2. **To not share out any information shared on this platform without the consent of the individual.** We want this space to be one in which everyone feels free to ask questions without fear of judgement. This means not taking photos of messages or sharing information shared in this space with the intent to embarrass or draw attention to a fellow member of the community. This is a space for support and collaboration.
3. **To not sell or solicit.** This is a community space and not one to market your organization or product. If you have a learning event or training opportunity, please post to #events or #trainings.
4. **To take care of each other.**

Please Note:
- The views and opinions expressed are those of the authors and do not necessarily reflect the official views, policy, or position of Nonprofit Association of Washington.
- Crowdsourcing ideas and solutions is a benefit of this platform, but please consider that the information provided does not and is not intended

to constitute legal advice. Instead, all information, content, and materials available are for general informational purposes only.

- While we require each user to agree to the Code of Conduct and do our best to moderate public spaces, we cannot guarantee safety or confidentiality.

We are glad you are here. Thank you for abiding by the Code of Conduct!

ABOUT NONPROFIT ASSOCIATION OF WASHINGTON

Nonprofit Association of Washington (NAWA) convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate so that nonprofits can achieve their missions.

Through participation in our network, nonprofits (staff, board, and volunteers) become more sustainable and effective. Stronger nonprofits contribute to healthy, collaborative, economically vital, and civically engaged communities. Many of our state's most effective nonprofits are members of the Nonprofit Association of Washington. Our organization is becoming more equitable and elevating equity throughout the nonprofit sector.

Contact us:
(855) 299-2922
info@nonprofitwa.org
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