

Trello Setup Guide

Step 1: Go to the [link](#) to sign up for a new Trello account if you do not already have one. It is recommended to use the UoA student email address as shown in Fig. 1(a). Click “Continue”.

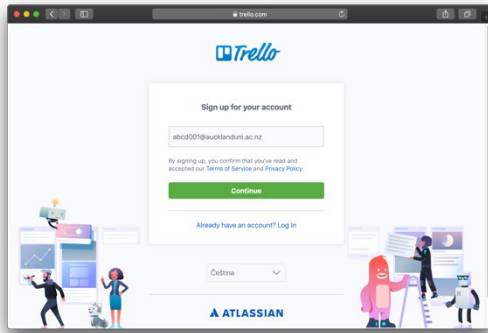


Fig. 1(a): Step 1

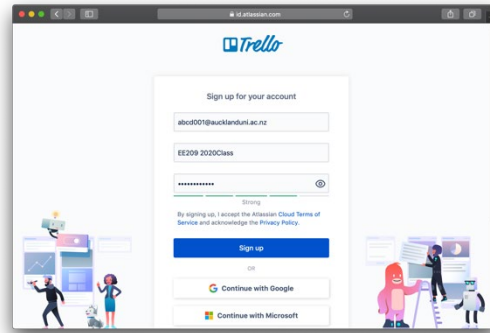


Fig. 1(b): Step 2

Step 2: As shown in Fig. 1(b), enter your name and select a password. Click “Sign Up”.

Step 3: An email will be sent to you asking to verify your email address. An example is shown in Fig. 2(a). Click “Verify Your Email”.

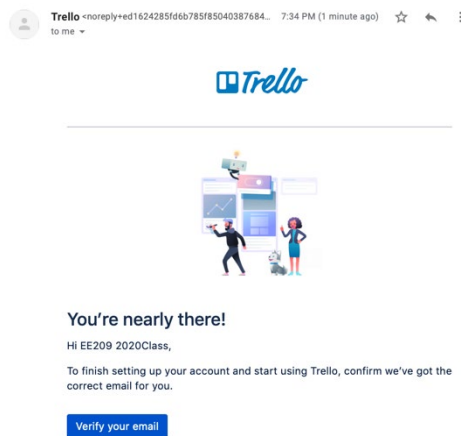


Fig. 2(a): Step 3

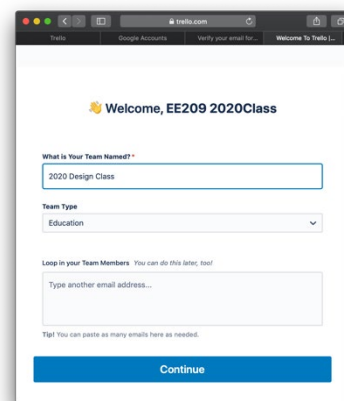


Fig. 2(b): Step 4

Step 4: A new browser window will open prompting you to select a “Team Name” and “Team Type”. Team name should be “Team XX” where XX is your team number on Canvas. For example, if you are in Team 2 on Canvas, then use “Team 02”. This is so that when we assess how well you are using Trello; we can identify the team information. “Team Type” should be set to “Education”.

Step 5: Next it will ask you whether you like to use the free service or the paid service. For studies during your UG degree, the free version is sufficient. So as shown in Fig. 3(a), click on “Start without Business Class” (at the bottom of the page).

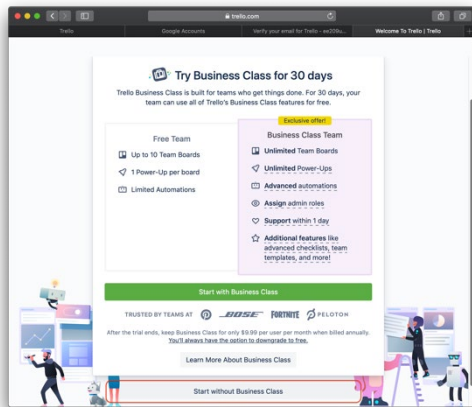


Fig. 3(a): Step 5

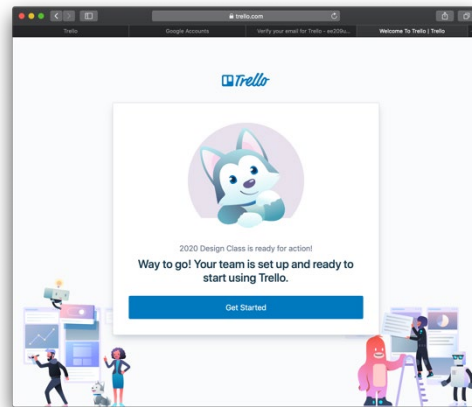


Fig. 3(b): Step 6

Step 6: You will get to the page shown in Fig. 3(b). Click “Get Started”.

