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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 you 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.

To change a participant’s registration status, click in the box below “REGISTRATION TYPE” and select the appropriate option from the dropdown menu.
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 **SAVE** 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. Please contact lauren.cater@spaceappschallenge.org and 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.

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

To select the participant’s location, click in the box below “LOCATION”, and select the appropriate option from the dropdown menu.

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.

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.