A Video Script for

How to Create Your Own Trello Board

Addison Kliewer

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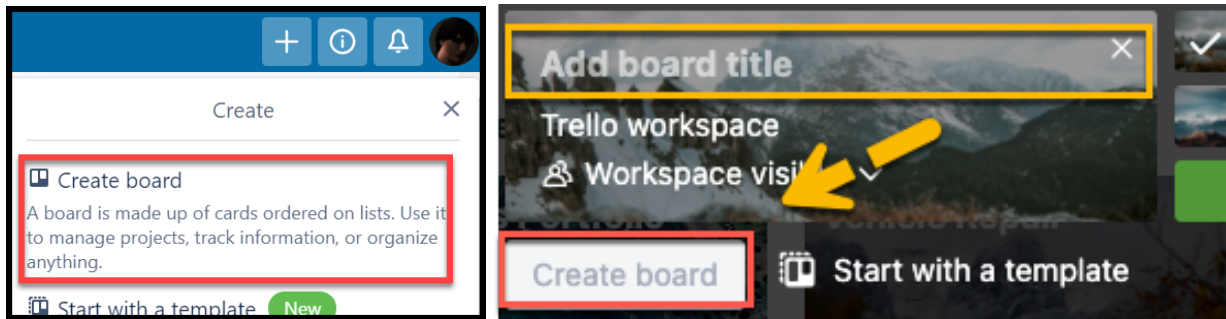
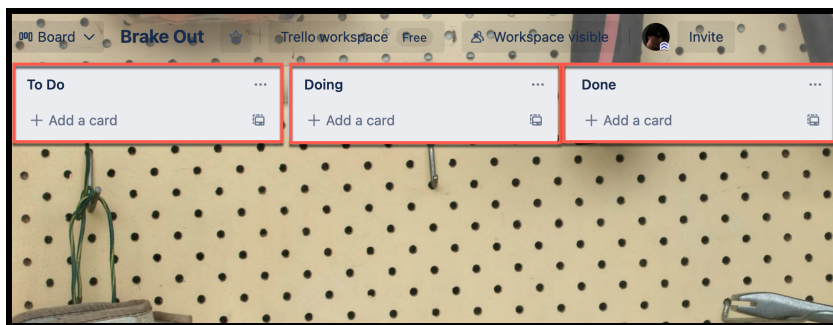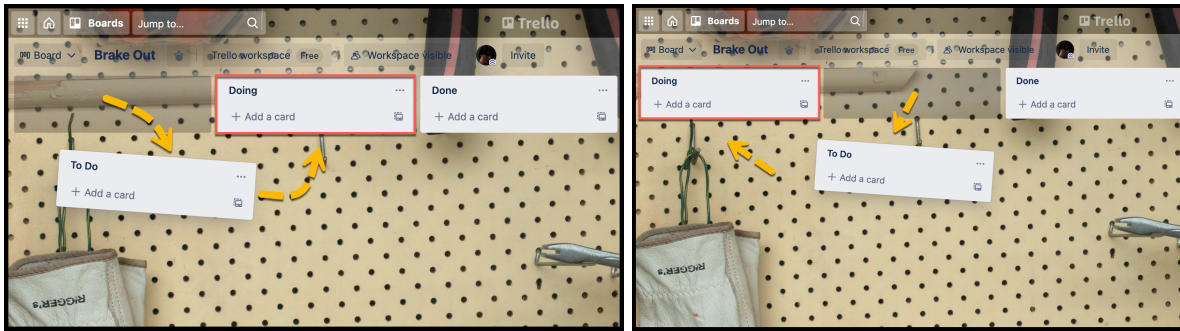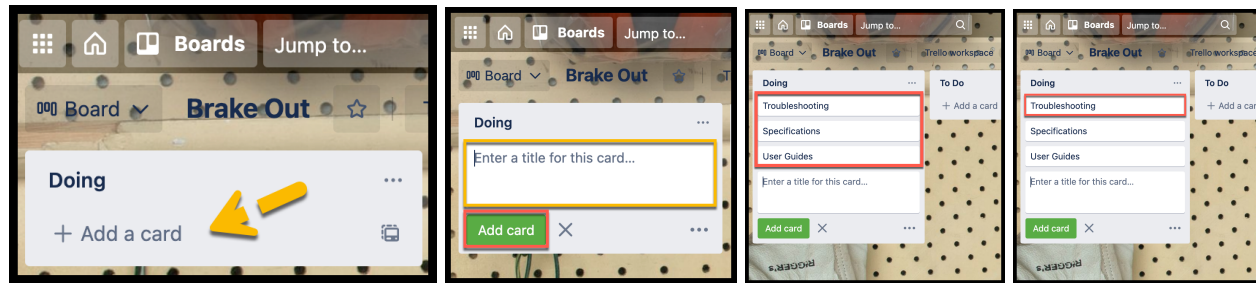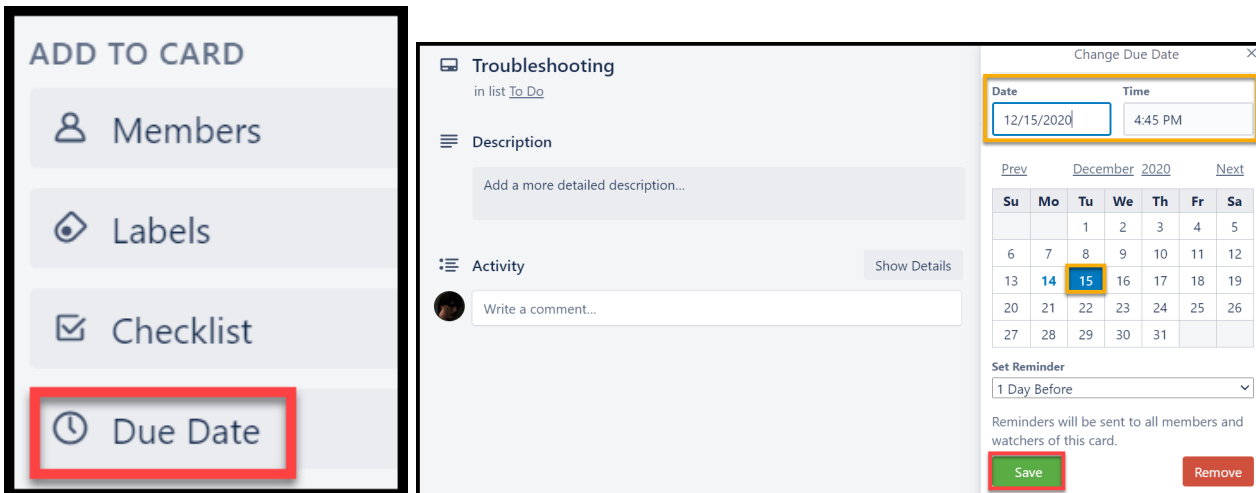| Video Frames	Audio Narration
How to Create Your Own Trello Board A video guide by Addison Kliewer	Creating a Trello board is a great way to organize any project! **(Pause)** Let me show you how to create one. **(Pause)**
Create Create board A board is made up of cards ordered on lists. Use it to manage projects, track information, or organize anything. Start with a template — New Add board title Trello workspace Workspace visi... Create board — Start with a template	To create a Trello board, click the plus sign on the top of the Trello interface and select "Create Board." **(Pause)** Name your board after the project you want to work on. **(Pause)** I'll call mine *Brake Out*. **(Pause)** I'm creating a repair guide for the brake lights on my vehicle. **(Pause)**
Board · Brake Out · Trello workspace · Free · Workspace visible · Invite To Do · Doing · Done + Add a card · + Add a card · + Add a card	A Trello board is made up of lists, which often represent steps in the process. **(Pause)** Let's create three lists: "To Do, Doing, and Done." **(Pause)** These will represent the status of tasks that need to get done for this repair guide. **(Pause)**

