Space Apps 2019 Team Formation Guide

Teams will register on spaceappschallenge.org as soon as they're formed on Space Apps weekend. The team page gives teams the opportunity to share their journey throughout the weekend.

- One participant from each team will create a team page
- Prospective team members can view existing teams on spaceappschallenge.org and request to join a team
- The participant that creates the team page will send an invitation code to other participants to join the team
- Once invited, all team members will have the same rights to the team page
- If your team consists of participants from more than one location, the team will be registered to the location of the participant that created the team page

TEAM FORMATION

1. **Log into your account on spaceappschallenge.org**
   Navigate to the spaceappschallenge.org homepage. Select the "Login" option in the navigation menu (if you don’t already have an account, you will first need to click the “Sign Up” option and register for a Space Apps event).
Enter your username and password and click “Login”.

2. Navigate to the event page of your Space Apps event
Under “Event Registration”, click on the event that you are registered for.
3. **Join or Create a Team**
   Scroll to the bottom of the event page. You will see a list of teams based at your location.

**Join a Team**

i. To join an existing team, reach out to an existing team member. You can do this via the chat platform on spaceappschallenge.org or in person if you are attending an in-person event. You can join challenge-specific channels from the chat directly or from the Challenge pages on spaceappschallenge.org.

ii. The team member will share an invitation code with you. Click on the “Join Team” icon on the Space Apps event page, and enter the invitation code. Click “Join Team.”

*If you want to join a team that is not based at the same location that you are based at, you will need to do so from the Challenges page on spaceappschallenge.org (follow instructions i, ii and iii in the “Create and Team” section below.)*

**Create a Team**

i. To create a new team, navigate to the Challenges page on spaceappschallenge.org.

ii. Find the challenge that you would like to work on and create a team for.
iii. Click on the “Find a Team” icon.

iv. You will be directed to a page displaying all teams (worldwide) working on that challenge. You can either join one of those teams or create a new team. To create a new team, click on the “Start a Team” option.
v. You will be directed to a new page. Fill in the requested information and click “Create Team” when done.

vi. You will be directed to your new team page (see below for example)
You will see three tabs: “Updates,” “Project,” and “Members”

Updates: This is the section that you will use to document your progress throughout the weekend. To provide an update, select the appropriate update format (Text, Photo, Code Snippet, and Code Example) and click on the “Share” button. Updates will be posted as a feed.
**Project:** This is the section that you will use to provide an overview of your project. You have to provide a description and have the option to upload a video and photos. **If you are participating in the Virtual Event or if you have been selected for global judging, a video is required.** If you are participating in an in-person event and have not been selected for the global judging round, a video is optional.

*THIS IS THE SECTION THAT WILL BE USED TO JUDGE YOUR PROJECT*
Members: This section displays all members of the team. It will also display an invitation code. This invitation code can be shared with prospective team members who will use the code to join the team.

In this section, you can also remove yourself from a team by selecting the “Leave Team” option at the bottom of the page. In order to delete a team page, all team members must select the “Leave Team” option.

PROJECT SUBMISSION

To submit your project, complete the team’s Project page on spaceappschallenge.org. Once project submissions have closed, complete projects will be reviewed.

Deadlines:
Local: Project submission deadlines for local judging will vary slightly to accommodate local judging; please check with the local organizers.

Virtual: All Virtual teams must submit their projects on Sunday, October 20th by 11:59 pm (local time, according to the last time zone of your team’s members).

Global Nominees: If your team is nominated for Global Judging from your local event, this is for you. All project submissions should be completed by 11:59 pm UTC on Sunday, October 20, 2019. Teams selected for global judging will have until 11:59 pm (local time) on Sunday, October 27, 2019 to submit their final videos, by embedding a link to their video in their project page.