How to use TweetDeck for Twitter Chats

Step 1: Go to TweetDeck http://web.Tweetdeck.com; login with your Twitter account.

Step 2: Using columns is crucial for hosting or attending a Twitter Chat. Suggestion: Use 3 columns, one each for mentions for your Twitter handle, the hashtag #NEWSummit and the hosting team, @NEWnational.

- To set up columns select “Add column” from the left hand menu. A box will pop up allowing you to choose the type of column you want to add to your screen. Click on @Mentions, Users and Search to set up those columns.
- Search: #NEWSummit to show all Tweets that include this hashtag.
- User: @NEWnational to show the Tweets, questions and replies from the host.
- @Mentions: These are Tweets that include your Twitter handle. This allows you to see who is directly addressing you. You can exclude re-Tweets from this screen by using the button at the top right to toggle re-Tweets on and off.

**Step 3:** To send Tweets during the chat, click on “New Tweet” on the left; a Tweet box will pop up. Use this Tweet feature during the Twitter Chat to Tweet quickly.

When you’re done setting up columns, your page should look similar to the one below.

- During the Twitter Chat, enter your responses to questions using A1, A2, etc. in the Tweet box using the hashtag #NEWSummit.
- Twitter Chat questions from the moderator will show up in the @NEWnational User column.
- All Tweets using #NEWSummit will appear in the Search column.
- If you want to respond directly to someone who has mentioned #NEWSummit, click the reply arrow in that person’s Tweet and include #NEWSummit in your response.
- When participants mention you, the Tweets will show up in the @Mentions column.
- You can Tweet more than one response to each question. Be sure to include the question number (i.e., A1, A2, A3).
- Have fun and engage with others. The NEW Twitter Chat is designed to create excitement around the topic of this year’s Leadership Summit, “All in to Win!”
- Keep the conversation going after the official chat end time by Tweeting with #NEWSummit.

After the chat, we will create a “Tweet story” with all of the #NEWSummit Tweets.