Team Formation 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 7, 2021

BASIC GUIDELINES

Once you have created an Earth Observation (EO) Dashboard Hackathon account, registered for a region, and picked a challenge, you are able to create a team or join an existing team from eodashboardhackathon.org. Here are the basic guidelines:

- You *must* create or join a team in order to submit a project.
- You may form a team that has only one person; however, we recommend that you work with other participants. Please note: we find that teams of 4-5 members with diverse skills work best. The maximum team size is 6.
- One participant from each team will need to create the team. Other members of the team will be able to join it. Please note: The team will, by default, be tied to the region of the person who creates the team; however, participants from any region can join any team. Teams are able to change the region associated with their project through their team's Team Members tab (see below).
- Participants can view existing teams and request to join them from the individual challenge pages (to view teams according to the challenge they are working on) or from any of the region pages (to view teams that are tied to that region).
- Once invited, all team members will have the same rights to the team page. Everyone on the team will be able to edit the project page and the team page.
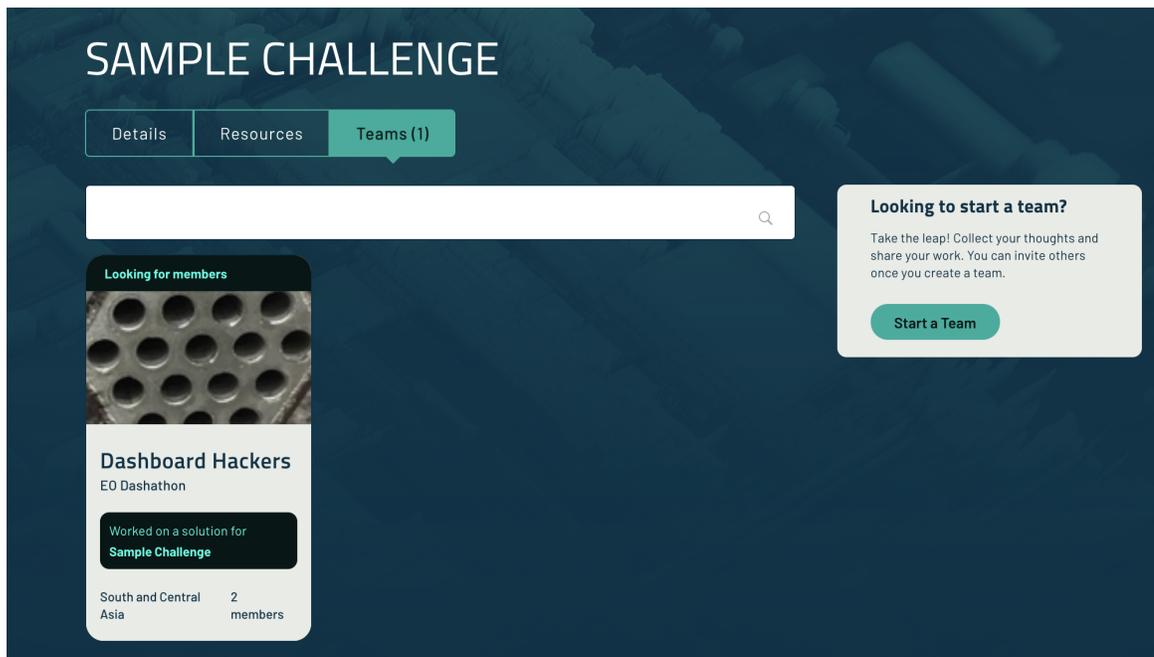
Create a New Team

All *new teams* must be created from the individual challenge page that your team wants to work on.