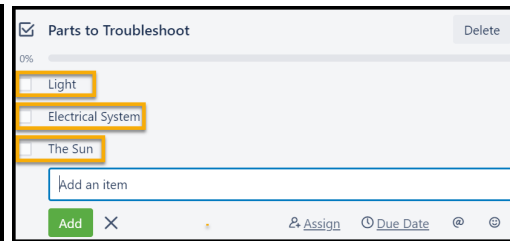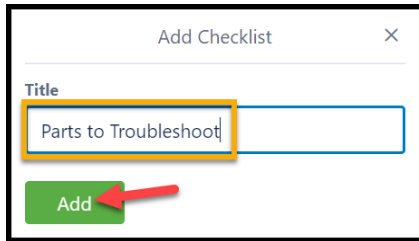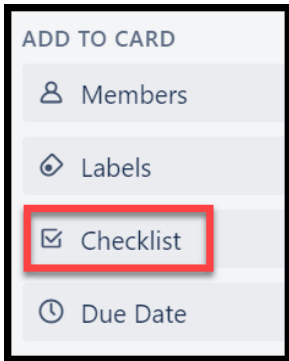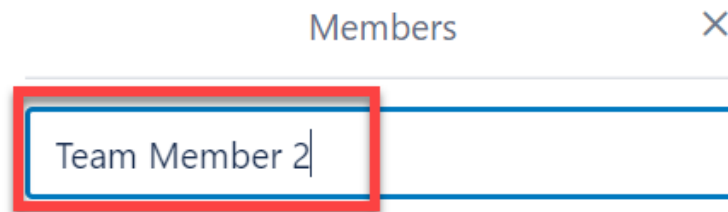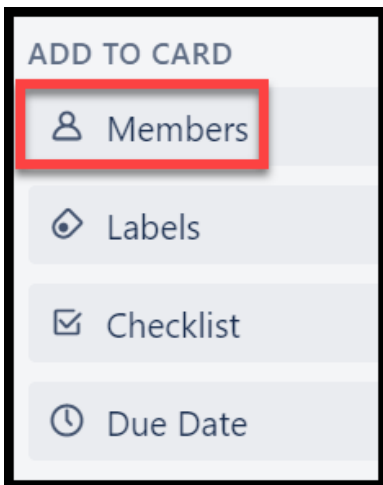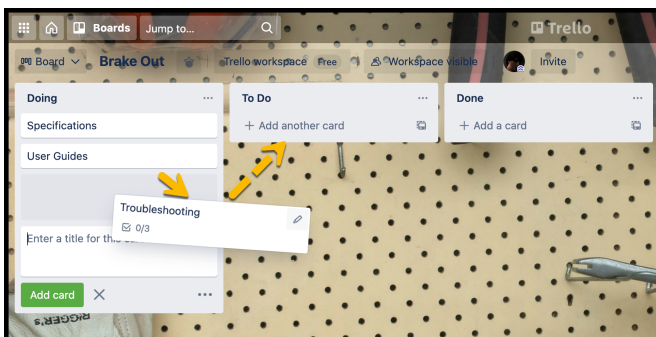|	
	You can create as many lists as you want on a board for any project **(Pause)** and arrange them however you like. **(Pause)**
	The next thing we'll discuss is adding cards to your tasks. **(Pause)** You can create as many cards as you want for your boards. **(Pause)**
	Click the card to add more information to it. **(Pause)** We can add a due date to it. **(Pause)**

