DIGI EDU HACK 2023

30 AUGUST 2023

COACHING CALL #3:
Setting up Your Webpage and Discord Server

European Commission

DigiEduHack is an initiative under the Digital Education Action Plan (2021-2027) of the European Commission

AGENDA

01 - WEBSITE GUIDE

02 - HOW TO REGISTER AS A USER

03 - HOW TO SUBMIT A CHALLENGE

04 - MANAGE YOUR PARTICIPANTS

05 - DISCORD

01 WEBSITE GUIDE
HOW TO FIND WHAT YOU NEED

WHERE TO FIND IT
https://digieduhack.com/miscellaneous_images/DigiEduHack-HOSTS-website-guide-I.pdf

WHAT IT CONTAINS
- How to register as a user
- Registration process
- Challenge submission
- Your personal area
- Manage your participants
- Discord server

02 HOW TO REGISTER AS A USER
JOINING THE DIGIEDUHACK WEBSITE

Before submitting your challenge, you have to register on the website.
Three ways of doing it on the website:

1
Go to Homepage - DigiEduHack 2023 and click on *"become a host"*

2
Go to Want to become a host? - DigiEduHack 2023 and click on the black banner *"become a host"*

3
From the menu bar, click on the *"log in"* button and then *"sign up"*

03 HOW TO SUBMIT A CHALLENGE
CREATING YOUR CHALLENGE PAGE

1
Once you are logged in, click on the *"host a hackathon"* button.

2
Fill in the challenge submission form

Do you need help with this? Check our "challenge example" in the resources section of our website or send us an email to contact@digieduhack.com

3
Submit your challenge

It will be reviewed by the Central Team. Within 48h your challenge will be approved and published on the website, unless more information is required from your side. In this case, the Central Team will contact you.

Careful! If you don't submit the challenge, you may lose all the information.

Need to add more information to the challenge or modify what you have submitted? Don't worry, you can still do this from your personal area, as soon as the challenge is validated by the Central Team!

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03 HOW TO SUBMIT A CHALLENGE
CREATING YOUR CHALLENGE PAGE

Make sure to:

1

Use British English when creating your challenge page.

i.e. Organization is American => use Organisation with a S not a Z for British English.

2

Add a personalised banner to your challenge page to differentiate your local hackathon.

Submit a banner under "Image" in the submission form.

Be sure to use the DigiEduHack visual identity as laid out in the marketing kit.

3

Make sure your address field follows the guidelines written in the challenge submission form.

04 MANAGING YOUR PARTICIPANTS
HOW TO APPROVE APPLICANTS

When a participant registers to your challenge, you will receive an email notifying you.

In your personal profile, and within the *"My participants"* tab, you will be able to:

1
See the participants list, and their contact details

2
Confirm a participant and trigger and invitation email

3
Refuse a participant and trigger a refusal email

The basis for rejection should be clear and mentioned in your challenge page, e.g. if your challenge is only open for university students and you have an educator requesting to join, you can reject the application; or if you are hosting an in-person hackathon and the participant would like to join online.

05 DISCORD
5.1 - THE PUBLIC SERVER

In your personal area you will find a link to the server of DigiEduHack 2023.
The main objectives of the server are:

1
To **allow interaction** with other hosts, participants, members of the Governance bodies and Central Team

2
To **keep you informed** of general announcements

3
To give you the opportunity to **ask questions** of the Central Team

For the first connection, you will be asked to create an account and a password. You can use Discord either in your browser or download the tool – download is recommended.

Within the server, you will find several channels having different purposes.

05 DISCORD
5.1 - THE PUBLIC SERVER

Information section

Purpose: general information about DigiEduHack, such as: events, news and announcements, community rules, etc.

Editors: Central Team

Target group: Hosts, Participants, Governance bodies

Community channels section

Purpose: to build a community and to allow interaction and discussion among all the participants and hosts in Europe and beyond

Editors: Everyone

Target group: Everyone

Voice channels
(in the Community section)

Purpose: to allow real-time video or voice communications, organise small events, virtual gatherings, networking, and/or presentations

Editors: Everyone

Target group: Everyone

Hosts area

Purpose: private space for hosts where you can interact with one another, access resources, and contact the Central Team

