Project Submission 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 eodashboardhackathon.org.

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 eodashboardhackathon.org/about, contact the organizing team at info@eodashboardhackathon.org.

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

Document last updated: June 10, 2021

Get Ready to Submit Your Project!

Once the hackathon begins on June 23 9:00 AM (local time), your team will be able to edit your team's project page and submit your project on eodashboardhackathon.org. (If you haven't already, you MUST first sign up for an account, register for a region, and create or join a team.)

This guide will walk you through the features of the project submission page and the various requirements your project must meet if you'd like your project to be eligible for judging and awards.

For instructions for how to actually ensure that your project can be successfully integrated into the Earth Observing Dashboard, see the *Dashboard Technical Background and Integration Guide* located on eodashboardhackathon.org/about.

Project Submission Start and End Times

Project submission opens on June 23 at 9:00 AM (local time). Project submission closes on June 29 at 11:59 PM, in accordance with the local time of the person who created your team. Your project must be submitted on the EO Dashboard Hackathon website by this deadline in order to be eligible for judging.

Completing Your Project Page

Your team's project page is very important. It is where your team will provide all of the details about your project. Please note: this is the page that the judges will review. If you wish to be considered for judging and awards, please ensure that your project meets the minimum requirements (see below). The more information you provide on this page, the better the judges can rate your submission!

1. To get to your team's project page, click on your team name in the "My Account" section of the website.
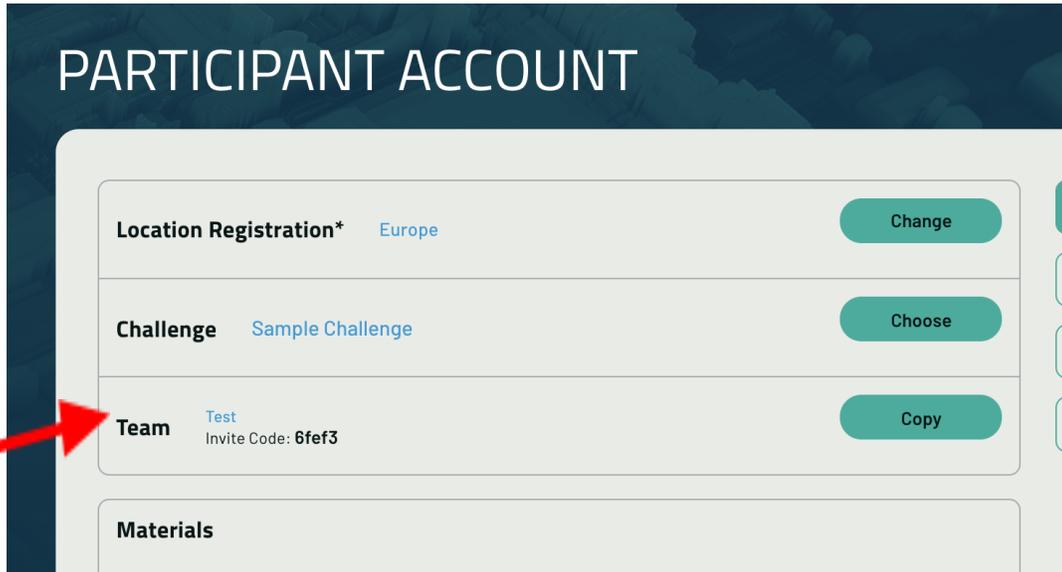
2. To access your team's project page, navigate to the Project tab.

3. Click the "Edit Project" button on the Project tab to access and edit your project page (this button will appear only when the hackathon begins on June 23 at 9:00 AM (local time)).

Sample Challenge

Challenges in this Indicator category deal with the COVID-19-related risks of disruptions to agriculture, including supply chains and logistics, that could impact food security in a region or globally.

Edit Project

4. To complete your project page, your team will be asked to provide information for the following sections. The asterisks (*) indicate fields that are **required** if you want to be eligible for judging and awards.

Project Title*
Provide a high-level summary of your project*
Describe how your project addresses this challenge* What did you develop? Why is it important? What does it do? How does it work? What do you hope to achieve?
Describe how you developed your project* What inspired your team to choose this challenge? What was your approach to developing this project? What tools, coding languages, hardware, software did you use to develop your project? What problems and achievements did your team have?
How did you use space agency data in your project?* You can use any open data you'd like. However, to be eligible for judging, you must use data from NASA, ESA, or JAXA. *Please note that the purpose of the hackathon is to utilize data from the Earth Observing Dashboard. Describe how the data was used or how it influenced your project.
Demonstrate your solution* Provide a "demo" of your project by sharing a public link to slides (up to 7) or a video (30 second limit). Please note: all links must be public and working properly (they should not require permission or registration to access them).

