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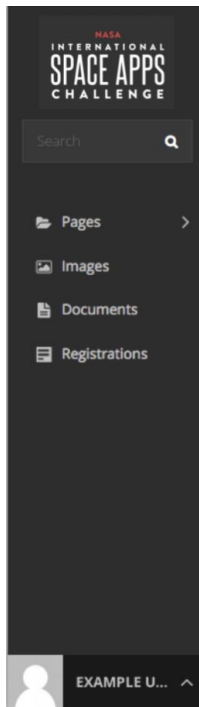
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## MANAGING PARTICIPANT REGISTRATION ON SPACEAPPSCHALLENGE.ORG



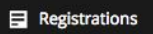
### 1. ACCESS YOUR ACCOUNT


Sign into your spaceappschallenge.org account:

<http://admin.spaceappschallenge.org/admin/>

On the left side of the screen you should see a panel with the following tabs “Explorer”, “Images”, “Documents”, “Registrations”, “Settings” (see left). To manage your Hackathon registrations, use the “Registrations” tab.

### 2. HACKATHON REGISTRATION

Click on  the tab. You will be directed to a page displaying a list of all participants that have registered for your event.

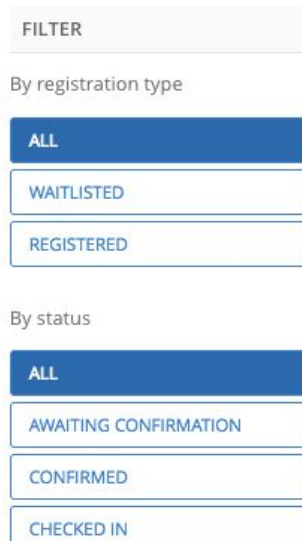
To export/download a list of all *registered* participants click on  the button at the top of the screen.

To export/download a list of *waitlisted* participants click on  the button at the top of the screen.