Editors: Hosts and Central Team

Target group: Hosts

Current server name & settings

Private messages

Servers list

Channels

Users

User settings

Current channel chat / content
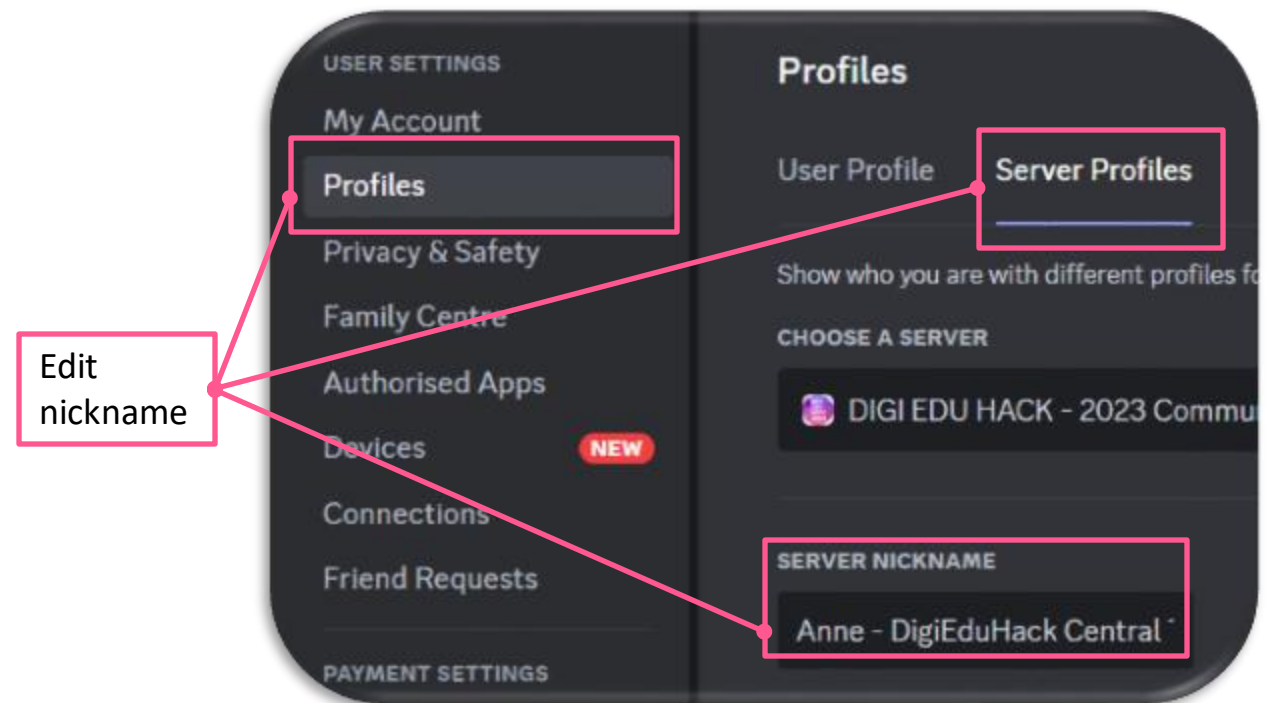
User profile
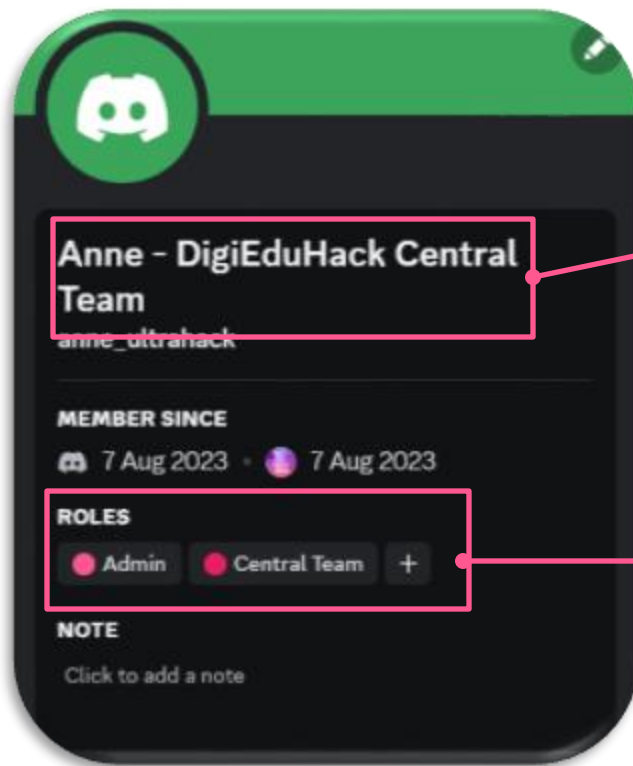
User settings view

Nickname

The name people see. Please edit it to your first and last name.

Roles

Roles describe you. Based on your roles, you get access to different sections of the server and channel. *i.e. host role gives access to the host area.*

Edit nickname

Once you have submitted a challenge, the **Central Team will create a private section for it** (e.g.: *"Event-X-Community"*). There, you will be able to create channels and interact with your audience.

To access it, you need to join Discord, and click the "I am a host" red button at the bottom of the "join your event" channel. The Central Team will handle it from that point. The section will come with the structure detailed below.

Event Community channel

There we advise that you:
- post content, resources, information about your hackathon and your related events.
- answer questions and messages from your audience.

Matchmaking_networking channel

There we advise that you foster connections between your participants, so everyone looking for a group/group members could find what they need and finalise teams before the hackathon starts.

Event Community voice channel

Allows voice and video interaction between any audience

The host can create as many voice channels as he wants.

Only hosts of Online and Blended events will have access to more technical features to support them in facilitating the online collaboration within teams and interactions with mentors and their host team.

These hosts will have access to the server settings to create roles they need to manage their audience (more in section 5.3 – Server Settings - Roles) as well as the automation tool (more in section 5.4 – Sapphire Automation Tool).

Finally, a "Who are You" channel will be part of the default event section setup.

"Who are You" channel

In this channel, no one will be able to post, but only interact with the automation.

The automation allows people to select the roles that fit them.
i.e. mentors pick "mentor", participants pick "hacker"

This makes it easier for you to manage your audience and their access to channels.

