



ProVol Digital

Step by step guide

Trello



ProVol Digital

Professional volunteer management
and training through digitalisation



Trello

- Trello is a project management or collaboration tool that contributes to a smooth workflow, and assists you in organising your tasks into boards.
- You can
 - create a board
 - assign tasks to each member of your team using cards
 - highlight important tasks and add due date and calendar view
 - share files
 - use the commenting function

Step by step

Step 1: Trello Glossary

Step 2: Create a Board

Step 3: Create a List

Step 4: Create a Card

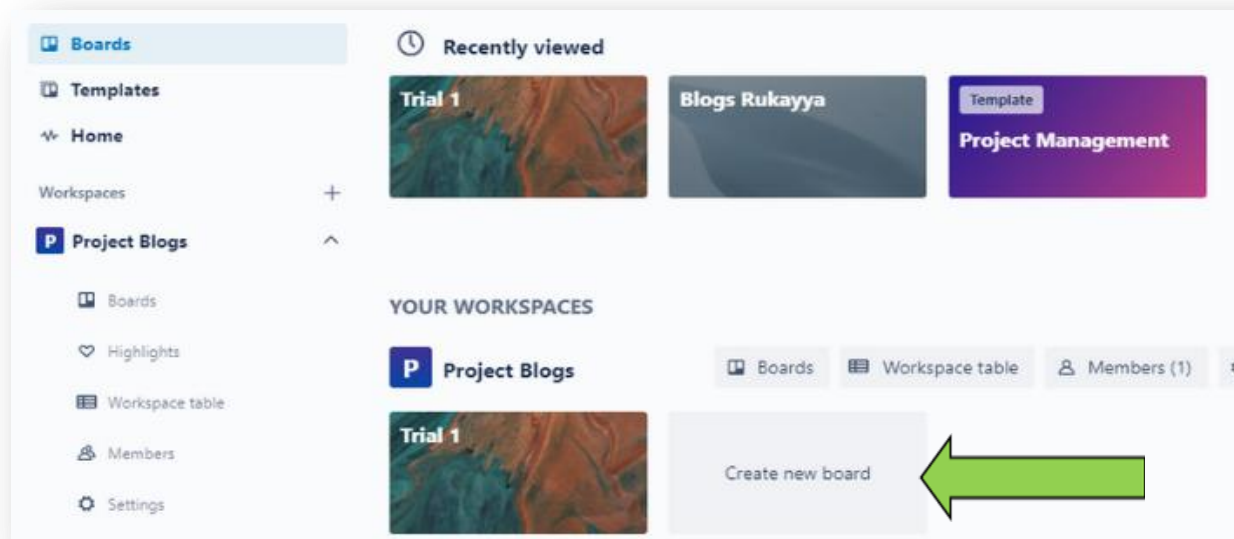
Step 5: Assign cards

Trello Glossary

- Board: You can create a board for each project and assign tasks to your teammates. It is highly recommended if you create a separate board for each project as you can view one board at a time.
- Lists: When you think of different stages of a process within a board, it is called a list.
- Card: Basically, Trello lets you understand the working of each project by adding cards to the list.

