Welcome!

We are excited to welcome your organisation to the community of Member Organisations at The Carpentries! This document is intended to help you start utilising your membership, connecting with other member organisations and answering any questions you may have.

Where Do I Get Started?

Glad you asked! Here are a few things we recommend to everyone:
- **Review the Code of Conduct:** We are dedicated to providing a welcoming and supportive environment for all people. By participating in this community, participants agree to abide by our Code of Conduct.
- **Attend a Welcome Session!**: Join our New Member Organisation onboarding to learn how to use your membership. In this session, members of the Core Team and community come together to talk about the organisation and ways to engage and provide an opportunity to have your questions answered.

Centrally-Organised Workshops (if included in Membership)

All Carpentries Lesson Programs (Data Carpentry, Library Carpentry, and Software Carpentry) offer workshops in-person or online by a trained Instructors.

Using your Centrally-Organised Workshops

- **Review Curricula List**: A detailed description of all available curriculum options for Centrally-Organised Workshops to help you identify which curriculum option best suits your community. If you are not sure which option is best; submit a workshop inquiry and the Workshop Administration Team will help you.
- **Identify Proposed Dates**: Identify a few date options 2-3+ months in the future.
- **Submit Workshop Request Form**: Centrally-Organised workshops must be requested at least 2-3 months before your desired workshop date.

Once the form is submitted, your regional workshop administrator will contact you with further details and begin the recruitment process before confirming your workshop date. If the workshop date needs to be adjusted, the workshop administrator will work with you to reschedule the workshop.

Self-Organised Workshops

You may also self-organise unlimited Carpentries workshops with no additional workshop fee. Please complete the self-organised workshop form to notify us of your planned workshop so we can add your workshop to our website and provide survey result dashboard links and AWS instances (for Genomics workshops).

Instructor Training (if included in Membership)

Instructor Training events are offered as two full-day or four-half days of training and are scheduled multiple times per month across various time zones. Your trainees are invited to join any event that suits their schedule(s), either as a group or as individuals.

Using your Instructor Training Seats

- **Choose Recruitment Type**: Your organisation is open to select specific people at your organisation to go through Instructor Training or share your membership code and information about Instructor Training broadly for whoever is interested.
- **Share Registration Information**: Send an email or other communication to those you would like to register for training that includes the steps for registration and your membership registration code. *Note: The membership registration code is unique to each membership and was shared with member contacts via email.*
- **Follow-Up or Check-In:** Occasionally, you should plan to follow up with your trainees regarding their progress toward certification.

Relevant Resources

- **Trainee Recruitment - Email Template**: includes language for you to put out a call within your organisation to find out who is interested in becoming an Instructor.
- **Selected Trainee Information - Email Template**: provides selected trainees instructions to register and prepare for Instructor Training.
- **Information for Member Organisations - Instructor Training**: provides some recommendations on selecting trainees and other information about the Instructor Training program.

Member Contact(s)

Member contacts are the main point of contact for your membership. Member Contacts receive important information and updates about the membership. Member Contacts may request membership data (such as additional copies of survey data or trainee progress), request workshops, or initiate a renewal of the membership. We recommend each membership have at least **two** member contacts.

Update your membership contacts at any time by sending an email to membership@carpentries.org.

Membership Mailing List

Member Contacts are automatically added to The Carpentries Membership mailing list. Member contacts will receive announcements and information relevant to all Member Organisations via this mailing list.

Quarterly Updates

The Carpentries keeps you updated on your membership usage by sending an email update to member contacts every 3 months (from the membership's start date). The update will include detailed information

on benefit usage and a list of trainee progress toward Instructor certification (if applicable). This email is a nice reminder to request workshops and/or follow-up with your trainees working toward Instructor Certification.

Member Council Meetings

The Member Council is a meeting where member organisations come together for important updates, networking, connection, and conversation about membership. It is also an opportunity for representatives from Member organisations to share ideas and tips for building a Carpentries community at their organisation. The Carpentries Core Team will present updates on new programs, opportunities, and other topics of interest to Member organisations. This meeting occurs every three months and is announced to member contact via the membership mailing list.

Additional Resources

- **Member Frequently Asked Questions**
- **Community Development Program**
- **Welcome Tip Sheet for New Community Members**
- **Our Community Glossary**
- **The Carpentries Website**

Questions

If you have questions, please get in touch with our Membership Team by emailing membership@carpentries.org or scheduling a meeting with our Deputy Director of Business, Talisha.

Citing and reusing this tipsheet

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