05 DISCORD
5.3 - SERVER SETTINGS - ROLES

Access Role panel

DIGI EDU HACK 2023
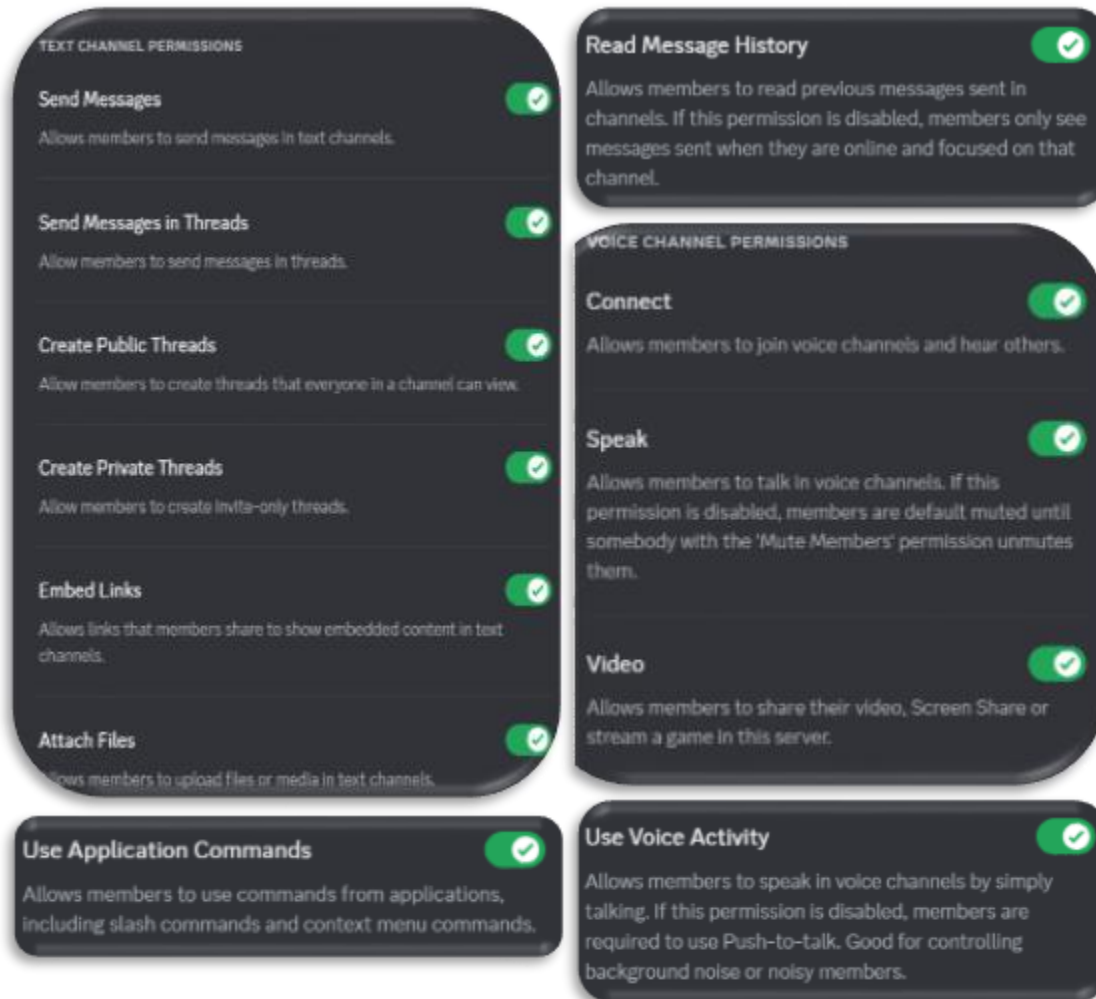
Create a role for each of your teams.

Role naming convention:
Your event reference name: 2 letter country code – start date – format – Team – team number/name
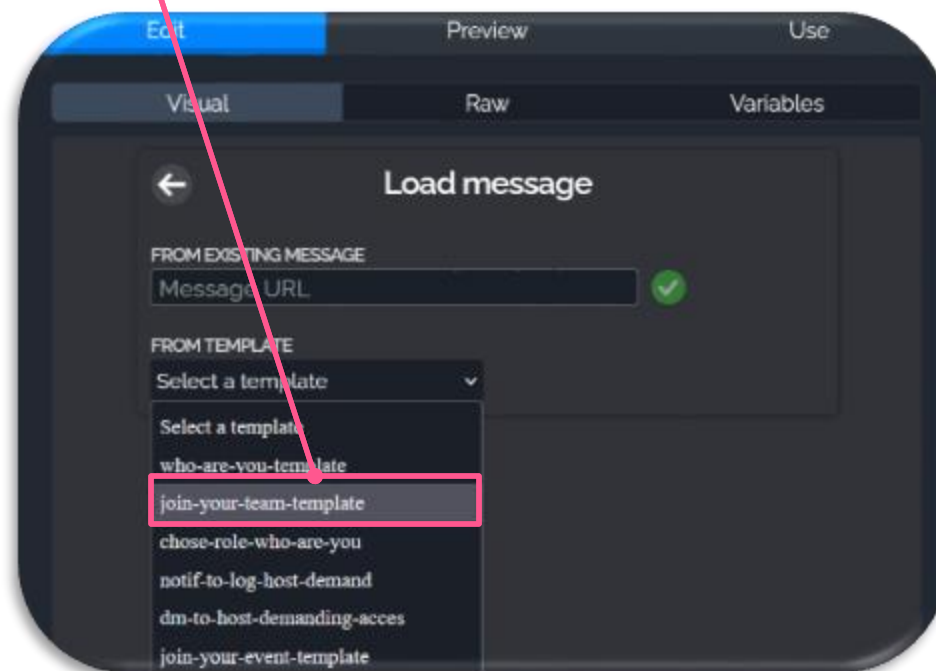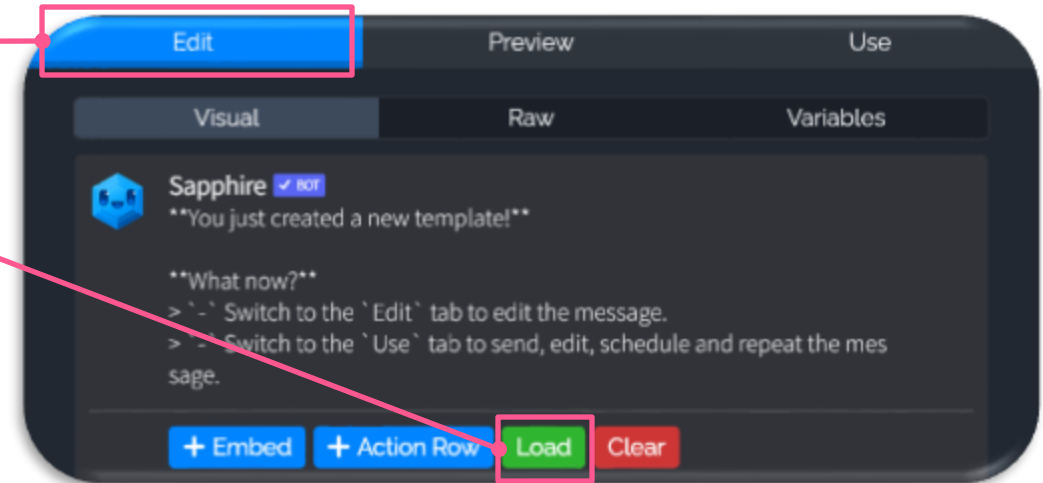*i.e. ES – 06.11 – Online – Team 1*
ES – 06.11 – Online – Team 2

