



Organize anything, together

and

The White's Chapel
Refugee Initiative



What is it?

Why should I use it?

How should I use it?

What is TRELLO?

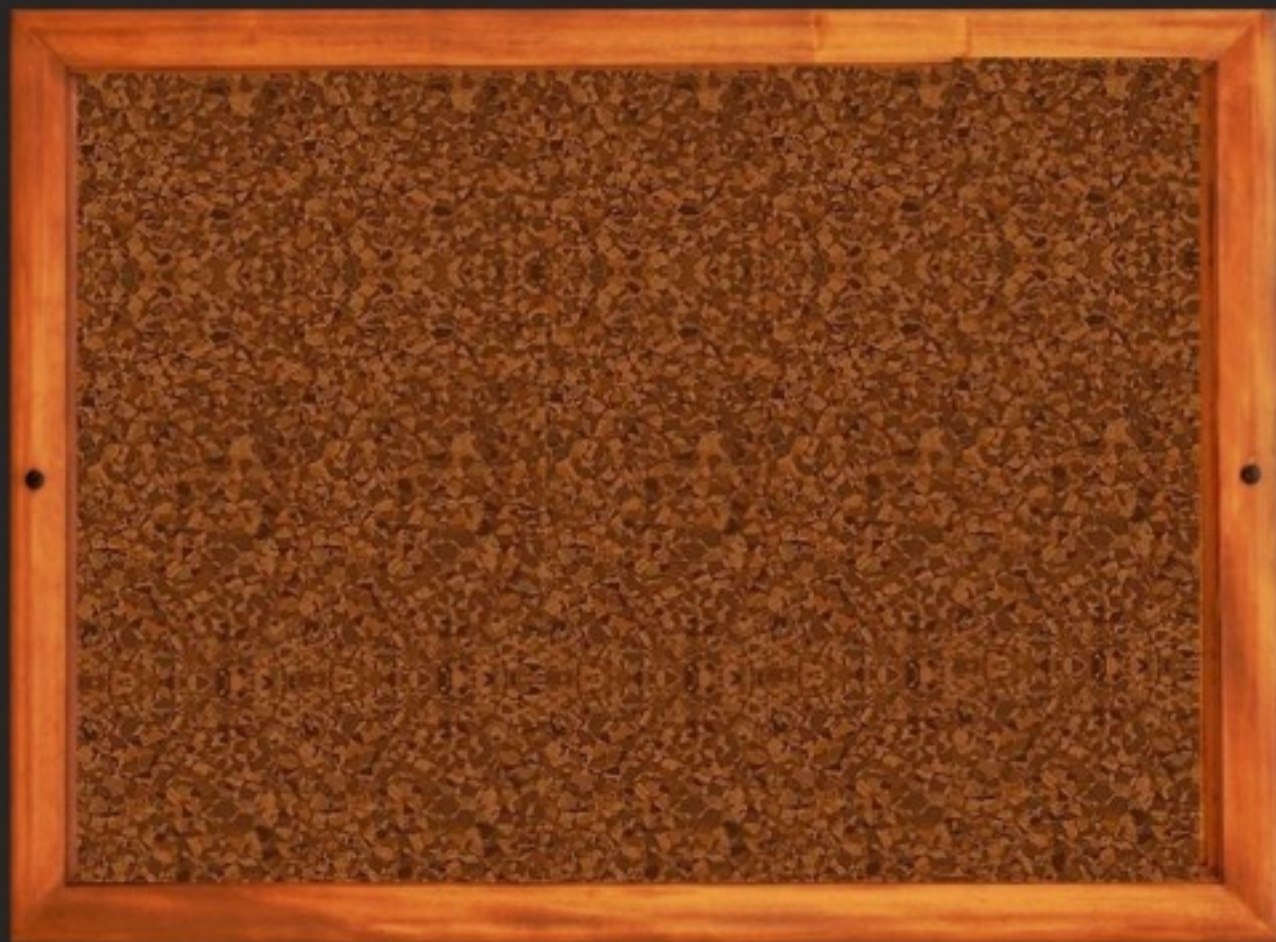
Trello is an online app for organizing



...projects, ideas, and processes.



It works pretty much like a pin board.



Yes! The one where you pin stuff...



...and shuffle pinned stuff around.



#1
Trello
is very
visual



You see everything in front of you
in columns from **left to right**



#2

Trello is versatile





SHOPPING



FITNESS

You can use Trello in many ways like...



WORKING



COOKING

Plus, Trello works with different platforms



[Go to Your Boards](#)

Trello works on your device, wherever you are.



