

# Scheduling an Email on Basecamp



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This guide is a step-by-step walkthrough of the process of posting a notification, or "event" about your email on the shared calendar Audubon uses to coordinate our emails. This calendar lives on [a project management tool called Basecamp](#).

This is the FIRST part of a three-step process. The next step is creating the HTML content for your email. We have two guides to help you with this process, one for creating a [newsletter](#), and another for [eAppeals](#). The last step is [setting up your email EveryAction's Targeted Email tool](#). Please use those links to view the guides for those steps.



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