



Space Apps COVID-19 Challenge Team Formation Guide

MAY 30-31, 2020

A guide for Space Apps COVID-19 participants.

This guide is intended for virtual participants of the Space Apps COVID-19 Challenge. The instructions contained in this document require users to be signed up and registered for this specific event.

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

Once you have created a Space Apps account, registered for a region, and picked a challenge, you are able to create a team or join an existing team from <https://www.spaceappschallenge.org/>. You must form a team in order to submit a project.

BASIC GUIDELINES

- 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 be tied to the region that the creator of the team is registered for; however, participants can join teams from any region.)
- Prospective team members can view existing teams on <https://covid19.spaceappschallenge.org/>, either from the individual challenge pages (to view teams according to the challenge they are working on) or on the individual region pages (to view teams according to the region they are registered for).
- Individuals may request to join an existing team that has the flag on the photo icon that says, "Looking for Members."
- The participant that created the team will be able to send an **invitation code** to other participants, if they would like them to join the team.
- 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.
- While you may form a team that has only one person, we recommend that you work with other participants.
- **The maximum team size is six (6) people if you are interested in submitting your project for Global Judging. There is no limit if you choose not to submit your project.**

Create a New Team

1. All *new teams* must be created from the individual challenge page that your team wants to work on. Navigate to <https://covid19.spaceappschallenge.org/challenges/covid-challenges> and select the challenge of your choice. You will be taken to the individual challenge page.

The screenshot shows a web interface for the Space Apps Challenge. At the top, there are two tabs: 'Details' and 'Teams 3'. The main content area is divided into two columns. The left column contains the title 'The Challenge' followed by a paragraph of text: 'You are the astronaut/robotic mission lead tasked with bringing valuable specimens from the Moon back to Earth for further study. How will you evaluate lunar samples quickly and effectively before or while still on the mission? How will you differentiate samples of potential scientific value from less interesting material?'. Below this is a section titled 'Background' with a paragraph: 'Between 1969 and 1972, Apollo astronauts brought back 800 pounds of lunar rocks from six landing sites. How did they know what was the best rock to bring home? When two people walk along the beach, do they both pick up the same type of sea shells or fragments from the same shell?'. The right column contains two boxes. The top box is titled 'Find or Start a Team' with the subtext 'Join others to work on this challenge' and a button labeled 'Find a Team →'. The bottom box is titled 'Discuss the Challenge' with the subtext 'Share ideas, resources, and approaches. Ask questions of Local Leads, Ambassadors, and Subject-Matter Experts.' and a button labeled 'Launch Chat →'.

2. From there, click on “Find a Team.”

This is a close-up of the 'Find or Start a Team' button area from the screenshot. It features the title 'Find or Start a Team' in bold, followed by the text 'Join others to work on this challenge'. Below this is a button with the text 'Find a Team →'.

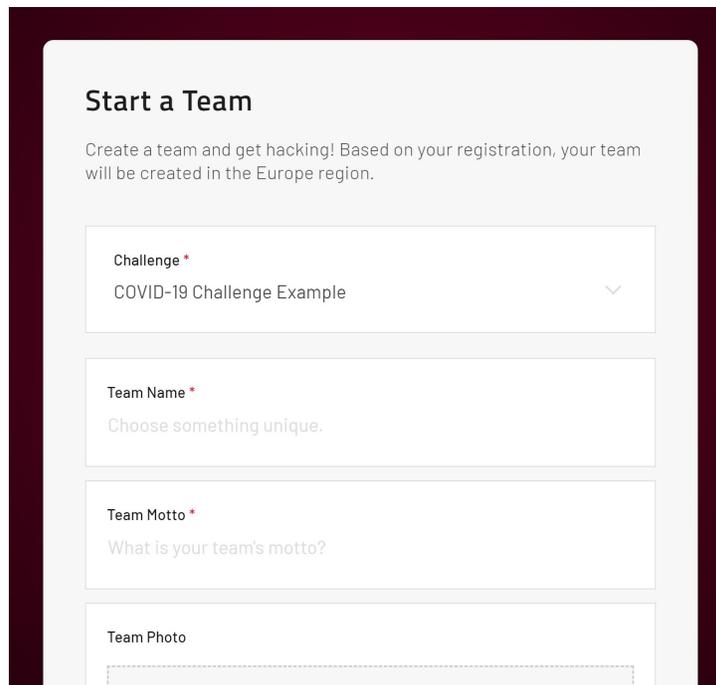
3. You will be directed to a page displaying all teams (worldwide) working on that challenge. If you wish, you can use the filter to show only the teams in your region working on that challenge. You can either join one of those teams or create a new team.
4. To create a new team, click on the “Start a Team” button.