Web
trello.com



iPhone and iPad



Android



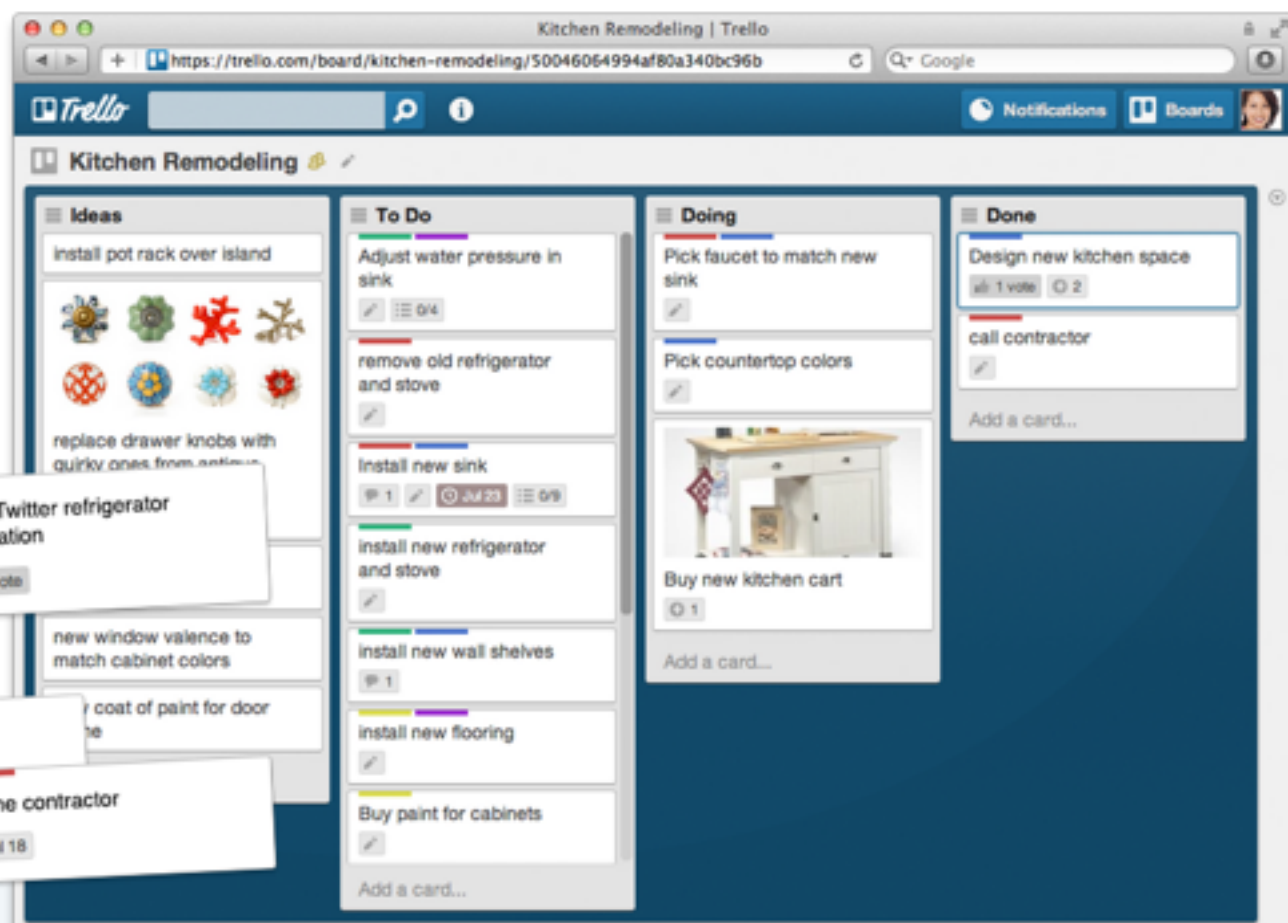
Kindle Fire

[Download](#)

Why use **TRELLO**?

Instant clarity on any project

Infinitely flexible. Incredibly easy to use. Trello keeps track of everything, from the big picture to the minute details.



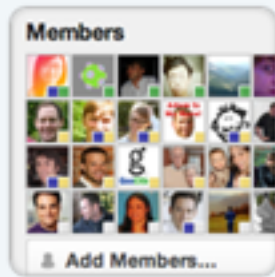
It's all in the cards

Use cards to jot down nuggets of information, from everyday to-dos to fleeting strokes of genius. And don't worry about running out—we have an unlimited supply.

Neatly organized

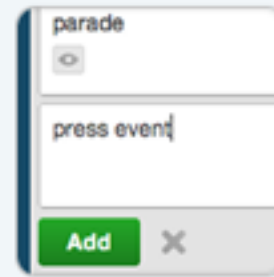
Put your cards in lists to track progress, categorize things, or just make sense out of the chaos of life. Lists are fully customizable.

Working together



Get everyone onboard

Invite as many people as you want to a board. Board members can all add cards, make changes, upload attachments, and more.



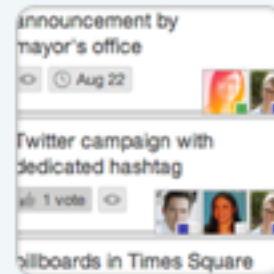
Collaborate in real-time

Changes made by others appear instantaneously on your screen. You never have to wait for a page to reload to see the latest.



Stay in the loop

Email notifications and an activity log keep you informed of the latest changes. You can also subscribe to specific cards to get timely information on what you care about the most.



