

## Slack How-To for the TIA Incubator

TIAincubator.slack.com · smartphone app · desktop app

Be sure to set up [mobile notifications](#) and [desktop notifications](#) – NOTE: When there's unread activity, you'll see a badge on the Slack app icon. That is the only notification Slack provides on a mobile device. ***You must visit your device's settings to create a more memorable alert.***

[Video: Introduction to TIA Slack](#)

### Add Your Information

#### Your Profile – For Entrepreneurs and Mentors

- [Edit your profile](#) and add:
  - your name
  - In “What I Do” please add your LinkedIn URL
  - Pronunciation
  - Headshot
  - Email and cellphone number

#### Your Venture's Information – For Entrepreneurs Only

- For ALL ventures (new and returning alike): In your venture's Slack channel, add a 1-2 line venture pitch (new or updated) in the channel's “Description” box one line **BELOW** your venture's current status. Be sure to keep this up to date during the year.

As an example:

A Start-Up Stage Venture

'Gate-Days is a venture that assembles and ships to the Eastern Seaboard gift baskets of local greenhouse-grown produce during the end-of-the-year holidays. It specializes in cold-hardy vegetables, such as rutabaga, kohlrabi, chicory, and turnips.

- Post your venture logo in the thread and then [pin it](#) to keep it saved under “Pinned Items”

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### Communicate with Others

#### #announcements\_25-26

- Look for program announcements such as office hours, upcoming programs, etc.

#### #asks

- Post any “asks” here for others in the TIA community. It's a shortcut to find someone or something you need to advance your agenda.

#### #opportunities

- Postings about external programs, competitions, incubators, and more. All with clear calls to action.

 **[Your\_Venture's\_Name]** (your venture channel)

*Dedicated channel for each venture and its assigned mentors*

- Use this for all of your communication related to your venture
- After each monthly workshop, post your monthly action items here and pin them (click the three dots that appear when you hover over the message)

 **[Your\_Section\_Name]** (your section's channel)

*Group channel with your assigned mentors and other ventures in your group.*

- Use this for communication about logistics about mentoring meetings and check-in calls

### **Direct Messages**

- Use this for sensitive information directly between a mentor and entrepreneur

If you love Slack and want to create additional channels, you can suggest new public channels to the TIA team or create your own *private* channels and add whoever you would like on them.