Create a Team to Work on This Challenge

Take the leap! Collect your thoughts and share your work. You can invite others once you create a team.

Start a Team →

5. 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. *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 you on the Space Apps chat platform to request to join your team. To learn more about how to access the chat platform, see the *Space Apps COVID-19 Challenge Chat Guidelines* on the resources page of the website: <https://www.spaceappschallenge.org/resources/>.



Start a Team

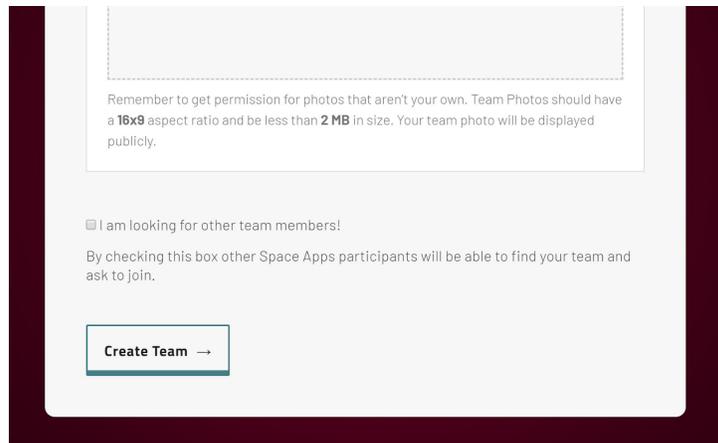
Create a team and get hacking! Based on your registration, your team will be created in the Europe region.

Challenge *
COVID-19 Challenge Example

Team Name *
Choose something unique.

Team Motto *
What is your team's motto?