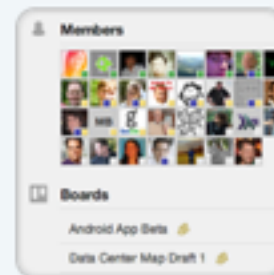
Assign tasks

Assign cards to board members, and everyone will be able to see what everyone else is working on. The assigned folks also get handy notifications sent to them.



Gather opinions

Board members can vote on cards, so you know what everyone's priorities are. Gain insight into what the team thinks and make informed decisions.



Everything in one place

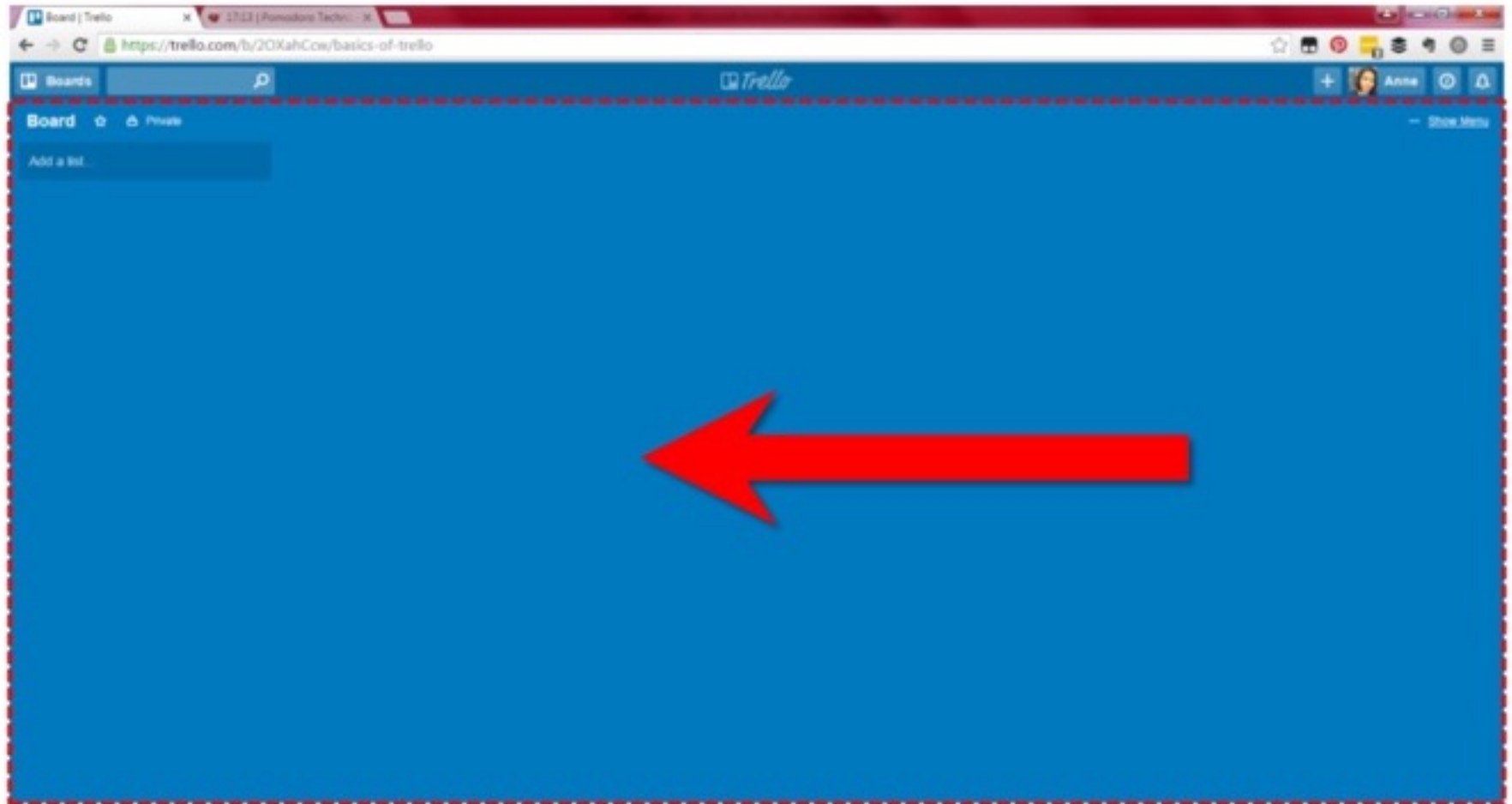
Create a Trello organization to collect all your people and boards together in one place.