Role color convention:
Role for participants should have the same colour as the example role Hacker-X-Team-X.

Permissions:
Permissions determine what people with a certain role are able to do on the server.
Tick the options as in the picture on the left side.
Do not tick the rest.

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Access Sapphire tool dashboard

HOST AREA

\# host-chat

resources-forum

└ Access to Sapphire - Th...

Access to Sapphire - The automation tool

Anne - DigiEduHack Central Team: Follow this link if you are a h...

💬 0   1m ago
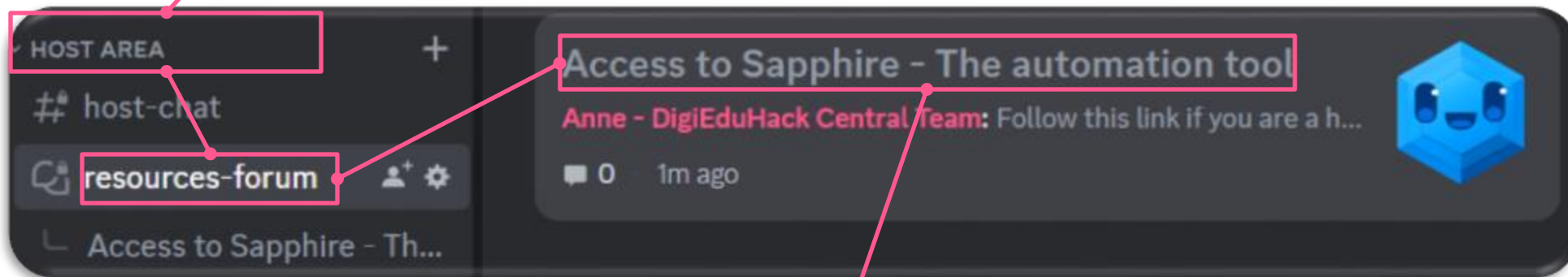
You can also just use this link to access it: https://dashboard.sapph.xyz/

The first time you go there, log in with your Discord account and select the DigiEduHack server when prompted.

Once on the Sapphire Dashboard, the only tab of interest to you is the **Messages**. There are 2 sub-tabs of interest to you in Messages: **Templates and Components**.
We will start with **Templates**.

Create a new one
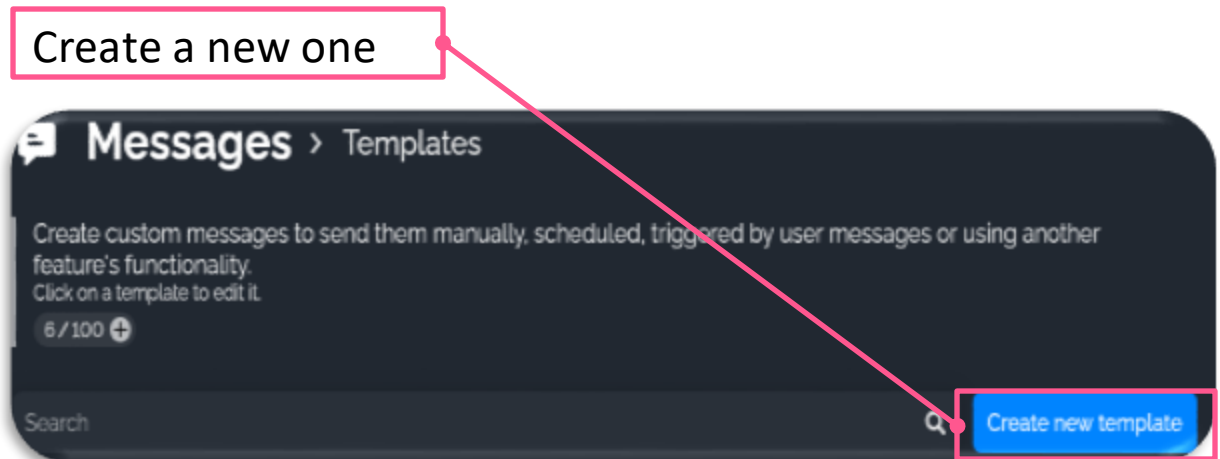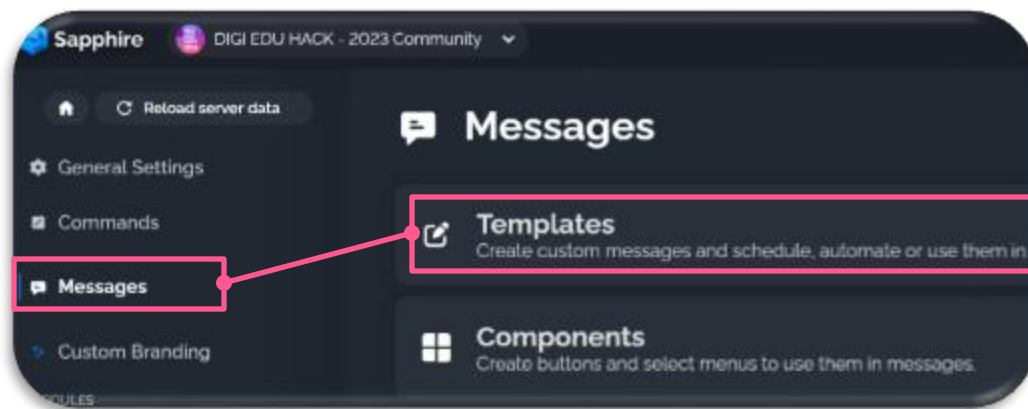
Naming convention:
Your event reference name: 2 letter country code – start date – format – join – team
i.e. ES – 06.11 – Online – join – team