Team Photo

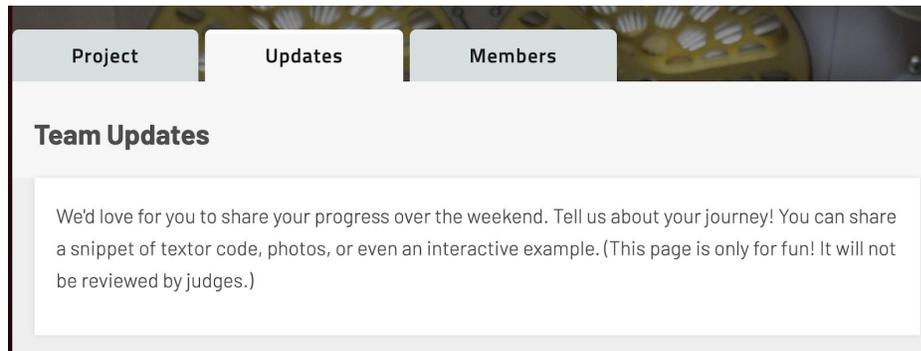


6. Once you select “Create Team,” you will be directed to your new team page (see below for example).

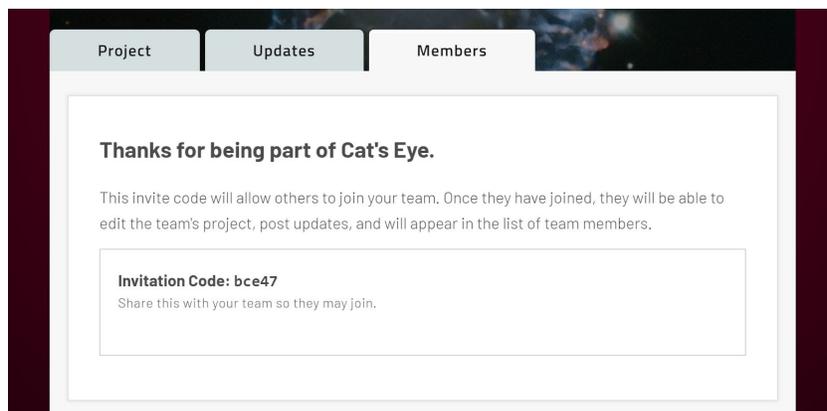


7. On your team page, you will see three tabs: *Project*, *Updates*, *Members*.
8. *Project Tab*: This is the section that you will use to provide an overview of your project. You will be asked to provide a description of your project and will have the option to share multiple file types. *This is the page that the judges will review if you elect to be part of the judging process. For details and screenshots, see the *Space Apps COVID-19 Challenge Project Submission Guide* on the resources page of the website: <https://www.spaceappschallenge.org/resources/>. If you would like others to see your project (either while you are working on it or after the hackathon ends), you can share the URL for this page online.

9. *Updates Tab*: This is the section that you will use to document your progress throughout the weekend. It is only for fun; it will not be evaluated by the judges! 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.



10. *Members Tab*: This section displays all members of the team. This is also where you can edit your team by clicking “Edit Team.” Once you do, you can indicate whether you are looking for other members to join your team. (The invitation code that you see displayed can be shared with prospective team members who will use the code to join the team.) 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.

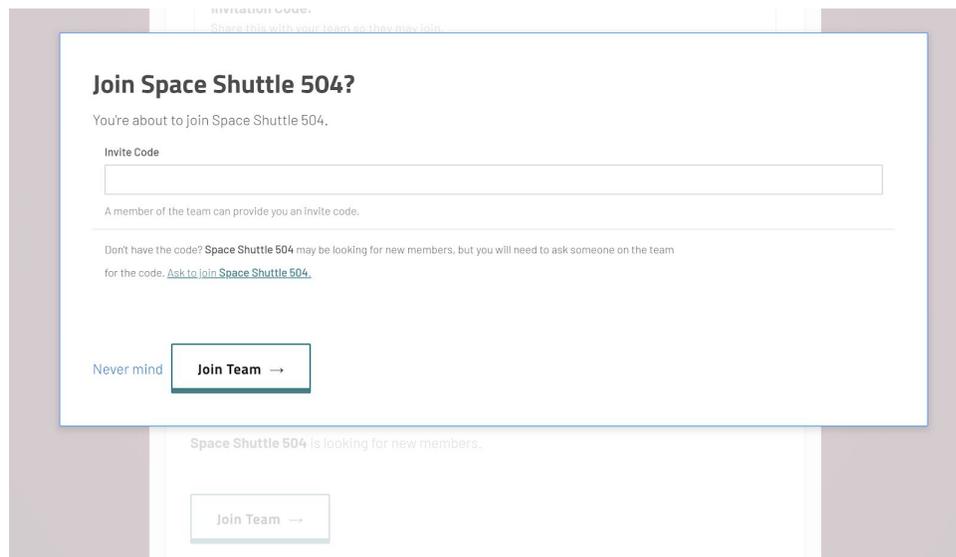


I am looking for other team members!

By checking this box other Space Apps participants will be able to find your team and ask to join.

Join an Existing Team

1. To join an existing team, you can search for prospective teams from two places:
 - The bottom of an individual region page:
<https://covid19.spaceappschallenge.org/locations/>
 - The Teams Tab on an individual challenge page:
<https://covid19.spaceappschallenge.org/challenges/covid-challenges>
2. Browse the teams and click on each team to see their project pages. Notice which teams are looking for members. They will have flags on their photos that say “Looking for Members.”
Note: The sweet spot for teams is typically 4 to 5 people. The limit for a team is 6 people.
3. If you do not already have an invitation code but want to request to join a team, you must ask the creator of the team for the invitation code. To do this, click “Join Team” on the Members Tab. Then click “Ask to Join [Team Name],” which will take you to the chat platform. Doing so will open a private message between you and the team’s creator. The team’s creator will be able to provide you with an invitation code. (Please note: teams are not required to provide you with an invitation code. It is at each team’s discretion.)



4. Once you have an invitation code, select “Join Team” and enter the code. Select “Join Team” again.

Happy Hacking!