

Affordable Technology and Time-Saving Solutions for your Camp Office

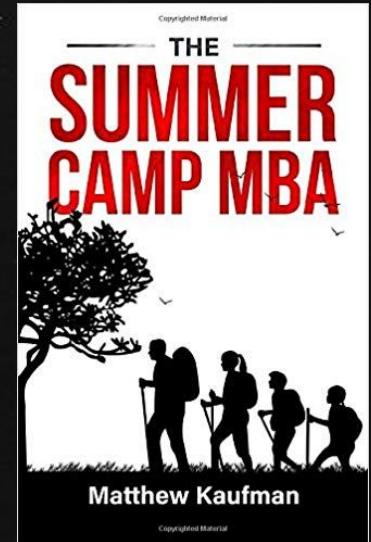
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Camp Ramaquois
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What We Will Cover

- Who am I? Why am I here?
- Who are you? And why are you here?
- Task and Project Management App (Asana)
- Calendar Management (Calendly)
- Automation (Zapier)
- Equipment Management (Gear QR)
- Changing Habits (the hardest part!)

Who Am I?

- Associate Director at Camp Ramaquois
- Technology Background
 - Web and Mobile App Development
- Passionate about all things camp - especially staff training
 - Author of *The Summer Camp MBA*
- Avid Googler



Why Are You Here?

- Introduction to task, project and calendar management
- Automate web apps - slightly more advanced
- Save time (inexpensively)

What are you hoping to learn from this session?

Task and Project Management

Keep Projects and Tasks
Organized:

- Invite team members
- Create projects
- Assign tasks
- Track progress
- Integrate with calendars
- Increase accountability
- Stay focused
- Save your lists

Many options:

- Asana
- Monday
- Workzone
- Trello
- Proofhub
- Wrike
- Toodledo
- Smartsheet
- Many, many more!

Pricing and personal preference

Asana - Demo

- Create a project
- Assign a task
- Keep files and conversations in one place
- Integrates with your calendar
- And there's even an app!

Asana - Pricing

Basic

For individuals or teams just getting started with project management.

[Get Started](#)

Manage tasks and personal to-dos:

✓ Tasks

Premium

For teams that need to create project plans with confidence.

\$10.99

Per user, per month billed annually
\$13.49 billed monthly

[Try for free](#)

or [purchase now](#)

Track team projects with features and resources like:

Business

For teams and companies that need to manage work across initiatives.

\$24.99

Per user, per month billed annually
\$30.49 billed monthly

[Try for free](#)

or [purchase now](#)

Everything in Premium, plus:

✓ Portfolios

Enterprise

For organizations that need additional security, control, and support.

[Contact Sales](#)

Everything in Business, plus:

✓ SAML

Calendly - Demo

Appointment Scheduler

- Send a link for people to book a meeting with you
- Integrates with your calendar seamlessly
- Saves lots of phone calls and emails!

Many Options:

- YouCanBook.me
- SimplyBook.me
- Honeybook
- AcuityScheduling
- Many more!

Calendly - Pricing

	Basic	Premium	Pro
	\$0 ^{USD}	\$8 ^{USD}	\$12 ^{USD}
Billed Monthly ☒ Billed Annually	totally free	per user / month	per user / month
Features			
Calendar connections per user [?]	1 calendar / user	2 calendars / user	6 calendars / user
Calendar integrations with Google Calendar, Office 365, Outlook and iCloud	✓	✓	✓
Schedule unlimited events	✓	✓	✓
Event types [?]	1 event type	Unlimited event types	Unlimited event types
Personalized Calendly link (e.g. calendly.com/janedoe)	✓	✓	✓
Removable Calendly branding	✗	✓	✓
Pooled availability options for teams (round robin, collective scheduling, multiple team members on	✗	✓	✓

Zapier- Demo

Task Automation

- Automate tasks by connecting web apps
- Define triggers and actions
- Examples:
 - Share a blog post to your social channels
 - Automatically print attachments
 - Send a custom thank you email after someone fills out a SurveyMonkey

Many Options:

- Automate
- Integromat
- Microsoft Flow
- Workato
- IFTTT
- Tray.io

Zapier Example

After an applicant schedules an interview through Calendly,
create a task in Asana