Go to Edit.

Click the green button at the bottom saying Load.

Select "join-your-team-template".

Scroll to the bottom of the edit pane, until you see "Select your team".
 Edit "team X" to your team role naming convention.
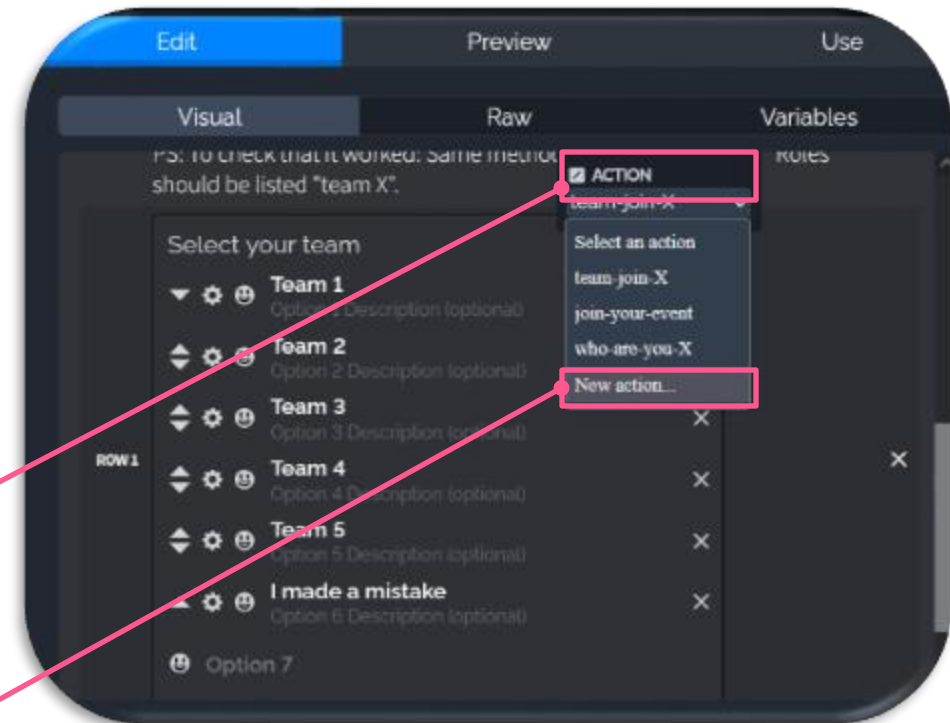i.e. *ES – 06.11 – Online – Team X*
   ES – 06.11 – Online – Team name
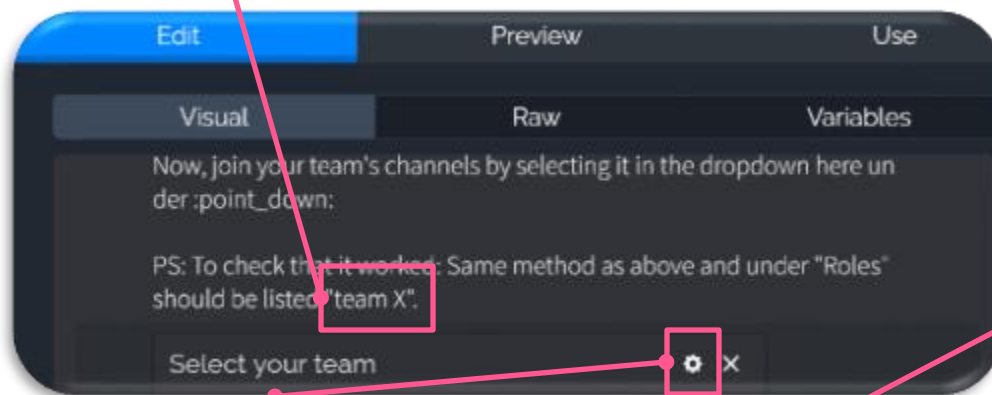
Click the gear icon next to "Select your team".

Click the arrow under "Action", chose "New action" name it according to naming convention:
i.e. ES – 06.11 – Online – join – team

Save changes.