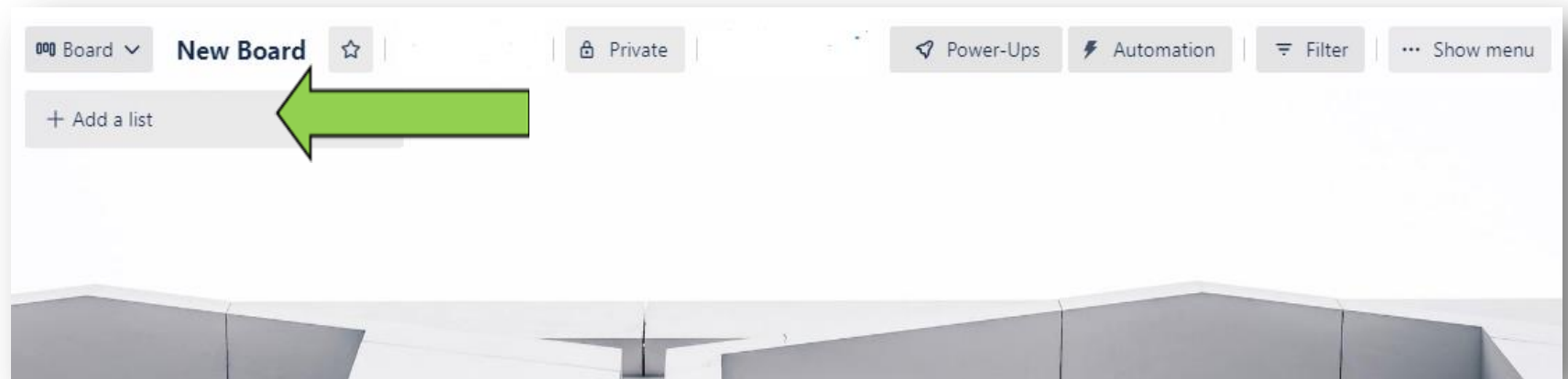
Board

- After signing in, you will see a create new board tab under "your workspaces" section.
- Click and move to naming your board, choosing type of visibility, meaning who can see your board and click "create".



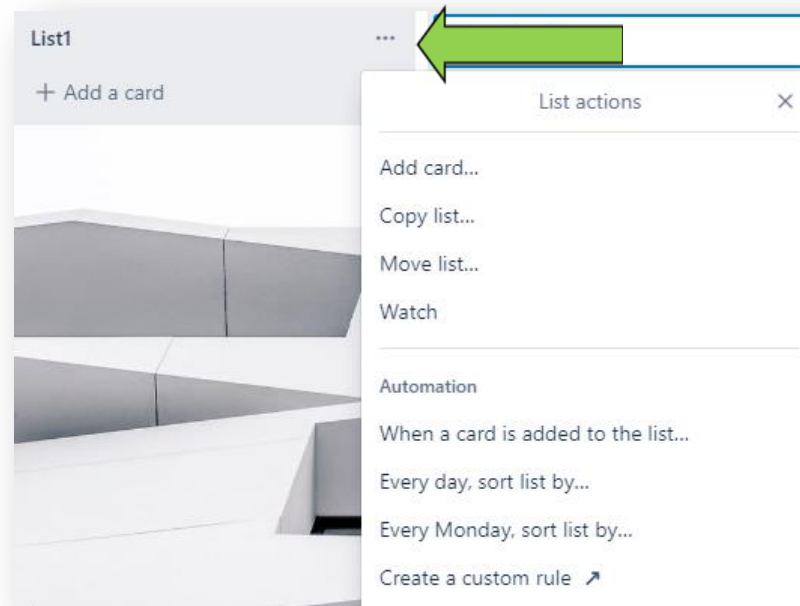
List

- After creating a board, click on the "add a list" tab.
- Enter a name and click on "add list".



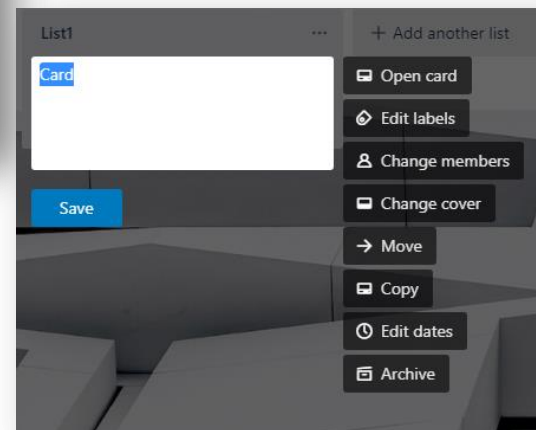
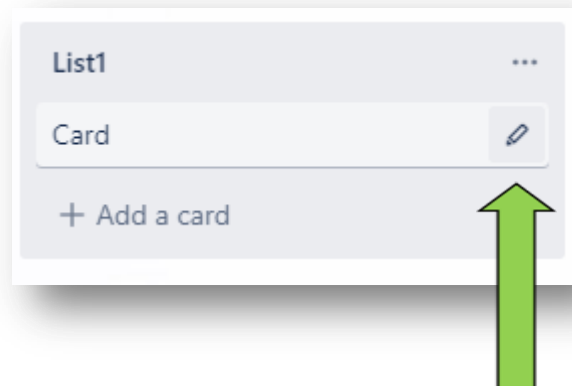
List

- When you click the 3 dots on the upper right side of your list, you will see available list actions.
- Using the list actions you can add new cards, edit the list or create automations.



Card

- After creating a list, click the "add a card" tab on that list.
- Each card offers actions like assigning tasks, commenting, adding members, labelling, calendar view etc. Click on the pen symbol to choose an action.



Assign cards

- By clicking on the card, you will get a more detailed view of its content and the options you can use.
- To assign members, due dates or color labels to your tasks use the options menu on the right side.

