

## Resources for Virtually Engaging Coalition Staff and Members – June 3, 2020

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### 1. General Virtual Management Tips for Coordinating Your Coalition and Team

A Guide to Managing Your (Newly) Remote Workers – Harvard Business Review

<https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers>

Managers: Here's a 7-Step Practical Guide to Leading a Remote Team (as well as how to integrate into Trello)

<https://blog.trello.com/how-to-manage-a-remote-team>

Challenges to Managing Virtual Teams and How to Overcome Them – Harvard Division of Continuing Education

<https://blog.dce.harvard.edu/professional-development/challenges-managing-virtual-teams-and-how-overcome-them>

10 Ways to Successfully Manage Virtual Teams (entrepreneur.com)

<https://www.entrepreneur.com/article/244197>

Guidance for Managers of Virtual Teams – University of Massachusetts Amherst (Response to the COVID-19)

<https://www.umass.edu/coronavirus/news/guidance-managers-virtual-teams>

The Ultimate List of Virtual Team Technology Tools (thecouchmanager.com)

<https://www.thecouchmanager.com/the-ultimate-list-of-virtual-team-technology-tools/>

Forbes – Top 15 Tips to Effectively Manage Remote Employees

<https://www.forbes.com/sites/forbescoachescouncil/2018/05/30/top-15-tips-to-effectively-manage-remote-employees/#1ffd9b5b503c>

### 2. General Resources for How to Successfully Set Up and Use Slack as a Communication Tool

What is Slack?

<https://slack.com/help/articles/115004071768-What-is-Slack->

Your Guide to Working Remotely in Slack

<https://slack.com/resources/using-slack/slack-remote-work-tips>

Slack Tips, Tricks & More – Slack Official Help Center

<https://slack.com/help/categories/360000049063-Tips-tricks-more>

YouTube Slack Official Channel – Getting Started on Slack Video Tutorials (9 Videos)

<https://www.youtube.com/playlist?list=PLWIXaxtQ7fUb1WqLJDqJFGQsAXU7CjoGz>

YouTube – How to Use Slack (Howfinity)

<https://www.youtube.com/watch?v=7YUTc4Cigc8>

A Complete Guide to Using Slack with a Remote Team (Inc.com)

<https://www.inc.com/jason-aten/using-slack-with-remote-teams-working-from-home.html>

How to Use Slack: 19 Tips in Advanced Slack Tutorial (Okdork.com)

<https://okdork.com/slack-app-19-tips-advanced-tutorial/>

### **3. General Resources for How to Successfully Set up and Use Trello as a Project Management Tool**

Trello 101 – Official Page

<https://trello.com/en-US/guide/trello-101>

Trello Guide: Create A Board – Official Page

<https://trello.com/guide/create-a-board>

Trello Guide: Collaboration – Official Page

<https://trello.com/guide/collaboration>

Trello Guide: Create A Team – Official Page

<https://trello.com/guide/create-a-team>

Trello Guide: Team Administration – Official Page

<https://trello.com/guide/team-administration>

Trello Guide: Pro Tips – Official Page

<https://trello.com/guide/pro-tips>

YouTube Trello Official Channel – Intro to Trello (5 Videos)

[https://www.youtube.com/playlist?list=PL4H\\_oPRK80z43eP8oS8y8xWi1AqqX-oLvW](https://www.youtube.com/playlist?list=PL4H_oPRK80z43eP8oS8y8xWi1AqqX-oLvW)

YouTube Trello Official Channel – Trello Tutorials (5 Videos)

[https://www.youtube.com/playlist?list=PL4H\\_oPRK80z5RqOaBNxeeS5sVPyDrNXCh](https://www.youtube.com/playlist?list=PL4H_oPRK80z5RqOaBNxeeS5sVPyDrNXCh)

YouTube Trello Official Channel – Webinars (15 Videos)

[https://www.youtube.com/playlist?list=PL4H\\_oPRK80z4069RS-Mt2zJJ1jg2QLZ9](https://www.youtube.com/playlist?list=PL4H_oPRK80z4069RS-Mt2zJJ1jg2QLZ9)

Using Trello for Project Management: An Easy, Step-by-Step Guide (Hubstaff Blog)

<https://blog.hubstaff.com/trello-project-management/>

10 Trello Tips Guaranteed to Make You More Productive (pcmag.com)

<https://www.pcmag.com/how-to/10-trello-tips-guaranteed-to-make-you-more-productive>

YouTube – Beginner’s Guide to Using Trello for Project Management (Technology for Teachers and Students)

<https://www.youtube.com/watch?v=zzwovrD0vM4&feature=youtu.be>

#### **4. General Resources for How to Successfully Set Up and Use Asana as a Project Management Tool**

Asana Guide – Official Page Videos

<https://asana.com/guide/videos>

Asana Official Blog – How to Structure Your Work in Asana

<https://blog.asana.com/2020/05/asana-tips-structure-work/>

Asana Official Blog – Five Expert Tips for Running Effective Virtual Meetings

<https://blog.asana.com/2020/04/tips-effective-virtual-meetings/>

Asana Project Management – All You Need to Know to Be an Asana Hero (HiveDesk)

<https://www.hivedesk.com/blog/asana-project-management/>

How to Use Asana for Project Management: The Complete Guide (Hubstaff Blog)