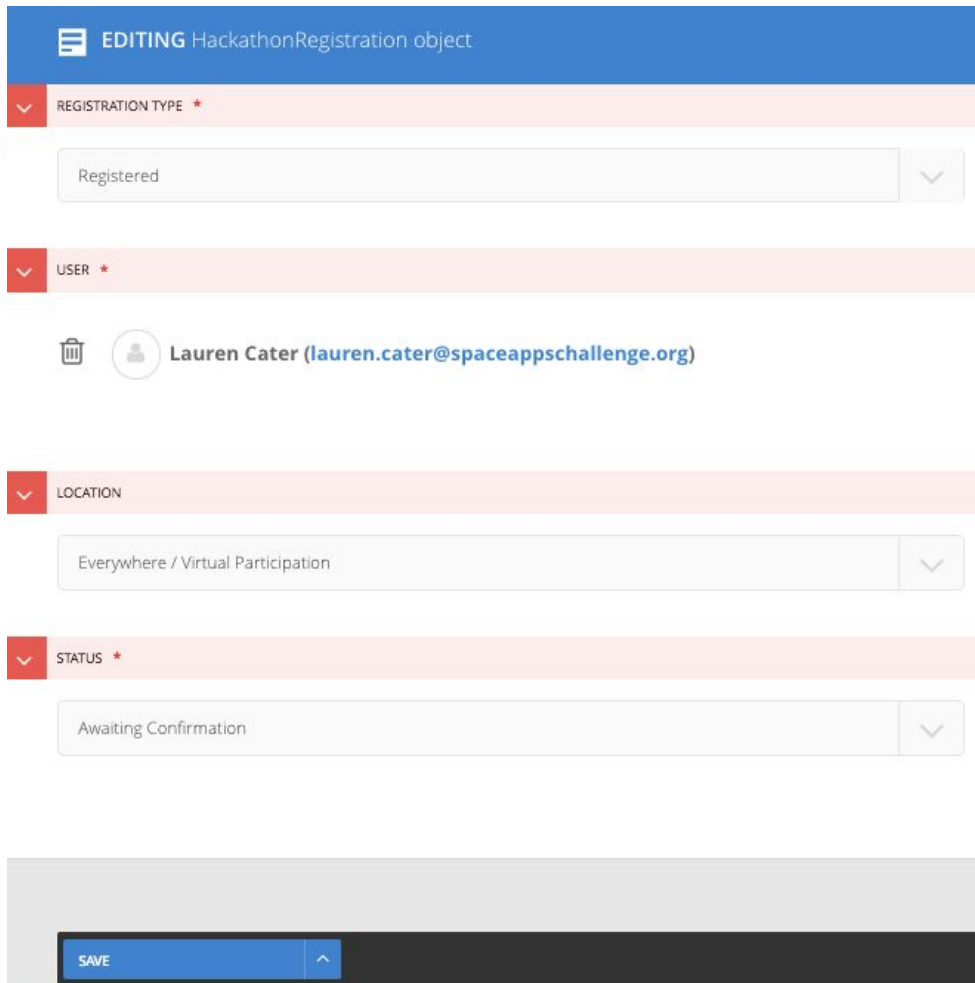
### Filtering

On the right side of the screen you will see a filtering panel (see right). You can use this panel to filter your participant list by *registration* and *confirmation* status.

### Change Participant Status



To change the *registration* or *confirmation* status of a participant, hover over the email address of the participant whose status you would like to change, and click on the “EDIT” button. You will see a screen similar to the one below will appear.

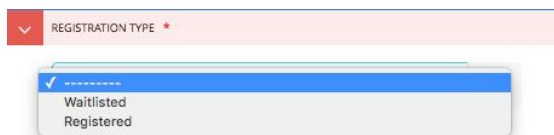


The screenshot shows a form titled "EDITING HackathonRegistration object". It contains several sections, each with a red header bar and a dropdown menu:

- REGISTRATION TYPE \***: A dropdown menu with "Registered" selected.
- USER \***: A section showing a trash icon, a user profile icon, and the name "Lauren Cater" with the email address "(lauren.cater@spaceappschallenge.org)".
- LOCATION**: A dropdown menu with "Everywhere / Virtual Participation" selected.
- STATUS \***: A dropdown menu with "Awaiting Confirmation" selected.

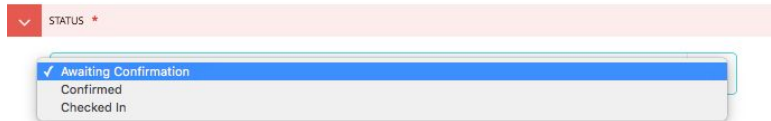
At the bottom of the form is a dark grey bar with a blue "SAVE" button and an upward-pointing arrow.

To change a participant’s registration status, click in the box below “REGISTRATION TYPE” and select the appropriate option from the dropdown menu.




This image shows a close-up of the "REGISTRATION TYPE" dropdown menu. The menu is open, showing two options: "Waitlisted" and "Registered". The "Waitlisted" option is currently selected, indicated by a blue checkmark and a blue highlight.

To change a participant’s confirmation status, click in the box below “STATUS” and select the appropriate option from the dropdown menu. \*Note, this is an *optional* feature. It is not necessary to change the confirmation status of your participants, but you may find it to be a useful tool.