1. Navigate to eodashboardhackathon.org/challenges/. Select the challenge category and challenge of your choice. You will then be taken to the individual challenge page. From there, click the "Teams" tab or the button in the "Find or Start a Team" box.
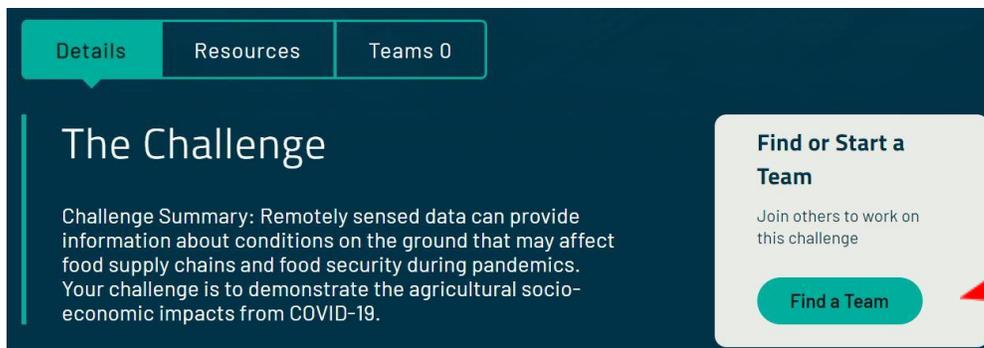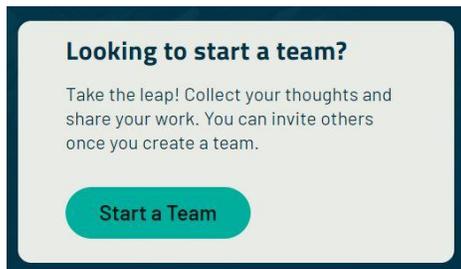
2. You will be directed to a page displaying all teams (worldwide) working on that specific challenge. If you wish, you can use the filter to show only the teams in your region working on that challenge. You can either join one of those teams or create a new team.

3. To create a new team, select the "Start a Team" button.

4. Once you click "Start a Team," you will be directed to a new page. Fill in the requested information and click "Create Team" when done.
    a. If you would like other participants to be able to request to join your team, put a checkmark next to the box that says, "I am looking for other team members!" Prospective team members will be able to message the team creator through the chat

platform to request to join your team. To learn more about chat, see the *Chat Guide*: eodashboardhackathon.org/resources.

Join an Existing Team

1. To join an existing team, you can search for prospective teams from two places:
   - From the Teams tab on an individual region page: eodashboardhackathon.org/locations/

- From the Teams tab on an individual challenge page:
  eodashboardhackathon.org/challenges/

2. Search for a team or browse the listed teams on the page. Select the team name to see their project page. Notice which teams are looking for members. They will have flags on their photos that say, "Looking for Members."
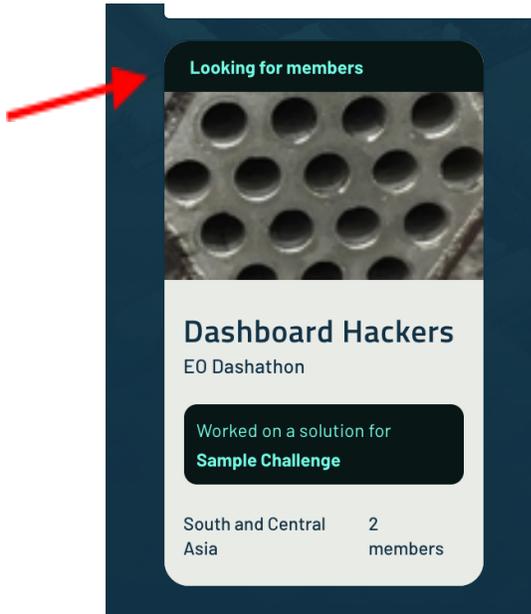
3. Select the Team Members tab of the team you'd like to join or request to join. Click "Join Team."
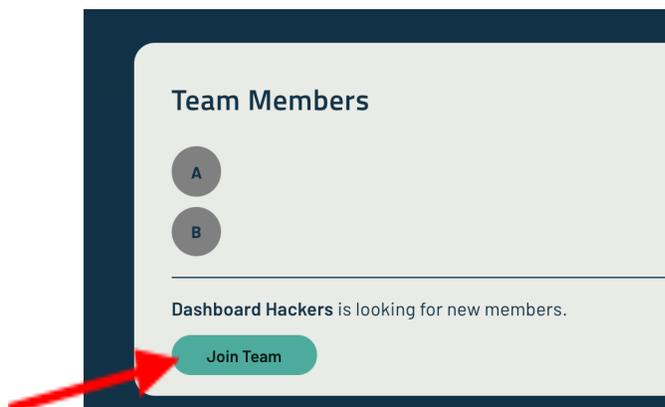
4. If you have an Invitation Code, select "Join Team" and add the code. Select "Join Team" again.