How to use **TRELLO**

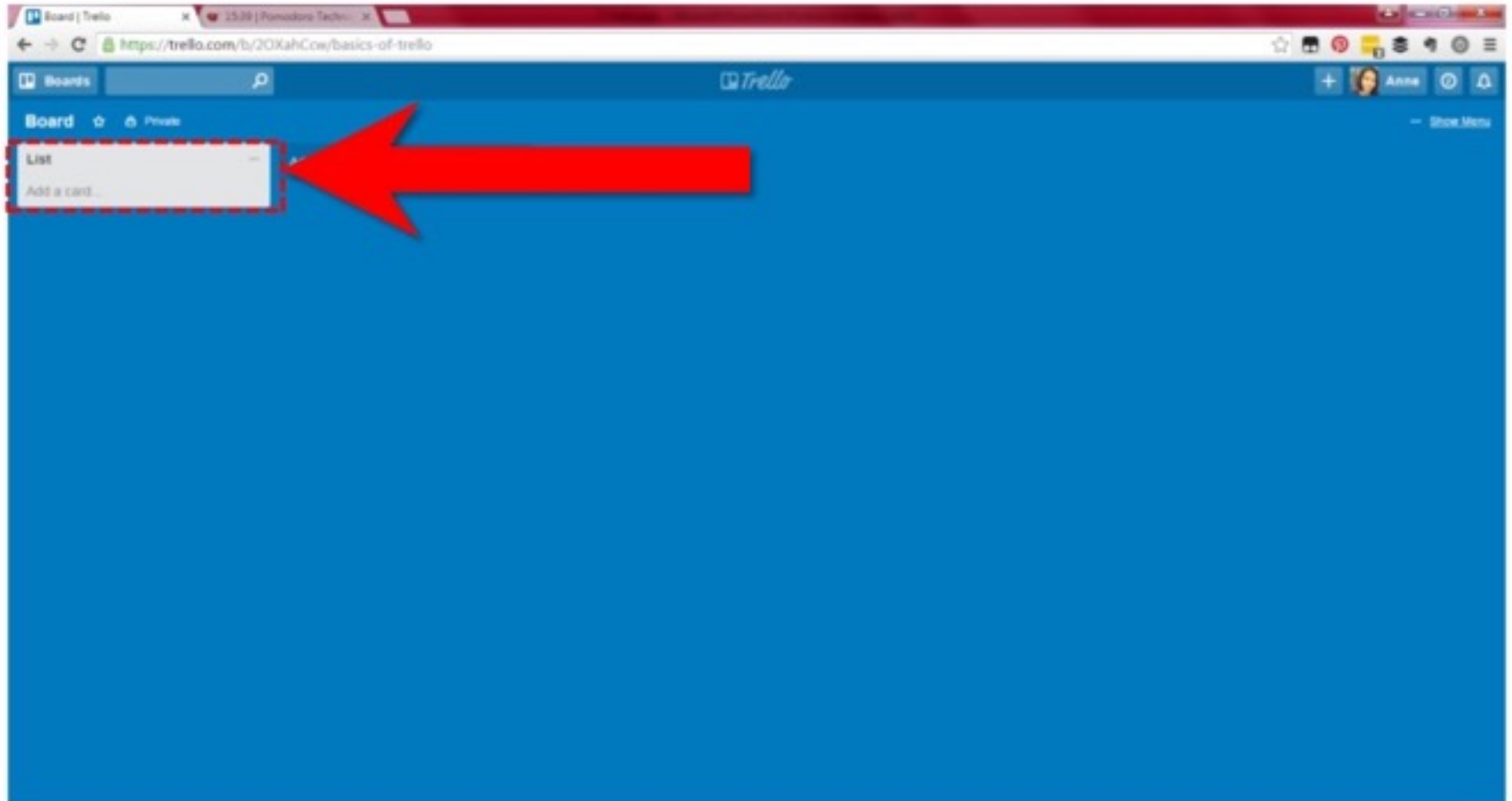
Let's get started!