Then move on to Components.
In Components, you only need to pay attention to the **Custom select menus**. Ignore the rest.
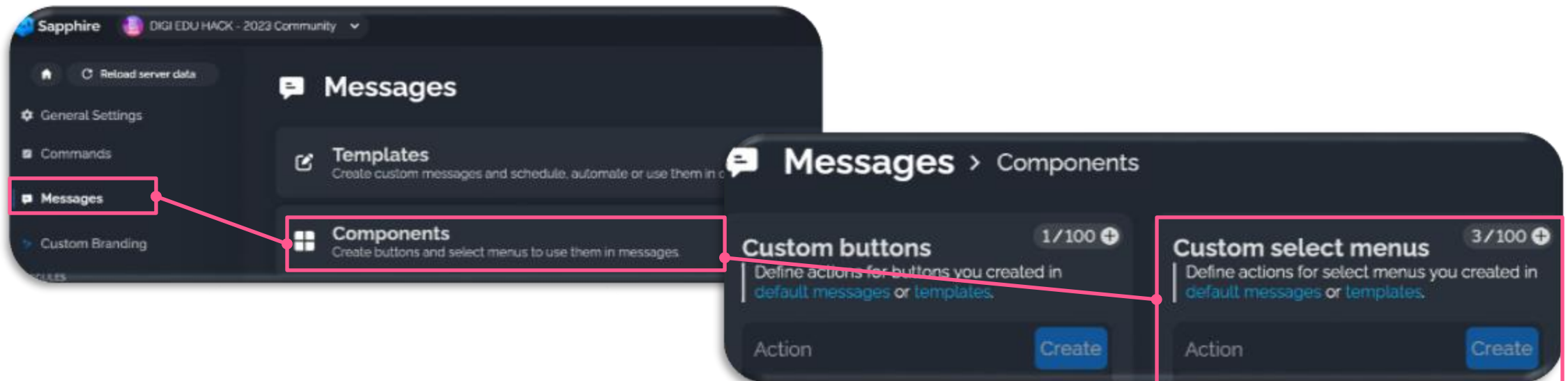
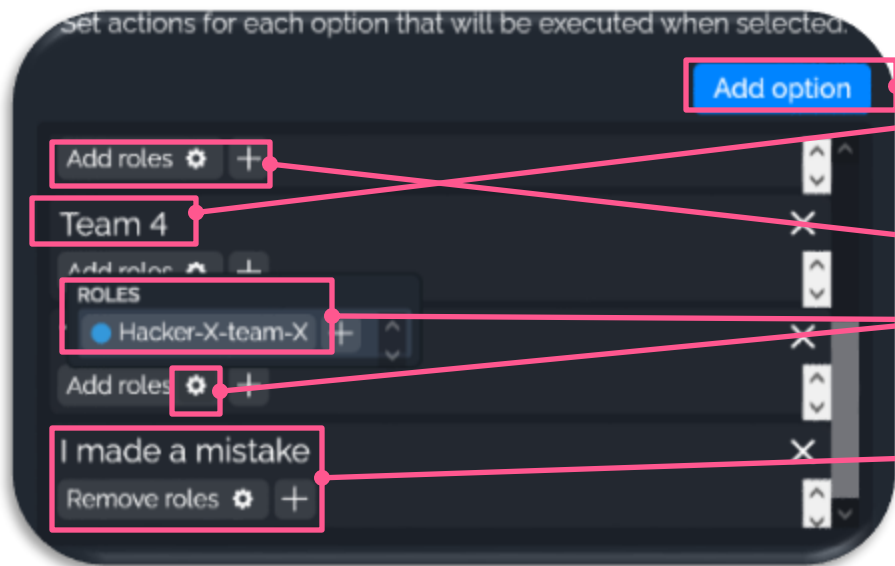Find in the list of "Custom select menus" the "new action" you just created.
Naming should follow the convention: *i.e. ES – 06.11 – Online – join – team.*

Click it.

Add option for each of your teams.
Name it after the team. we recommend assigning a number to each i.e. Team 1, Team 2...to ease things.

For each, click the + sign. Chose the "add roles" option. Click the gear icon next to it. Select the role you created for that team.

Remember to create an extra option "I made a mistake". Click the + sign, chose "remove roles", select ALL of your team roles.

Once you have created all teams, save changes.
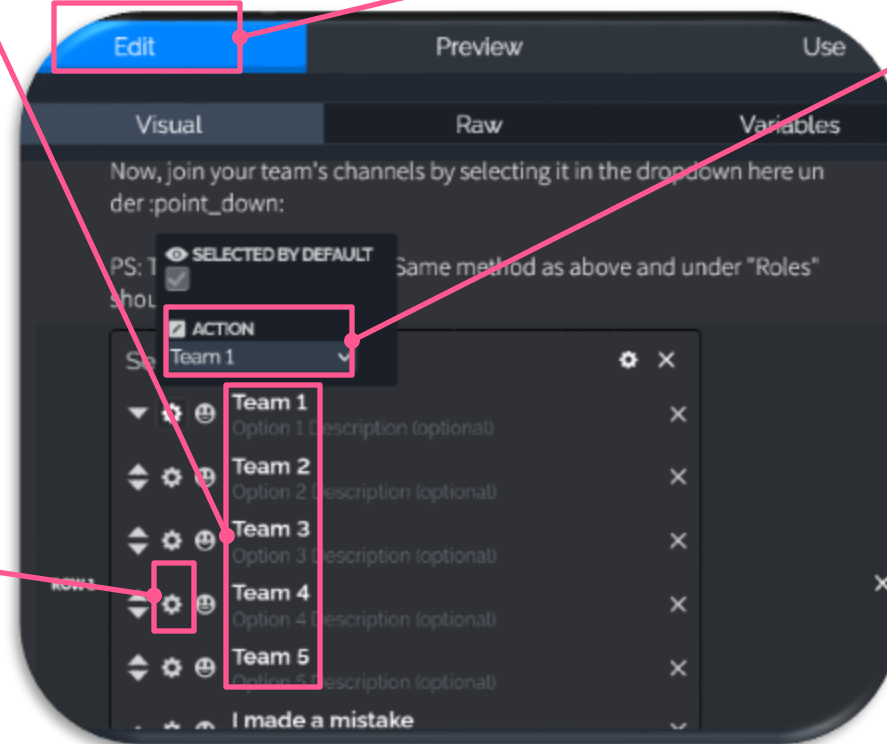
Go back to Templates. Find yours in the list. Click it to open it. Go to the Edit pane.

