

EODASHBOARDHACKATHON.ORG

Chat Guide

June 23-29, 2021

This guide is intended for participants of the Earth Observation (EO) Dashboard Hackathon. The instructions contained in this document require users to be signed up and registered for this specific event at <u>eodashboardhackathon.org</u>.

Please note that some of the images used in this guide are samples from previous hackathons and are not exact replicas of the platform that will be used for the EO Dashboard Hackathon.

For more information:

If you have questions that are not addressed in this guide or in the other guides located on <u>eodashboardhackathon.org/about</u>, contact the organizing team at <u>info@eodashboardhackathon.org</u>.

For technical assistance with any of the content in this document, email <u>web@eodashboardhackathon.org</u> with a specific description of your problem.

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The Purpose of Chat

During the Earth Observation (EO) Dashboard Hackathon (June 23-June 29, 2021), hackathon participants will have access to chat channels through the <u>eodashboardhackathon.org</u> website.

The purpose of chat is to provide a place for you to connect with other hackathon participants as well as with Moderators and Subject Matter Experts (SMEs). Find teammates, ask your questions about the challenges and data, and enjoy learning from the EO Dashboard Hackathon community!

All of the chat channels will open when the hackathon begins on June 23 at 9:00 AM (local time), EXCEPT FOR the 10 "challenge channels" (where you will be able to chat with NASA, ESA, and JAXA experts). <u>The challenge channels will not open until June 25.</u> See additional details below.

<u>Please note</u>: If you experience or witness discrimination, harassment, or any form of bullying during the hackathon, or have any other concerns, please contact the hackathon organizing team at <u>info@eodashboardhackathon.org</u>. The organizing team will take appropriate action, which may include warning or expelling the offending participant from the event.

Launching Chat

In order to login to chat, you must first sign up for an EO Dashboard Hackathon account and register for a region on <u>eodashboardhackathon.org</u>.

Once logged in, there are three ways to launch the chat platform.

1. From the "My Account" section of the website, select "Communications" on the sidebar and then "Launch Chat." This will launch the chat platform and prompt for a login.

COMMU	NICATIONS		
Launch Chat	Send Message		номе
	Welcome!		G COMMUNICATIONS 1
Go Team	Thank you for joining the EO Dashboard Hackathon!	May 17, 2021	C ACCOUNT SETTINGS
			🛠 ADMIN ACCOUNT



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2. From the Welcome Tab on your region page (<u>eodashboardhackathon.org/locations/</u>), select "Launch Chat." This will launch the chat platform and prompt for a login.



3. From any of the challenge pages (<u>eodashboardhackathon.org/challenges</u>), select "Launch Chat." This will launch the chat platform and prompt for a login. <u>Please note: this option will not appear</u> <u>until the challenge channels open on June 25.</u>

Details Resources Teams	
	Find or Start a Team Join others to work on this challenge Find a Team →
The Challenge Air pollution is a major global environmental health risk, causing an estimated	Discuss the Challenge Share ideas, resources, and approaches. Ask questions of Local Leads, Ambassadors, and Subject-Matter Experts.
seven million deaths across the globe annually. Your challenge is to take an interdisciplinary approach, using both Earth science and health science, and integrate different types of datasets and applications to study the effects of air	Launch Chat →



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Chat on Your Phone!

The name of the chat platform is Rocket Chat. You can download the Rocket.Chat app in your app store. Type "<u>chat.eodashboardhackathon.org</u>" in the field where it asks you to "Enter your workspace."

Signing In

After selecting "Launch Chat," you will see a login screen for the chat platform.

- 1. Select the "Login" button.
- 2. Login using your EO Dashboard Hackathon account credentials.
 - If you have any problems signing in, try to remove punctuation characters from your username. To do this, navigate to the "My Account" section on <u>eodashboardhackathon.org</u> and select "Account Settings." Change your username there. If problems subsist, e-mail <u>web@eodashboardhackathon.org</u> with your username and email address, so we can contact you directly.
- 3. After logging in, you will be added to the EO Dashboard Hackathon chat platform (sample screenshot below).

👰 û Q 🖶 🕸 E :	* # welcome		
Discussions			
Channels		Start of conversation	
E # Europe		may 21, 2000	
W # welcome	ajay-go-team Admin Go Team 2:25 PM Welcome Everybody!		
E # East-Asia-Pacific			
A # Africa-Middle-East			
A # Arabic			
🔥 # art-of-it-all			
Private Groups			
S & SMEs-Ambassadors			
G 🗄 GO-Team			
Direct Messages			
3 & Julie-Virtual-Lead, yasha			
Y • yasha			
DASHBOARD	Message		+
\bigcirc		B i ⊕ 2 \[KaTeX\]</td <td></td>	

4. Once logged in, you may already see some channels in your left-hand sidebar (such as your region channel).



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5. You can add yourself to all other channels by navigating to the "Directory." To get to the "Directory," select the globe icon located in the upper left corner of the screen.



6. Select any of the channels in the Directory to be taken to that channel. Select "Join." <u>Please note:</u> we recommend that you join only the channels relevant to you and your team.