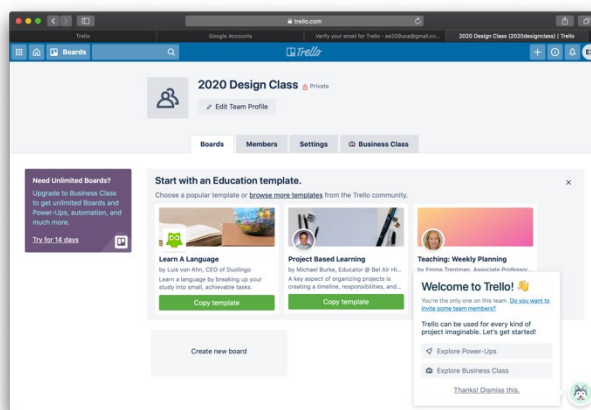


Fig. 4: Step 7

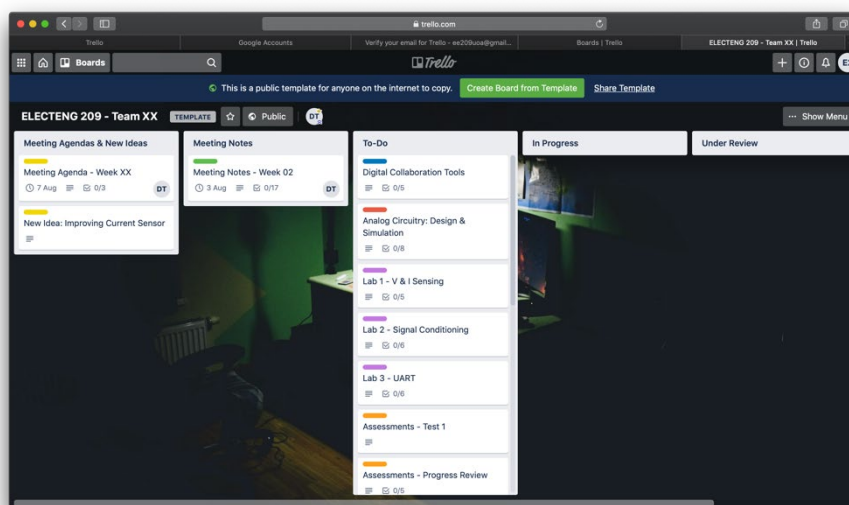


Fig. 5: Step 9

Step 7: You will be taken to your team home page. An example is shown in Fig. 4. Note that in your case the team name will be shown as “Team XX”.

Step 8: It would be good to watch a short YouTube video on how to use Trello. The short 2 minute video [linked here](#) is a good starting point as it covers the basics. Note: Step 9 to Step 13 need to be done by ONLY one of the team members. This team member then can add the other 3 team members as explained in Step 12.

Step 9: Now open a new tab in the browser and paste the link <https://trello.com/b/CaQOy5hU>. This is a template I have created for you to use during EE209. As shown in Fig. 5, it has the key tasks that you should be completing during the course. Within each task there is a checklist indicating critical components that need to be completed. I have also created a few lists to help you plan your workflow.