Edit each option saying "Team X" to your team's names/name convention.

If you have more teams, add options for the extra teams.

For each team, click on the gear icon next to it.

Click the arrow under "Action".

Chose the matching option for each team. The options are the ones you created earlier when putting together the menu component.

Once you have associated all options with the menu options, save.

Your automation is now ready. A couple of days before your event, when you send your invitation letter to your teams, send the automation message. We advise you to send it to your "who are you" channel; since no one can post there, the message won't disappear.
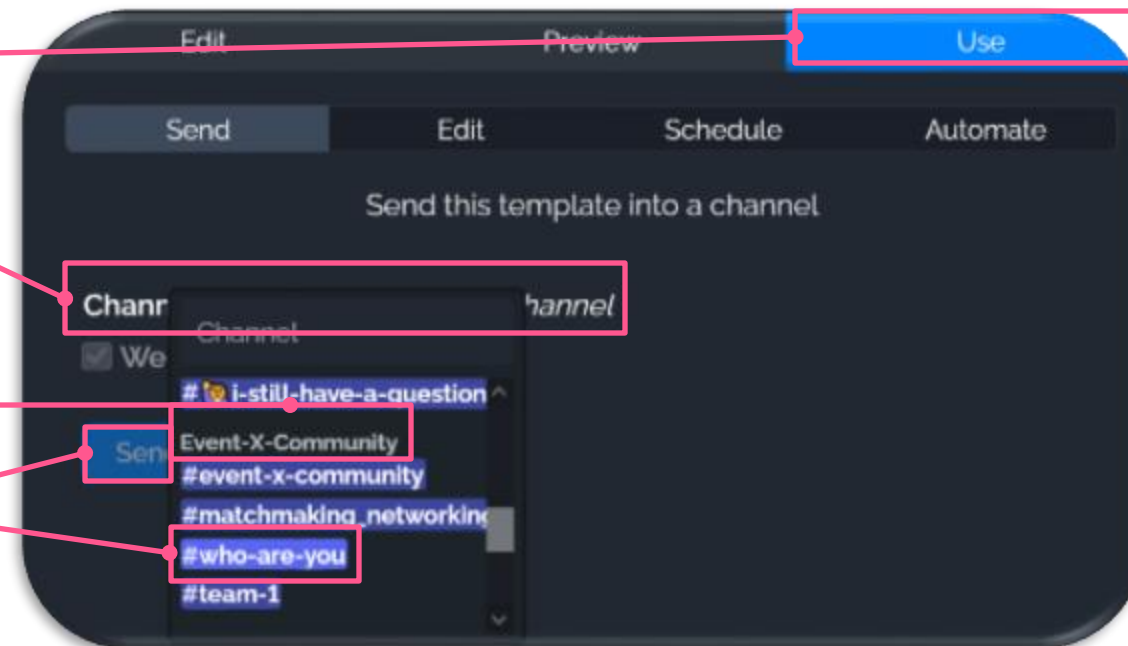To send the message, go back to the Sapphire dashboard -> Messages -> Templates.
Find yours from the list. Click it to open it.

Go to the "Use" tab.

Click "Click here to select a channel".

Find the name of your discord event section, then click the "who are you" channel.

Click "Send".

You may need to make changes to the automation if you get new teams or want to add something to the message.

You can always go back to Sapphire -> Messages -> Components to find your menu.
Edit the menu to add new options for new teams.

Then go to Messages -> Templates and find your message.
Edit the options to reflect the changes made to the menu. Edit the text if you want to add information.

Save your changes.
Saving does not update the message on Discord nor send a new one.
More about how to send the updated message on the following slide.

To update the automation message on Discord, after having saved the modifications on Sapphire, follow these steps.

It is better to update the original message to the new version than to send a new message, since people could get confused as to which they should use.

