Trello
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
You can use Trello in many ways like...
Plus, Trello works with different platforms

Trello works on your device, wherever you are.

Web
trello.com

iPhone and iPad
Download on the App Store

Android
GET IT ON Google play

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.

- **install new kitchen sink**
- **The Neighbor is coming in on Monday to help me put in the new sink and faucet. It's going to be chaos in the kitchen!**
- **Checklist**
  - remove old sink
  - cut a bigger hole in the counter
  - install faucet
  - install garbage disposal
  - attach sprayer hose
  - set sink
  - connect water supply
  - connect drain
  - connect to dishwasher drain
- **Attachments**
  - 034499909644x1.jpeg
  - 4 minutes ago - 65.21 KB
  - Make Cover - Delete
- **Activity**
  - Anne added this card to Coming Up.
  - Jul 13 at 1:27pm
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!