

A Quick Primer on Using Slack for PVHS Bands

Slack is an app focused on communication among groups. It gives you several ways to communicate with others in your group, different methods to format and attach content, and gives you a lot of options for how to manage notifications. We expect most parents will want to use the mobile app, though there is a desktop app as well that you can use. If you have any questions, please reach out to us at website@parkvistaband.com.

You can learn more about Slack through their official [online quickstart guide](#).

How to Join Our Slack

A link can be provided to allow people to join our Slack, which is called "PVHS-Band". A link is always available on the homepage of the Parent Hub site.

Types of Messages/Content that Can Be Sent through Slack

- **DMs** (direct messages) – if you draft a new message and click on individuals' names (up to 9 at once), it will direct message that person/group
- **Mentions** – if you type the @ symbol and then someone's username, you can send a message in any channel that the user you mentioned will get a notice of as a mention of them
- **Channel communications** – if you draft a new message and then choose a channel, or go into that channel first and then add a message to that channel, that message will be visible by everyone in that channel; the **#general** channel is the channel that includes everyone by default, so if you have a message for everyone, you should place it there; a few other channels have been created for specific uses. We have also chosen to automatically add new members to the **#fundraising-events** and **#alert** channels. You should click into each channel and make sure that you have joined every channel you wish to receive notifications about. Here is a quick rundown of all of our current channels:
 - **#alert** – This channel is for urgent or time-sensitive discussions only. Please do not use it as a general chat. When you set up your notifications (see below), we ask that you make sure that this channel is allowed to send you all new messages, even if you have other notifications turned off.
 - **#board-leadership** – This is a private channel that only band leadership can access, and can be used by them for discussions that are not of general interest
 - **#fla-live** – This channel is for announcements and discussions related to working at FLA Live events.
 - **#fundraising-events** – This channel is for announcements and discussions related to band fundraising activities.
 - **#general** – This is our primary area for discussions and questions, and is a channel that everyone belongs to by default. Feel free to ask any question related to band activities here.
 - **#london** – This channel is for announcements and discussions related to the new year's trip to London.
 - **#props** - Channel for those working on props to converse.

Band leadership can create new channels as needed, but we'd like to keep things simple as well. To ensure that your messages are responded to in a timely manner, and to avoid confusion, **please make sure you are posting your comment in the appropriate channel or direct messaging the appropriate person!**

A Few Other Things of Note

- When you go into Slack, any channel title that is bolded will have new content. If you have any direct messages or mentions, these should be visible on mobile at the bottom of the screen where your **Home – DMs – Mentions – Search – You** menu is.
- When you reply to a post, it is possible to write text, use emojis, reply as part of the thread, attach documents, and to add mentions.
- How we use Slack may evolve as we get used to it, but there are some functions we are unlikely to use a lot in Slack:
 - We will probably not use the video “huddle” functions where you can talk via video with another group member.
 - We will probably not often attach documents to Slack threads, as we have other ways to disseminate these.
 - We will probably not often use Canvases, which are like online docs you can collaborate on within Slack.

If you find a need to use these, that's fine; just realize that Slack has capabilities, not all of which we will use.

How to Configure Your Slack Notifications

Below are our recommended settings for your mobile notifications. You can always update these settings at any time. For more info, see [Slack's official help page for how to configure your notifications](#).

To access **general notification settings** on mobile:

1. From the PVHS-Band Slack home screen on mobile, select the “You” menu using the button at the bottom right.
2. Select “Notifications” from the menu.
3. Select each item and make your choice. We recommend that you:
 - a. Set “On mobile, notify me about . . .” to either “All new messages” or “Direct messages, mentions, & keywords” (Again, if you set the general settings to only notify you of “Direct messages, mentions, & keywords,” you should make sure to go into the #alert channel and set that channel's notifications to allow “Every new message.”)
 - b. Set “Notify me on mobile . . .” “Always, even when I'm active.” [This affects whether you get mobile notifications if you also happen to have the desktop app open. Since we're not employees of a business who will typically be on Slack while at work on a desktop or laptop, we think it makes sense to always have notifications on mobile, even if you happen to use the desktop app at times.]
 - c. Set “System options” to whatever you're comfortable with.

- d. Set “Notification schedule” to allow notifications “Every Day,” but identify the times during which you do not want notifications to be sent. [Note that there may be times when students return by bus from a competition late at night, so if you set notifications to be blocked in early evening, you will not get those late-night notifications when there is a late-night bus trip. If you want to set it early for now, you can always change this setting later when those events happen.]
- e. Set “My keywords” to include any specific keywords you want to make sure you don’t miss. (Maybe “guard” or “London” or “props” or “concessions,” etc. depending on your involvement/interests.)
- f. Set your channel-specific notifications. (See below for instructions; you can then return to the general notifications area to make sure the settings are set as desired.)

You can **set each channel to different settings for notifications**. This can be useful if you want to limit notifications except for specific channels. To set your channel-specific notifications:

1. From the PVHS-Band Slack home screen on mobile, select the channel name to open that channel.
2. Select the channel name again to open the settings page for that channel.
3. Scroll down and use the “Notifications” setting to decide if you want to see “Every message” from that channel in your notifications, only “@mentions” of you in that channel in your notifications, or “Nothing” from that channel in your notifications. (You can also just use the “Mute” option to stop notifications from a specific channel.)
4. Repeat this process for each channel.

We strongly suggest that when you click on the “#alert” channel, that you make sure it is not muted and set it to allow “Every new message” so you will receive any urgent or time-sensitive information, even if other notifications or channels are blocked/muted.

NOTE: If your notifications do not seem to be working correctly, you may need to check your phone’s notification settings. You may also want to return to Slack’s notification settings page and select “Troubleshoot notifications” to have the app test your settings.