Describe how your solution could be integrated into the Earth Observing Dashboard (include links to source code and documentation, if applicable)*   Please see the *Dashboard Technical Background and Integration Guide* for step-by-step instructions on how to make sure your work can be integrated into the Earth Observing Dashboard.
References: List the data and resources used in your project*
Add some tags so we can categorize your project

5. Save your project often, so you do not lose your work! You can save your work at any time by clicking the "Save Project" button at the bottom of the page.

6. If you wish to be eligible for judging, please read the *Dashboard Technical Background and Integration Guide* to ensure that your project can be successfully integrated into the [Earth Observing Dashboard](#) (if applicable to the challenge you are solving).

Sharing Files on Your Project Page

Please note these limitations and follow these instructions for sharing files on your project page:

- The project page DOES allow for the upload or copy/paste of images. However, it DOES NOT allow for the upload of videos or documents.
- To upload videos or documents, please follow these instructions:
  - Upload video or document material to another website (YouTube, Google Drive, One Drive, Dropbox, etc.) equipped to host the media, and then provide a ***publicly accessible link*** in your submission. (In other words, links should not require registration or permission to access them.)
  - These sites usually have a "share" option, where you can copy a URL. Before doing so, ensure that the share option allows for **public access** to the file. Also, test the URL with your teammates or in a private browsing window so you can be positive that the judges will have no issues accessing.
  - Whether you link to a Google slide deck, a YouTube video, or something else, there are plenty of ways to incorporate visuals in your final submission.

- There is no limit to the number of items you can link to on your project page. <u>However, please provide only one link in the section where it asks you to "Demonstrate your solution."</u>

Tool Tips for the Project Page:

There are a number of tools to allow you to format your project text.

1. Click "Normal" to change the font size and set headers to sections within a text box.

2. Click the **B** to **Bold** highlighted text.

3. Click the *I* to *Italicize* highlighted text.

4. Click the <u>U</u> to <u>Underline</u> highlighted text.

5. Click the **"** to designate quoted text.

6. Click to either create a numbered or bulleted list, respectively.

7. Click to right or left indent text, respectively.

8. Highlight text and then click to hyperlink it to a URL.

9. Click to upload an image from your device. You can also copy and paste images from the web into these text boxes.

Submitting Your Project

1. Once you've completed your project page and are ready to submit your project, your team must acknowledge that you have read, understand, and fully agree to the program's submission requirements (as laid out in the document), as well as to the <u>Participant Terms and Conditions</u>.

2. Select "Submit."
   - If you have not completed all of the required sections on the project page, you will not be allowed to proceed.

3. If you have completed all of the required sections, a pop-up box will appear. Make your selection.
   - If you would like your project to be reviewed by NASA, ESA, and JAXA judges and considered for Global Awards, please select "Submit." (Do not check the box.)
   - If you do NOT want your project reviewed by NASA, ESA, and JAXA judges and considered for Global Awards, check the box and then select "Submit." Please note: by doing this, you are opting-out of the judging process and consideration for Global Awards.

4. Please note: even if you choose to "opt-out" of the judging process, your work will still be preserved on eodashboardhackathon.org, as long as you complete the submission process.

Eligibility for Global Judging:

To be eligible for Global Awards, your team and/or project must meet these minimum requirements:

- Complete all of the required sections on the team's project page (see above).
- The project submission must respond to one of the official challenge statements.
- The project submission must be completed using the English language. (In your videos, you are welcome to speak other languages; however, you must include English language subtitles.)
- The project submission must not contain any profanity or inappropriate language.
- All team members must be registered and identified on the team's Team Members page.
- All project files must be shared in accordance with the guidelines (see "Sharing Files on Your Project Page" below).
- Your team must acknowledge that you have read, understood, and fully agreed to the program's submission requirements (as laid out in the document), as well as to the Participant Terms and Conditions.
- Your team must choose to proceed with judging. (In other words, you must NOT choose to opt-out of judging. Please see the previous section.)
- The team must submit the project on the EO Dashboard website by the deadline, which is June 29 at 11:59 PM, in accordance with the local time of the person who created your team.

What happens once you submit your project? ? For information on the judging process and specific awards, please see the *Judging and Awards Guide* located at eodashboardhackathon.org/about.

Happy Hacking!