<https://blog.hubstaff.com/how-to-use-asana-for-project-management/>

YouTube Asana Official Channel – How to Asana (36 Videos)

<https://www.youtube.com/playlist?list=PLJFG93oi0wJDMccrrEbbZha0v64Jo63K8>

YouTube Asana Official Channel – Asana Product Tips (24 Videos)

<https://www.youtube.com/playlist?list=PLJFG93oi0wJAiUwyOhlGWHdtJzJrzyIBv>

#### **5. General Resources for Fostering Fun and Team Building in a Virtual Environment**

52 Virtual Team Building Activities to Boost Remote Employee Morale in 2020 (Snacknation.com)

<https://snacknation.com/blog/virtual-team-building/>

The Best Virtual Team Building Activities, According to Full-Time Remote Workers (Atlassian.com)

<https://www.atlassian.com/blog/teamwork/virtual-team-building-activities-remote-teams>

11 Ways to Keep Morale High with Virtual Team Building (Learning Hub)

<https://learn.g2.com/virtual-team-building>

Distance is No Match for These Remote Team-Building Activities (Slack Blog)

<https://slackhq.com/remote-team-building-activities>

Tips for Leading an Effective Virtual Team Building for Your Remote Team (Thrive Global)

<https://thriveglobal.com/stories/tips-for-leading-an-effective-virtual-team-building-for-your-remote-team/>




8 Ways to Manage Your Team While Social Distancing – Harvard Business Review  
<https://hbr.org/2020/03/8-ways-to-manage-your-team-while-social-distancing>

10 (Not Lame) Virtual Team Building Activities (Weekdone.com)  
<https://blog.weekdone.com/10-not-lame-virtual-team-building-activities/>

20 Strategies & Tricks on Team Building for Remote Teams (Cloverleaf)  
<https://cloverleaf.me/blog/team-building-for-remote-teams>

## 6. General Resources for Virtual Meetings, Webinars, and Livestreaming Events

Below are some popular webinar platforms. The checklist provides some information regarding the strengths and limitations of each, along with their price points.

| Webinars  |  |  |
|---|--|--|
| <br><b>Crowdcast</b>   | <br><b>Demio</b>  | <br><b>GoToWebinar</b>   |
| <ul style="list-style-type: none"><li>✓ Bring on audience as guests</li><li>✓ Upvote questions</li><li>✓ <b>Patreon</b></li><li>✓ No download to watch</li><li>✓ <b>Single Event</b></li><li>✓ Integrations</li><li>✓ \$20-\$139/mo</li></ul> | <ul style="list-style-type: none"><li>✓ <b>Very user-friendly</b></li><li>✓ Polls, Q+A, CTA's</li><li>✓ No download to watch</li><li>✓ <b>High quality recordings</b></li><li>✓ Only 1 host until expensive option</li><li>✓ \$34-\$163/mo</li></ul> | <ul style="list-style-type: none"><li>✓ Certificates</li><li>✓ <b>Transcripts</b></li><li>✓ Templates</li><li>✓ Polls, Q+A, <b>Survey</b></li><li>✓ Unmute people</li><li>✓ Reports/Analytics</li><li>✓ <b>Accept Payments</b></li><li>✓ \$49-\$399/mo</li></ul> |

Discounted rates for non-profits: Many software companies offer free trial periods and non-profit discounts for their services. Check out Techsoup at <https://www.techsoup.org/> for reduced rates on software products for non-profits.

Demio non-profit rate – Email them directly for 50% discount.

Crowdcast – email them directly for 20% discount.

GoToWebinar – email them directly to inquire about a non-profit discount.

How to Live Stream an Event on Facebook – Official Facebook Help Page  
<https://www.facebook.com/business/help/626637251511853?id=1123223941353904>

How to Broadcast a Facebook Live Event in 7 Easy Steps (TechSoup)  
<https://blog.techsoup.org/posts/how-to-broadcast-a-facebook-live-event-in-5-easy-steps>

How to Live Stream an Event on YouTube – Official YouTube Channel  
[https://www.youtube.com/howyoutubeworks/product-features/live/?gclid=CjwKCAjw8df2BRA3EiwAvfZWaMk-Ov5SFFtXeWpgitTJAUZib0WW4r7SSiI\\_MV5VNzslnPIMugicBoCDMwQAvD\\_BwE&gclsrc=aw.ds#live-streaming-on-youtube](https://www.youtube.com/howyoutubeworks/product-features/live/?gclid=CjwKCAjw8df2BRA3EiwAvfZWaMk-Ov5SFFtXeWpgitTJAUZib0WW4r7SSiI_MV5VNzslnPIMugicBoCDMwQAvD_BwE&gclsrc=aw.ds#live-streaming-on-youtube)

YouTube – Tutorials and Best Practices to Live Stream on YouTube (11 Videos)

[https://www.youtube.com/playlist?list=PLpjK416fmKwSJ5EvkT9th8mmz\\_p8x1ReL](https://www.youtube.com/playlist?list=PLpjK416fmKwSJ5EvkT9th8mmz_p8x1ReL)

YouTube – How to Use Zoom: Video Conferencing Tutorial for Beginners (Stewart Gauld)

<https://www.youtube.com/watch?v=FnFSBjFvK2o>

YouTube – How to Run a Zoom Webinar: Quick Set Up and Tutorial (Podia)

<https://www.youtube.com/watch?v=ccSa83-EogE>