5. If you do NOT have an invitation code, you must ask the creator of the team for the invitation code by selecting "Ask to Join [Team Name]." Doing so will open a private message between you and the team's creator in the chat platform. Please note: teams are NOT required to provide you with an invitation code. It is at each team's discretion.
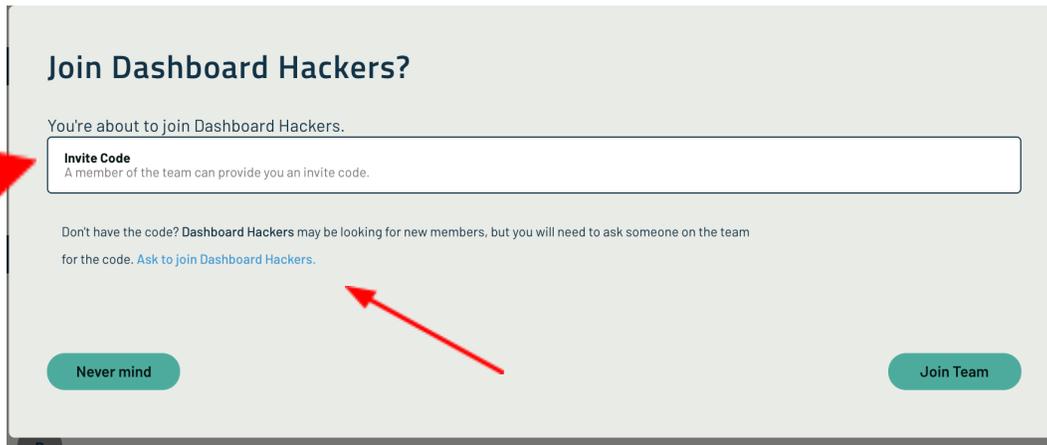
Editing Your Team Pages

Once you create or join a team, you will be directed to your new team page (see below for example). On your team page, you will see three tabs: Project, Team Board, Team Members.

1. Project tab: Use this section to access your project page and submit your project. Project pages will open for editing once the hackathon begins on June 23 at 9:00 AM (local time.) If you would like others to see your project, you can share the URL of this page with them, either during or after the hackathon. Please note: this is the page that the judges will review. For details regarding specific requirements for project submission, see the *Project Submission Guide* at eodashboardhackathon.org/resources.

2. Team Board tab: This page is only for fun! Use it to communicate with your team or give other participants in the community a glimpse into your hackathon journey. Please note: This page will NOT be reviewed by judges. Posts here reflect the thoughts and opinions of this team, not those of the hackathon organizers. Please do not post pictures of copyrighted items.
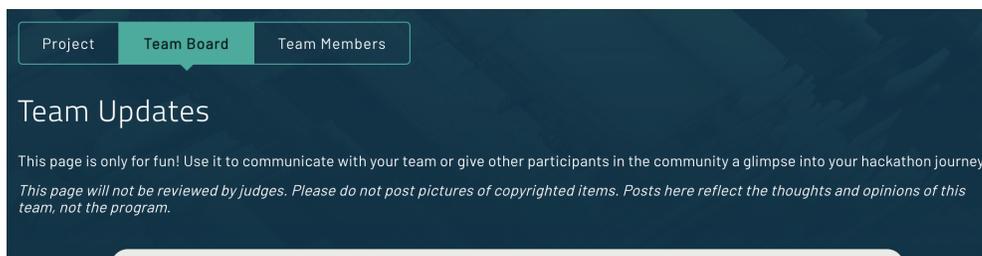
3. Team Members tab: This section displays all members of the team and allows you to make changes to your team (see screenshot below).
   - The Invitation Code can be shared with prospective team members who will use the code to join the team.
   - The "Edit Team" button will lead you to a new page, where you can take the following actions:
     - Edit your team name
     - Edit your team motto
     - Edit the region with which your team is associated. Please note: The region your team is associated with is, by default, aligned to the region of the person who created your team; however, teams are able to change the region associated with their project through their team's Team Members tab. For judging purposes, the region of your team does not matter. All projects will go through the exact same judging review.
     - Edit your team photo
     - Select/deselect the flag indicating whether your team is looking for new members
   - You can remove yourself from a team by selecting the "Leave Team" option at the bottom of the page. Please note: In order to delete a team page, ALL team members of the team must select the "Leave Team" option.

Happy Hacking!