Let's see the basic of how Trello works

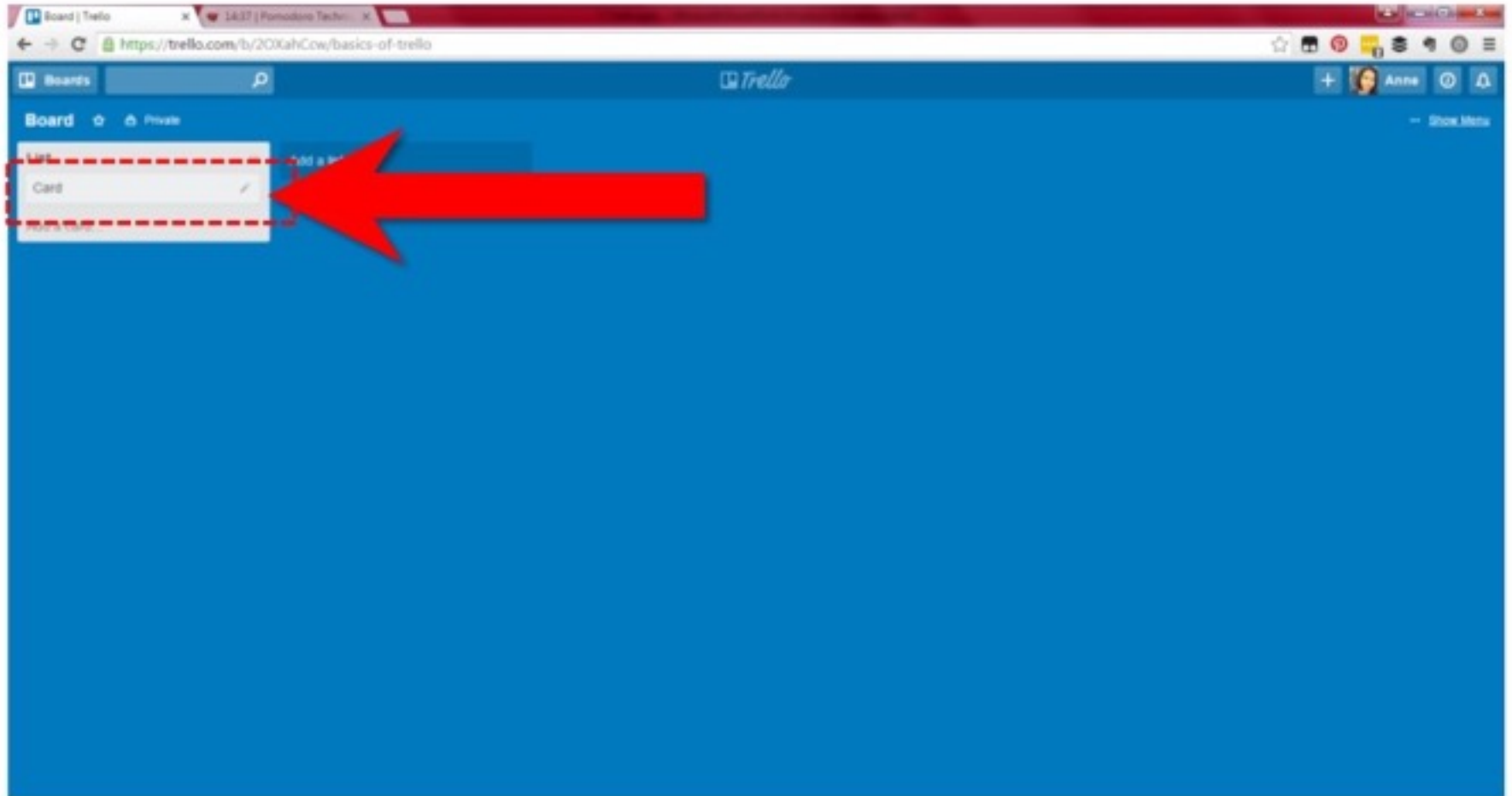
Inside Trello is a Board



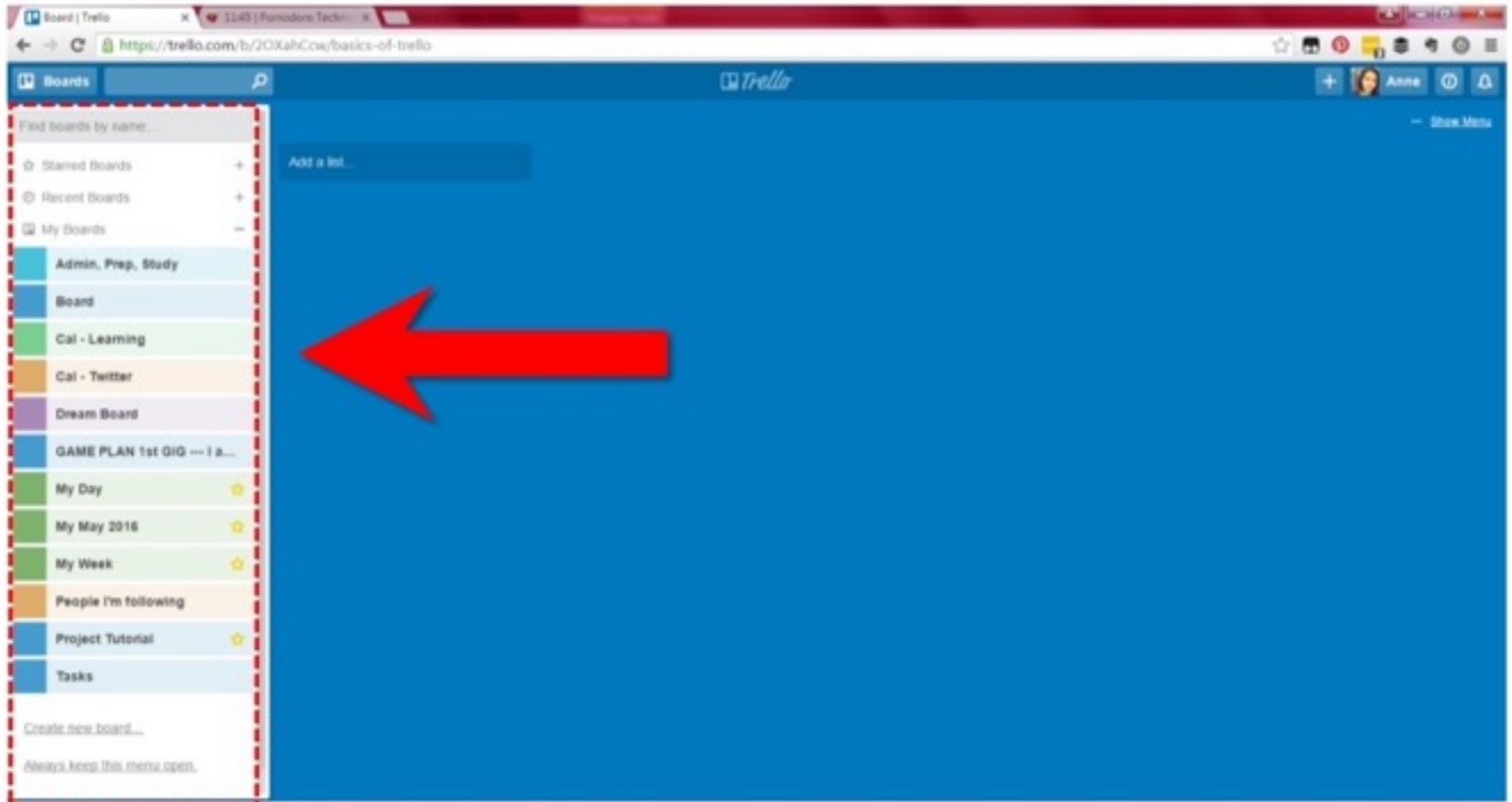
Inside a Trello Board, there's a List



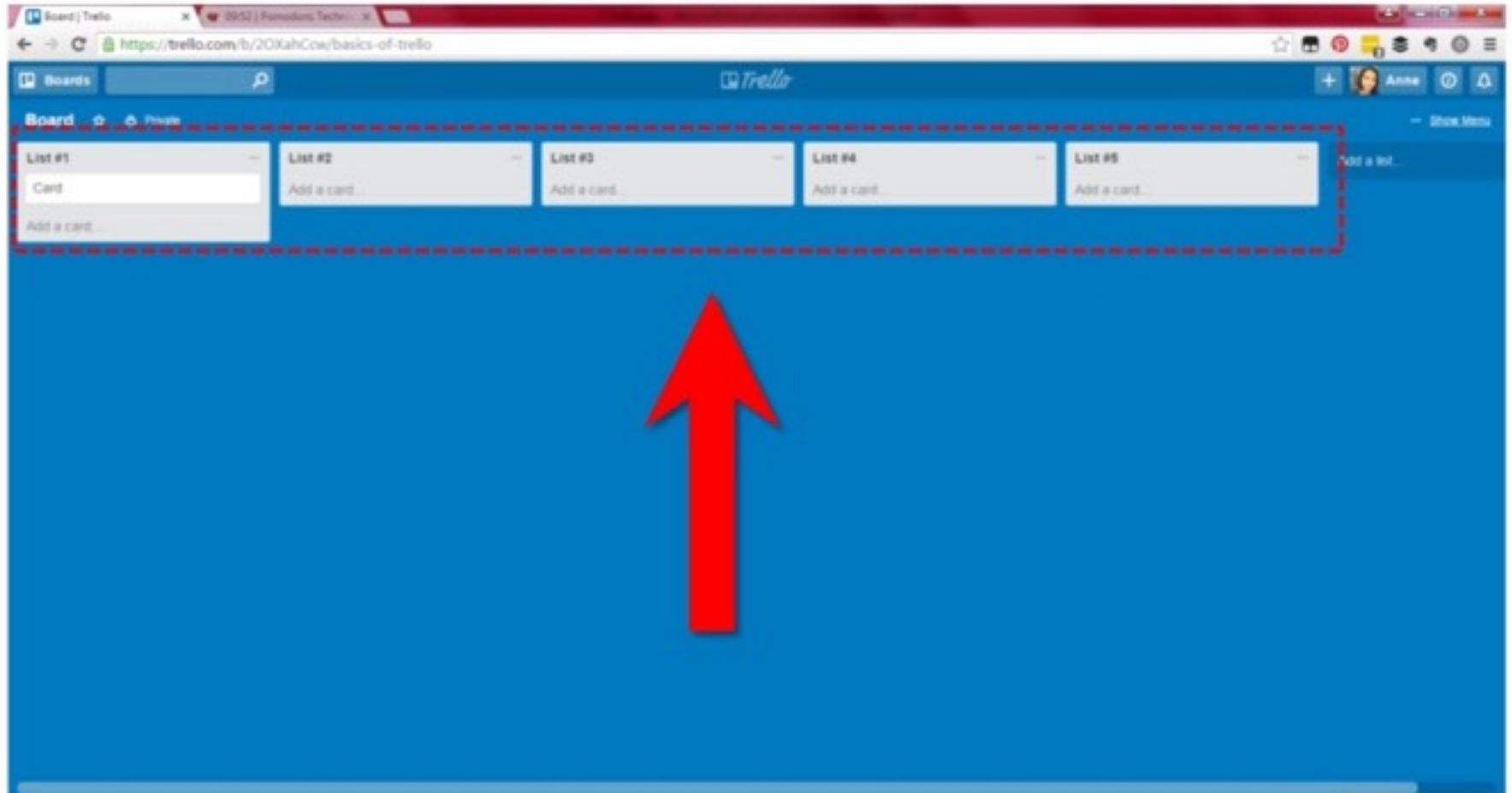
Inside a List, there's a Card



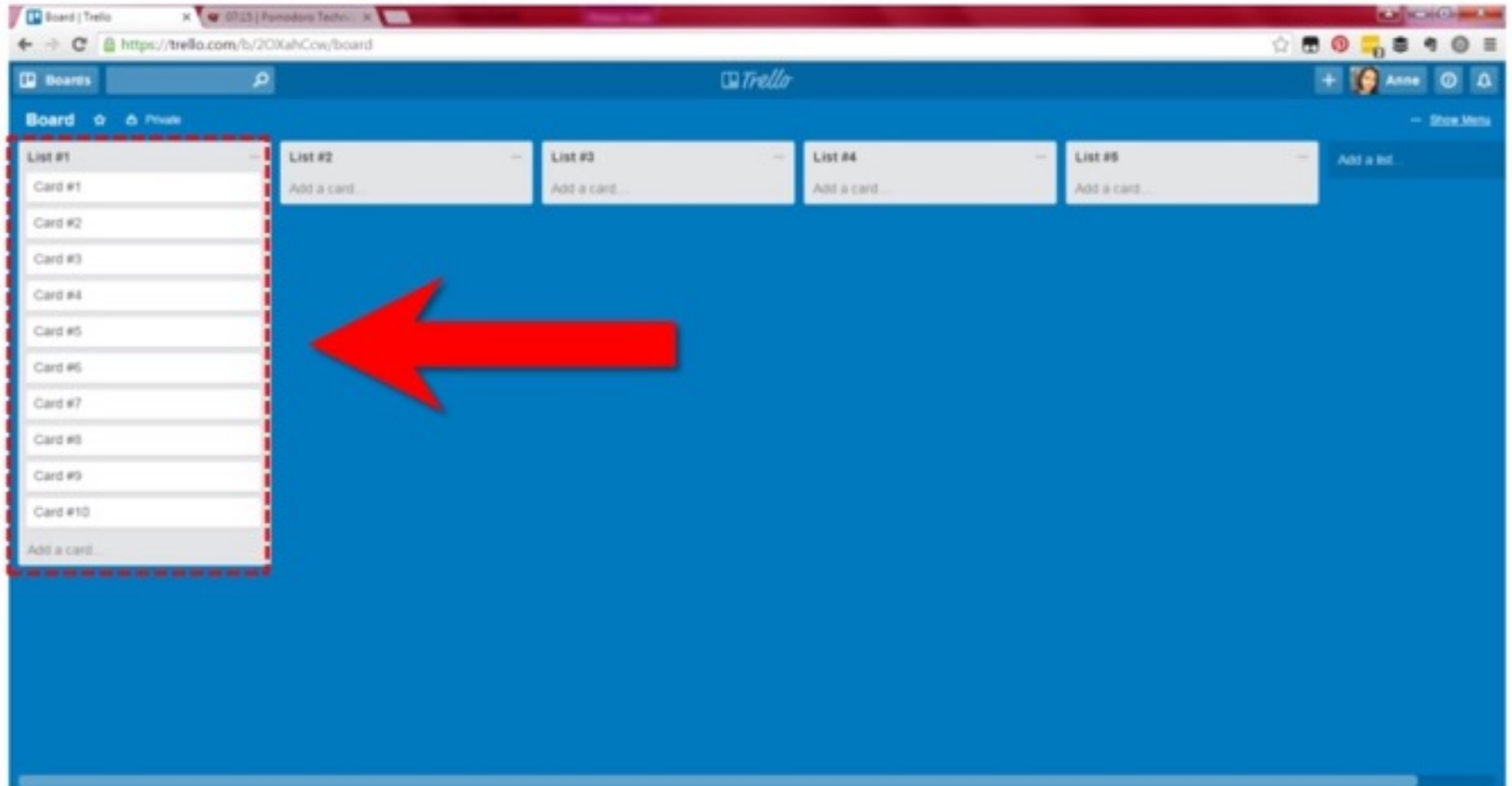
Trello can hold many Boards



A Board can hold many Lists

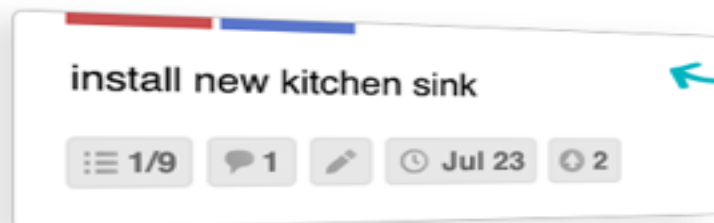


A List can hold many Cards



Card Tricks

One little card, lots of cool features

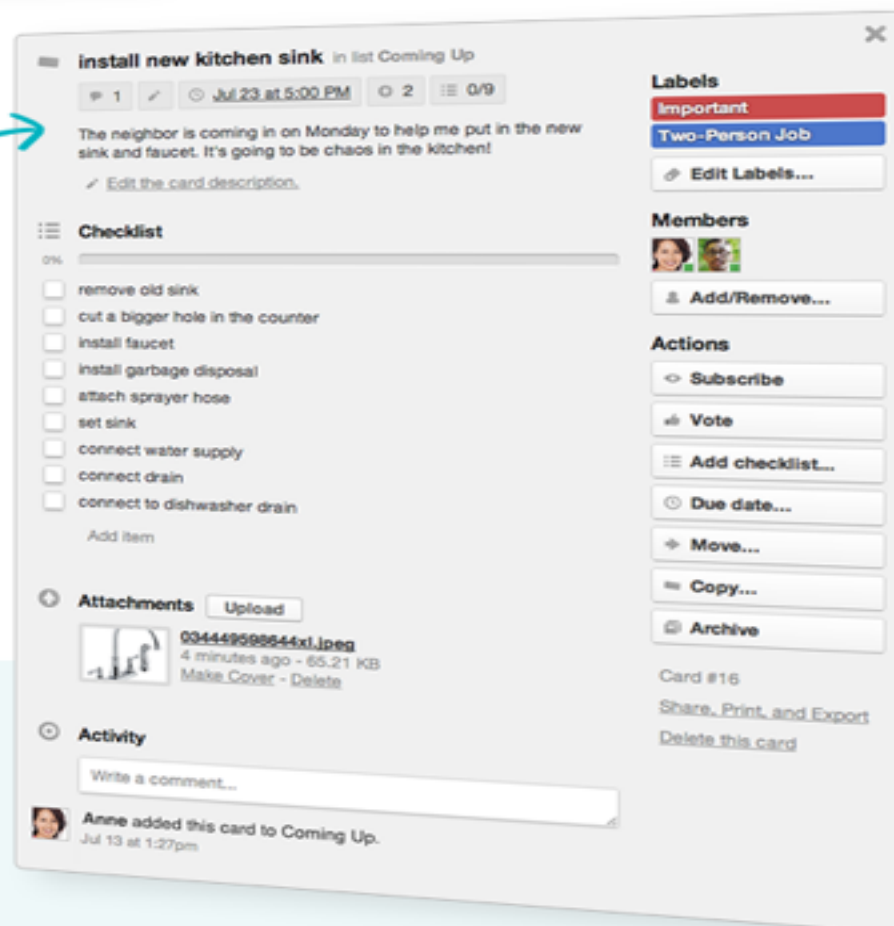


The Front

Get a quick overview of all the information that's on the card.

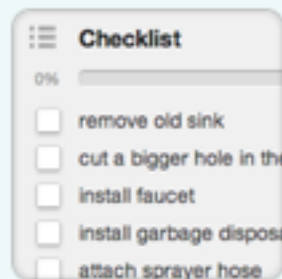
The Back

Add all kinds of information: due dates, checklists, attachments, comments, and more.



Card Tricks