- Connect two web apps
 - Calendly
 - Asana
- Trigger
 - When a new Calendly appointment is booked, do this:
- Action
 - Create a "Check Social Media" task in Asana

Zapier Pricing

\$0 free forever	\$19^{.99} per month, billed annually or \$24.99 month-to-month	\$49 per month, billed annually or \$61.25 month-to-month	\$299 per month, billed annually or \$373.75 month-to-month	\$599 per month, billed annually or \$748.75 month-to-month
Free Anyone can automate their work. Start with the basics.	Starter Unleash the power of automation.	Professional Advanced tools to take your work to the next level.	Team Bring your team together to collaborate on automation.	Company Automation plus enterprise-grade features.
100 Tasks /mo	750 Tasks /mo	2,000 Tasks /mo	50,000 Tasks /mo	100,000 Tasks /mo
TRY FREE	TRY FREE	TRY FREE	TRY FREE	TRY FREE
FREE PLAN FEATURES ⚡ 5 Zaps 🕒 15min Update Time ✓ Single-step Zaps	STARTER PLAN FEATURES ⚡ 20 Zaps 🕒 15min Update Time ✓ Multi-step Zaps ✓ 3 Premium Apps ✓ Filters ✓ Formatters ✓ Custom Integrations	PROFESSIONAL PLAN FEATURES ⚡ Unlimited Zaps 🕒 2min Update Time ✓ Multi-step Zaps ✓ Unlimited Premium Apps ✓ Filters ✓ Formatters ✓ Custom Integrations ✓ Custom Logic - Paths ✓ Auto Replay	TEAM PLAN FEATURES ⚡ Unlimited Zaps 🕒 1min Update Time ✓ Multi-step Zaps ✓ Unlimited Premium Apps ✓ Filters ✓ Formatters ✓ Custom Integrations ✓ Custom Logic - Paths ✓ Auto Replay ✓ Unlimited Users	COMPANY PLAN FEATURES ⚡ Unlimited Zaps 🕒 1min Update Time ✓ Multi-step Zaps ✓ Unlimited Premium Apps ✓ Filters ✓ Formatters ✓ Custom Integrations ✓ Custom Logic - Paths ✓ Auto Replay ✓ Unlimited Users

Bonus App - Gear QR (Beta)

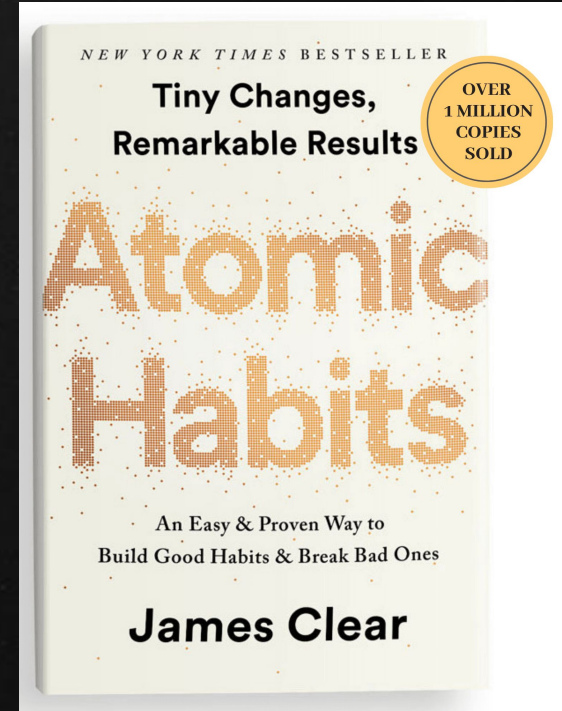
Equipment/Facility QR Tracking

- Add a piece of equipment to your Gear List
- Print out a QR code label
- Affix the label to the equipment
- Scan the label to see:
 - Next scheduled maintenance
 - Maintenance history
 - Serial number and warranty information
- Currently in Beta testing only
 - Sign up for release information here: www.gearqr.com

The Hard Part - Changing Habits

Some tips from *Atomic Habits*:

- Schedule the task daily
 - Early morning
 - 3:00 PM (when you hit a lull)
 - Before you leave for the night
- Couple a new habit with an old habit
 - Update Asana after dinner
- Replace one habit with another
- Never skip two days in a row



Questions? Comments? Complaints?

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Download Presentation: <http://www.ramaquois.com/tristate>