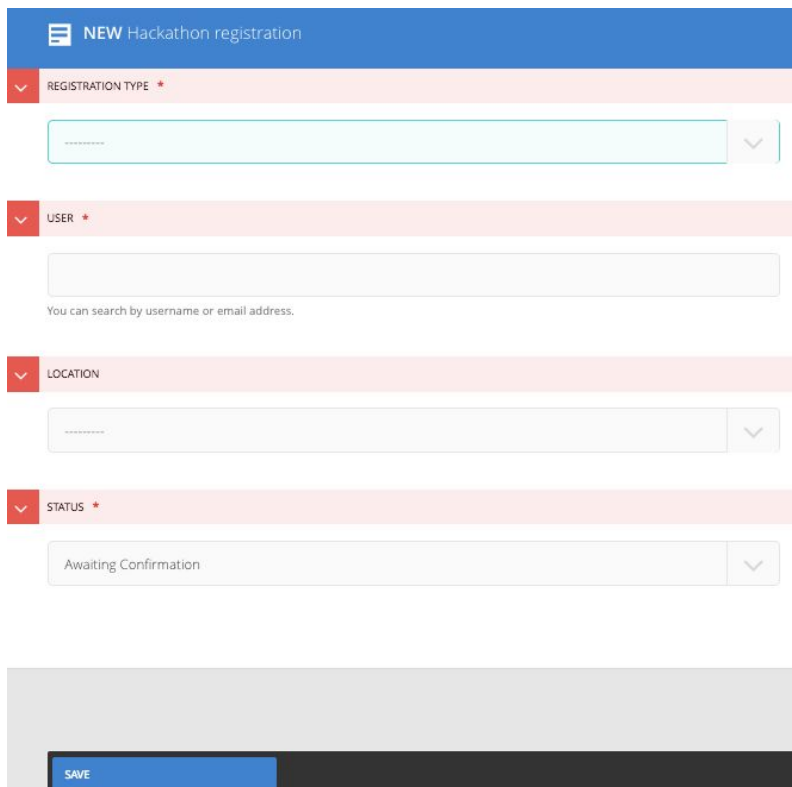


Once you have made the desired changes, click  on the button at the bottom of the screen.

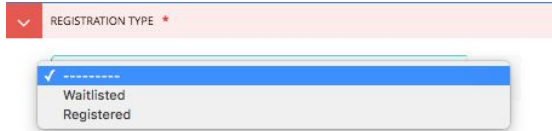
### Registering a New Participant

To register a new participant, click on  the button in the top right corner of the screen. \*Note, in order to add a participant, they will need to already have an account on [spaceappschallenge.org](https://spaceappschallenge.org). Please contact [lauren.cater@spaceappschallenge.org](mailto:lauren.cater@spaceappschallenge.org) and [blake.garcia@spaceappschallenge.org](mailto:blake.garcia@spaceappschallenge.org) if participants report issues creating an account.

The screen below will appear.



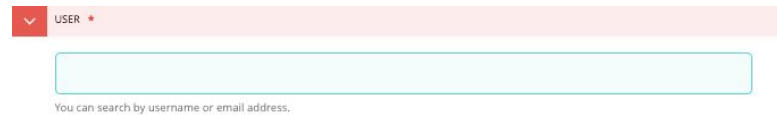
To set a participant's registration status, click in the box below "REGISTRATION TYPE" and select the appropriate option from the dropdown menu.



REGISTRATION TYPE \*

- ✓ -----
- Waitlisted
- Registered

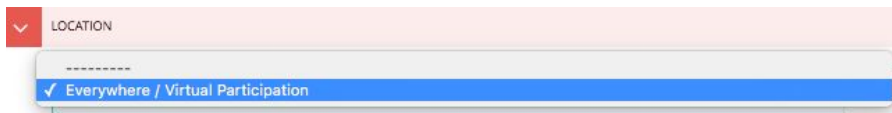
To search for a user, click in the box below "USER" and type in the user's email and/or username.



USER \*

You can search by username or email address.

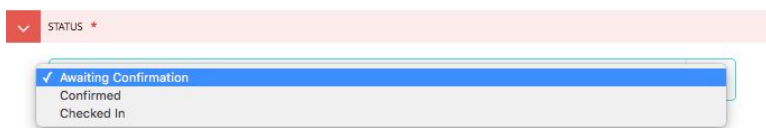
To select the participant's location, click in the box below "LOCATION", and select the appropriate option from the dropdown menu.



LOCATION

- ✓ Everywhere / Virtual Participation

To select the participant's confirmation status, click in the box below "STATUS" and select the appropriate option from the dropdown menu. \*Note, this is an optional feature. It is not necessary to change the confirmation status of your participants, but you may find it to be a useful tool.




STATUS \*

- ✓ Awaiting Confirmation
- Confirmed
- Checked In

Once you have made the desired changes, click  on the button at the bottom of the screen.

### 3. PRE-HACKATHON REGISTRATION

Click on  the button in the panel on the left side of the screen, and follow the instructions described in Step #2 of this document.