

Trello

Make a New Board

1. Click on the  plus sign in the upper right-hand corner.
2. Click Create Board.
3. Type a title. Click a background picture. (Click the three dots  for tons more photos.)
4. Click Create Board.

Using the New Board.

1. The top of the “Board” will have:
 - a. The name of the board. Double-click to edit.
 - b. An option to “star” the board. 
 - c. An option to personalize or make this a team board.
 - d. Privacy Settings
 - e. An icon of your account.
 - f. An option of sharing your board via email.
2. Enter a list name and click Add List. Trello will automatically get ready for another list.

Adding Cards

1. Click on Add Card.
2. Add a title for card. Hit enter. Trello will automatically ask for the title of a new card.
3. Go back to the first card. Click on it.

Adding Data to Cards.

1. Type in a description if needed.
2. Add comments as needed. This feature can be used on a shared board to talk with other as well as a spot to jot down your own thoughts.
3. On the right side of the card, add activities/features for the card.
 - a. Add members who will work with you on this project
 - b. Add a label. Click the pencil icon to edit the label or search for already created labels. Multiple labels can be added.
 - c. Add a check list. Title the check list and it will appear on the left. Add items to your check list. Hit enter or Add.
 - d. Add a due date for the card.
 - e. Attach important docs or pics. (Adding a pic will enhance your card.)

Teams

1. To create a team, click on the Home icon.  Click on Create a Team. Add a name and a description of the group.
2. Adding boards is the same as for a single user.
3. Click on Member. Type in the email of the people to invite. Click on their name. (If the person is not on Trello, it will still send the email but say their address is not confirmed.) Click Invite to team. They are automatically added.
4. To see if you have been added to a team, check the Notifications indicator at the top right.  A change of color will indicate a notification for you.
5. To leave the team, click on the name of the team you have been added to. Click on Members and click on Leave Team.
6. At bottom of the page, click on Delete Team to remove the team entirely. (only admin)