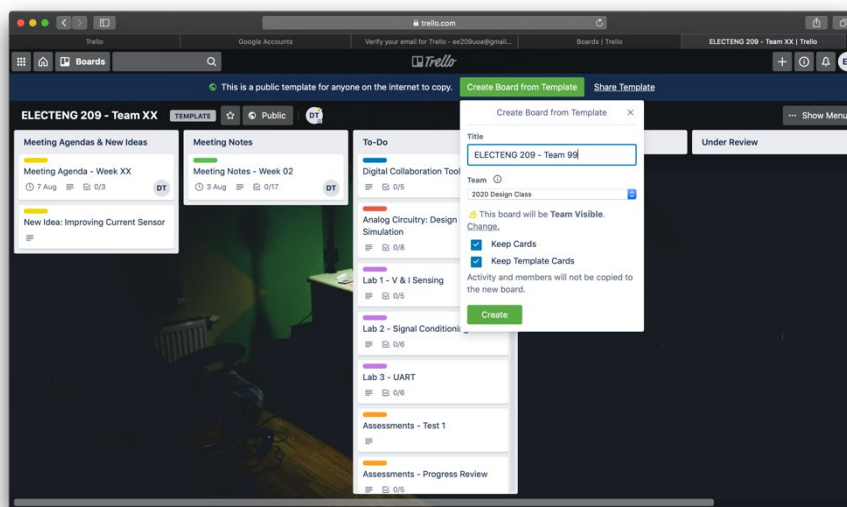


Fig. 6: Step 10

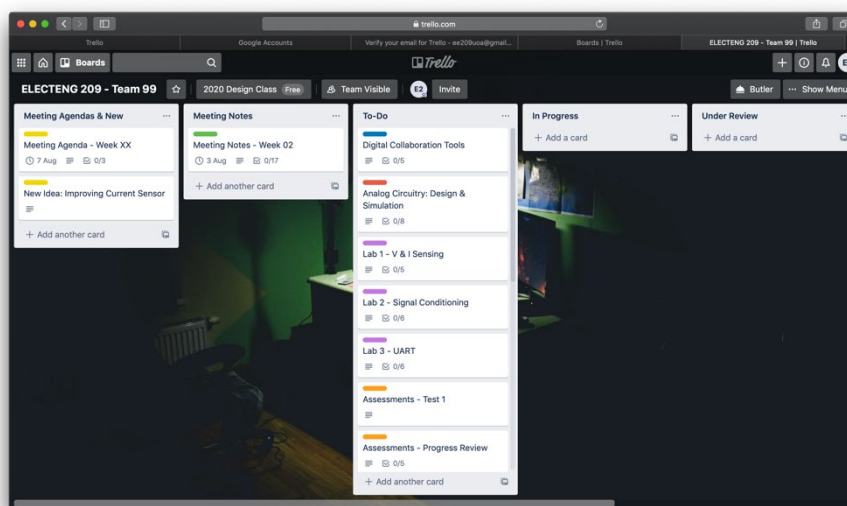


Fig. 7: Step 11

Step 10: Lets copy this template to your account. To do this, click on “Create Board from Template”, which is at the top highlighted in green. As shown in Fig. 6, it will prompt you to give a “Title”. The

“Title” is by default set to “ELECTENG 209 – Team XX”. Change XX to reflect your Canvas team number. It is critical to use the correct team number so we can assess your Trello board. In “Team” from the drop-down menu select the team you just created and name as “Team XX” (again XX represent your Canvas team number). If you are new to Trello, and have not created any other teams, by default this should be set to the team you created during Step 4. Click “Create” to copy this template as a board into your Trello team.

Step 11: As shown by Fig. 7, the template is now copied over as a board into your Trello team. You can now edit this as you progress through the project. But before you do so, you need to add your team members to your board.