One little card, lots of cool features



Don't forget a thing

Add a checklist to keep on top of all those little to-dos. There's also a nice, big progress meter, because who doesn't love a nice, big progress meter?



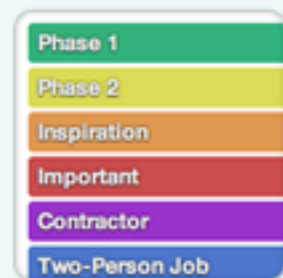
Your files, right where you need them

Got a relevant file, image, or document? Attach it right to the card, and you'll never have to go scrambling through your inbox looking for it later.



Bring your board to life

Attach photos, drawings, sketches, and mockups to quickly illustrate ideas at a glance.



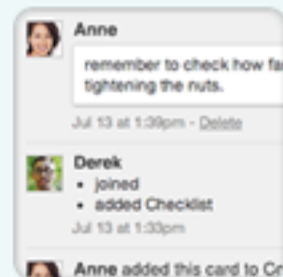
Find cards easily

Customize labels for your cards, and use filters to only show what you want. You can also filter by keywords and by person (if you're on a team).



Never miss a deadline

Attach a date and it will appear on the front of the card. When that date is approaching, it will turn yellow as a gentle reminder.



See into the past

Trello keeps a record of everything that's happened on the card: comments, changes, additions. You'll never wonder "How did that happen?" again.

Let's recreate this board!

The screenshot shows a Trello board interface in a web browser. The URL bar indicates the board is at <https://trello.com/b/8dAAlubK/whites-chapel-refugee-initiative-sample-board>. The board is titled "Whites Chapel Refugee Initiative (Sample Board)" and is set to "Public". The user "Lily McClure" is logged in.

The board contains four lists:

- Announcements**:
 - Card: "We will be meeting at Starbucks for our first meeting on Monday 2/18 @ 9:00 a.m." with a map image showing the location.
 - Card: "Next session with initiative group is Thursday, February 23rd" with 1 comment.
 - Footer: "Add a card..."
- Ongoing Projects**:
 - Card: "Sample Family 1" with 1 comment.
 - Card: "Sample Family 2" with a profile picture.
 - Footer: "Add a card..."
- Current Needs**:
 - Card: "Mattress" with a red progress bar and 2 comments.
 - Card: "Bike" with a green progress bar.
 - Card: "Car" with a yellow progress bar and a due date of "Mar 28".
 - Footer: "Add a card..."
- Articles**:
 - Card: "Whites Chapel - Strangers in a Strange Land" with 1 comment and 1 like.
 - Footer: "Add a card..."

On the right side of the board, there is a button labeled "Add a list..."