The Chat Channels

Public Channels

The following chat channels have been created to help you connect with other participants, Moderators, and Subject-Matter Experts (SMEs). Anyone is able to join. See below for information regarding each channel. <u>Please note: the opening and closing times of the challenge channels are different from the rest of the channels.</u>

"Announcements" channel:

- Opens: June 23, 2021 at 9:00 AM (your local time)
- Closes: June 29, 2021 at 11:59 PM (your local time)
- All participants are automatically added to this channel. To add this channel to your chat sidebar, open it from the "Directory" in chat (the globe icon located in the upper left corner of the screen, shown above).
- This channel is controlled by the hackathon organizing team and will be used to provide participants with updates, news, etc. Participants will not be able to post in it.

"Welcome" channel:

- Opens: June 23, 2021 at 9:00 AM (your local time)
- Closes: June 25, 2021 at 11:59 PM (your local time)



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- All participants are automatically added to this channel. To add this channel to your chat sidebar, open it from the "Directory" in chat (the globe icon located in the upper left corner of the screen, shown below).
- Participants may use this channel to extend greetings, ask general questions, etc.

Region channels:

- Open: June 23, 2021 at 9:00 AM (your local time)
- Close: June 25, 2021 at 11:59 PM (your local time)
- There will be a dedicated chat channel for each region (Africa and Middle East, East Asia and Pacific, Europe, Latin America and Caribbean, North America, and South and Central Asia). You will be added to the region for which you are registered.
- You can join any language channel by clicking on the "Directory" (the globe icon located in the upper left corner of the screen, shown below).

"Find a Team" channel:

- Opens: June 23, 2021 at 9:00 AM (your local time)
- Closes: June 25, 2021 at 11:59 PM (your local time)
- Use this channel to find team members with complementary skill sets. Please see the *Team Formation Guide* at <u>eodashboardhackathon.org/about</u> for more information.
- There will be a dedicated chat channel for each region, where you can find teammates. You will be added to the region for which you are registered.
- If you are looking for teammates who speak the same language as you, you can join any language channel by clicking on the "Directory" (the globe icon located in the upper left corner of the screen, shown below).

Language channels:

- Open: June 23, 2021 at 9:00 AM (your local time)
- Close: June 25, 2021 at 11:59 PM (your local time)
- We will have channels for some languages during the hackathon. Please check to see if your language is represented there.
- You can join any language channel by clicking on the "Directory" (the globe icon located in the upper left corner of the screen, shown below).

Challenge channels:

- Open: June 25: NASA, ESA, and JAXA experts available starting at 9:00 AM their local time
- Close: June 27: NASA, ESA, and JAXA experts will no longer be available starting at 9:00 PM their local time
- Each of the 10 challenges has a dedicated chat channel.
 - Looking at the Big Picture
 - Spatial Analysis and Time Series
 - Ship Traffic and the Impact on Air Quality
 - Urban Societal Behavior Patterns during COVID-19



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- Environmental Justice During the COVID-19 Pandemic
- A Comparative Analysis
- Visualizing Change Over Time
- Storytelling in the COVID-19 Era
- Agricultural Impacts of COVID-19
- Multi-Mission Earth Observation Data Visualization
- The challenge channels can be accessed from the challenge pages on the website or via the "Directory" (the globe icon located in the upper left corner of the screen, shown below).
- "SMEs" (Subject-Matter Experts) from NASA, ESA, and JAXA will be online to answer your questions about the challenges and data.

Private Groups and Direct Messages

In addition to the public channels, you will be able to create private groups and send direct messages. For more information on these channels, please see the Rocket.Chat user <u>guide</u>.

To Compose Messages

To compose a message in Rocket.Chat, go to the channel or user you want to send a message to. Join the channel if you are not already in it. Type in the message box and press Enter or the **Send** Button.

If you want to add new lines of text, press Shift + Enter to add a new line.

To Notify other Team Members

To get the attention of a specific team member in a channel, type **@** followed by their username, for example, **@username**. The mentioned user sees a red badge on the channel or is notified via email or their mobile device if they're not online.

To Send Attachments

You can send a variety of attachments with your messages, such as files, audio, links, videos, and many more.

To access the attachment menu, click on the **plus** (+) icon on the message input.

To Select Files

You can select files using three methods:

- By choosing the Select Files from Computer option from the attachment menu
- By dragging and dropping the file on the chat window



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• By pasting an image from the clipboard

After selecting the file, add a name and a description of the file and press Send.

Remember that the server administrator can block certain file types from being uploaded.

To Pin Messages

Pin a message to a channel to make that message easily accessible to all users on the channel. To pin a message, select the Pin Message option in the message actions menu. Remove already pinned messages by selecting Remove Pin.

By default, only administrators, moderators, and owners of the channel can pin messages.

To Insert Emojis

To insert an emoji, click the **smiley face icon** in the message box. Browse through emojis using the icon categories or through the search box.

You can also insert emojis by inputting an emoji code.

To Search

Rocket.Chat search supports basic search commands, which work just like the search function in Gmail.

Rocket.Chat also supports the use of "regular expressions." Regular expressions provide flexibility and the ability to search chat entries in any language.

Happy Hacking!