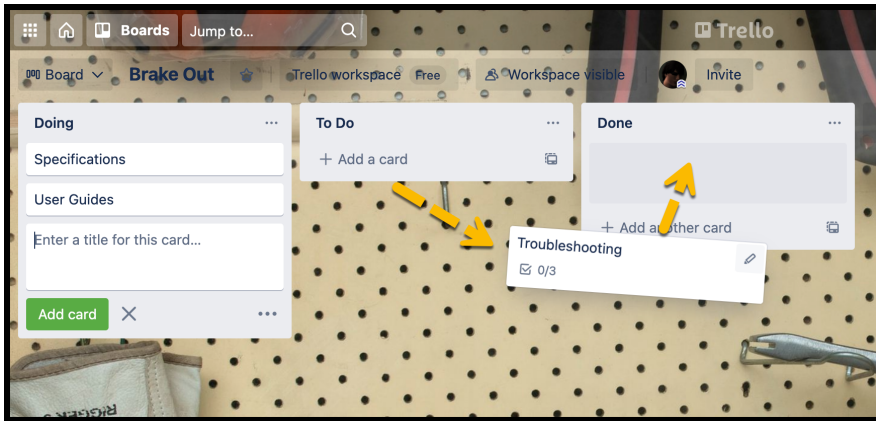|	
	Let's also add a list of items we want for the project. **(Pause)**
	You can invite people to the board with their email or their Trello username. **(Pause)** You can delegate these tasks to other users by assigning them to a card. **(Pause)** Now everyone should know what to do on this project. **(Pause)**
	I'm going to move my project to the *Doing* category, so everyone knows what part I'm working on. **(Pause)** And now I can see who's working on what assignments. **(Pause)**

	When those assignments reach the *Done* category it's time to move on to the next project. **(Pause)**
	Thank you for watching! **(Pause)**

Audio-Only Script
Creating a Trello board is a great way to organize any project! **(Pause)**
Let me show you how to create one. **(Pause)**
To create a Trello board, click the plus sign on the top of the Trello interface and select "Create Board." **(Pause)**
Name your board after the project you want to work on. **(Pause)**
I'll call mine, *Brake Out*. **(Pause)**
I'm creating a repair guide for the brake lights on my vehicle. **(Pause)**
A Trello board is made up of lists, which often represent steps in the process. **(Pause)**
Let's create three lists: *To Do*, *Doing*, and *Done*. **(Pause)**
These lists will represent the status of tasks that need to get completed for this repair guide. **(Pause)**
You can create as many lists as you want on a board for any project **(Pause)**
and arrange them however you'd like. **(Pause)**
The next thing we'll discuss is adding cards to our tasks. **(Pause)**
You can create as many cards as you want for your boards. **(Pause)**
Click the card to add more information. **(Pause)**
We can add a due date to it. **(Pause)**
Let's also add a list of items we want for the project. **(Pause)**
You can invite people to the board with their email or Trello username. **(Pause)**
You can delegate these tasks to other users by assigning them to a card. **(Pause)**
Now everyone should know what to do on this project. **(Pause)**
I'm going to move my project to the *Doing* category, so everyone knows what part I'm working on. **(Pause)**
And now, I can see who's working on what assignments. **(Pause)**
When those assignments reach the *Done* category, it's time to move on to the next project. **(Pause)**
Thank you for watching! **(Pause)**