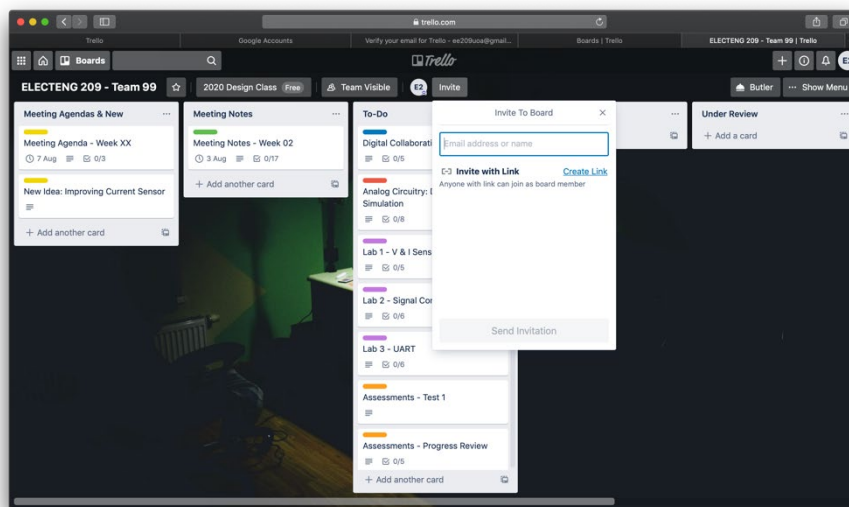


Fig. 8: Step 12

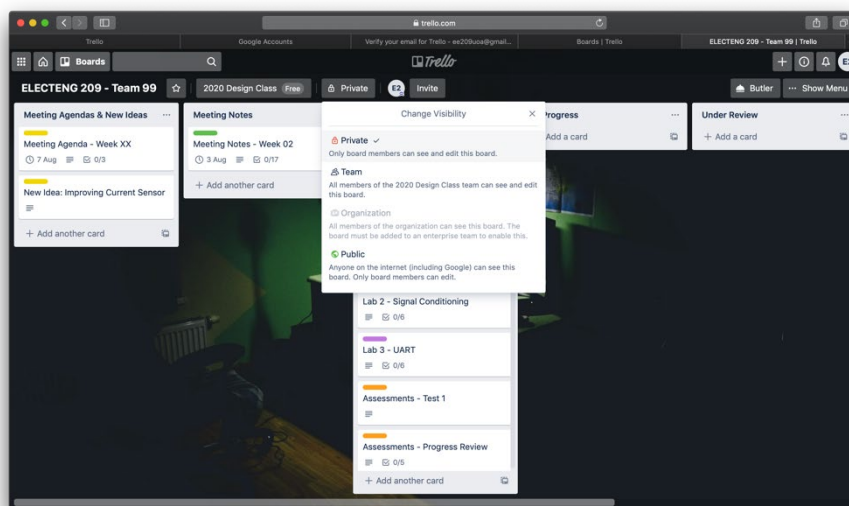


Fig. 9: Step 13

Step 12: To add team members to your board, click on “Invite”. As shown in Fig. 8, a pop-up window will appear asking to search team members by email or name. Before you proceed make sure all team members have created Trello accounts. If this is the case, then type in the email addresses of your

team members to add them (this should be the email address they used to sign up with Trello). It is not recommended to add by name as you may add an incorrect person to your board.

Step 13: For extra security, as shown in Fig. 9, you may also set the visibility of your Trello board to Private. This is not needed as long as the team you created only includes members from your EE209 project team.

Step 14: If you go to your Trello homepage by clicking on the “Home Icon” on top left, you can see your teams and boards. If you are new to Trello, as shown by Fig. 10, you will see one team and a board in it, which you just created.

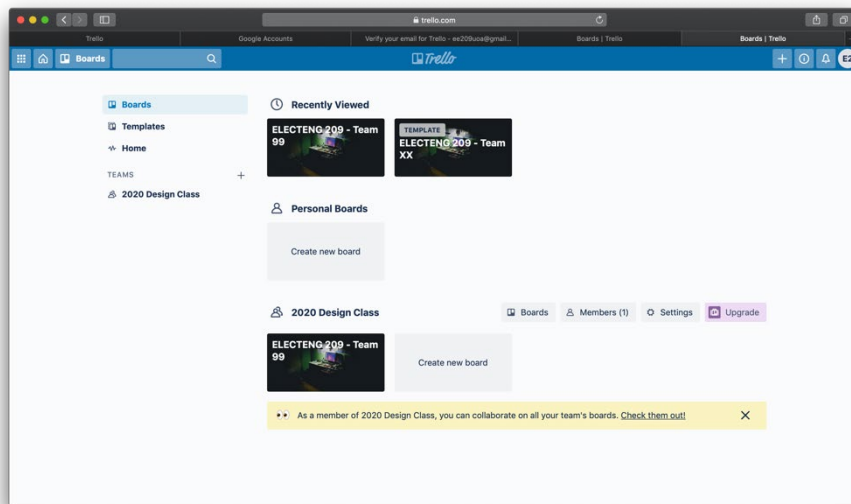


Fig. 10: Step 14