Hover on your message on Discord, click on the ... icon and copy message link.
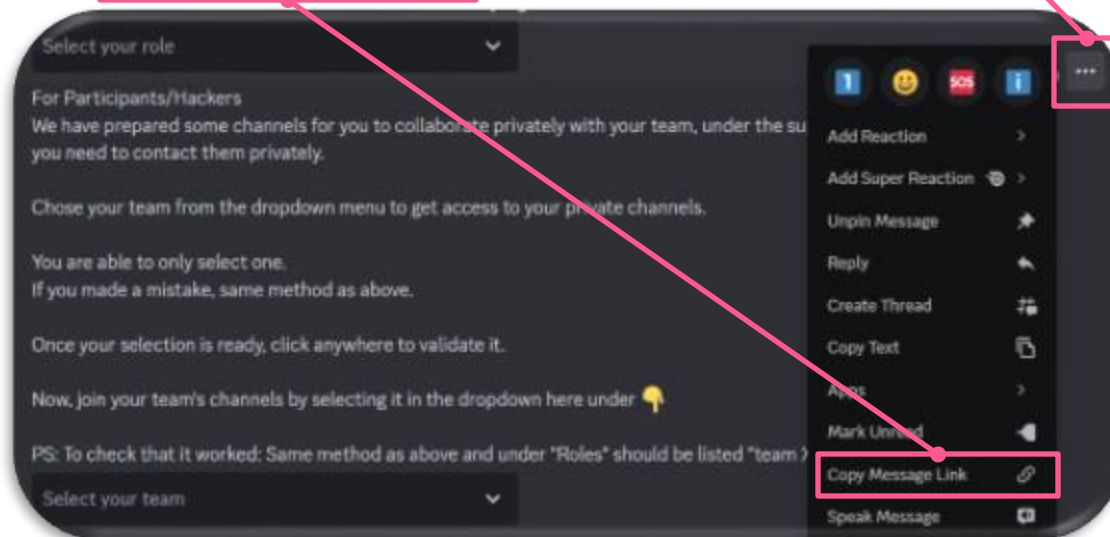
Go back to your message on Sapphire -> Use -> Edit. Paste the link and click "Edit message".
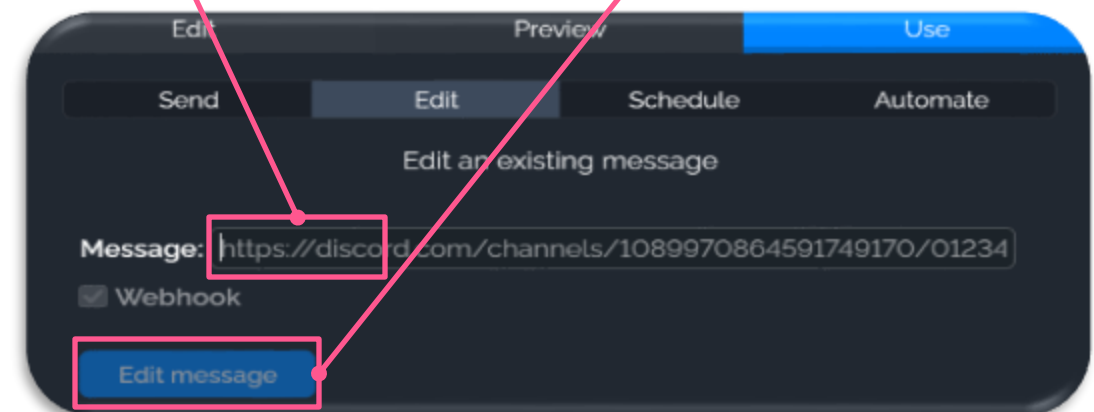
The "Who are You" channel will be created by the Central Team for each Online/Blended event.

In this channel, no one can post or reply or react. They can only interact with the automation.

The automation is a message like the "join your team" one and works in similar fashion. It prompts an automation so that your participants can self-identify – by getting the associated roles created for you by the Central Team – as Hacker/Participant, Mentor, Judge, or Other.

The "Other" role is designed for your partners or any other stakeholder you invite to your hackathon event. You might not need it. In that case, you may ignore it.
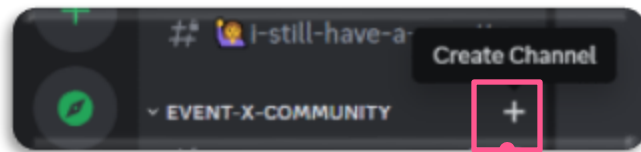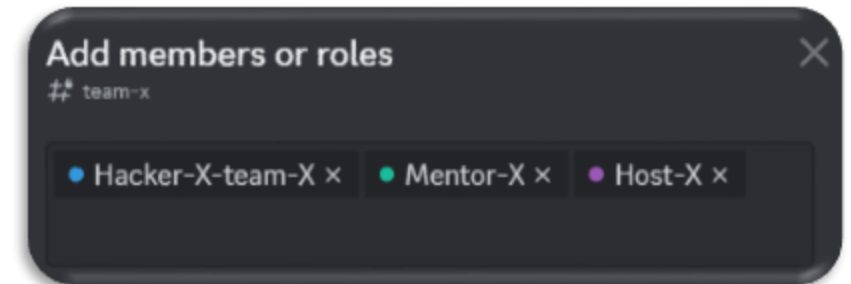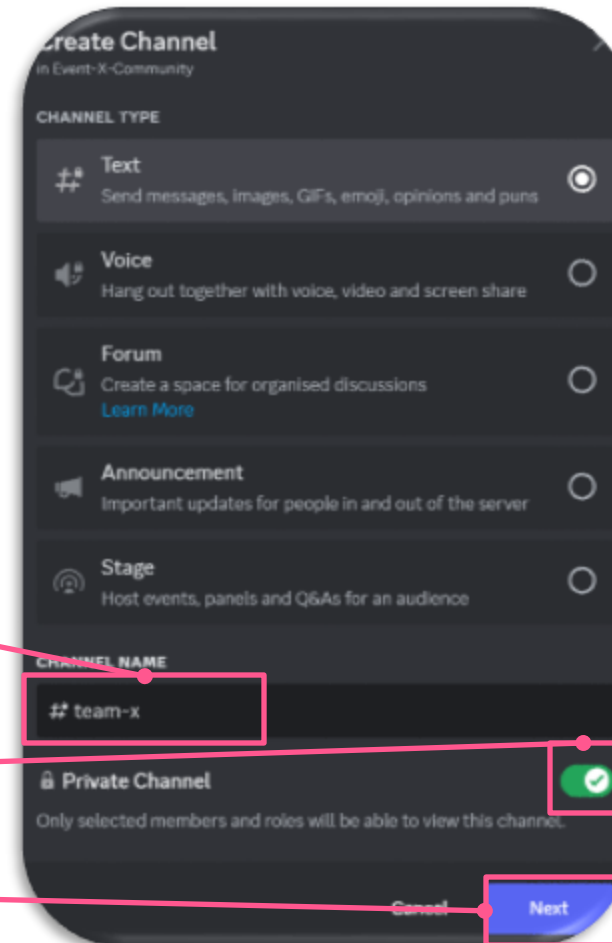
Find your event section on the Discord server.

Click the + icon to create a channel.

Name the channel. We recommend Team-X / Team-name.

Click here to make it private.
Click "Next"

Add the relevant roles. Only people with this role will get access.
We recommend adding your team (i.e. Host-X), your Mentors (i.e. Mentor-X) and of course the team that channel is made for (i.e. Hacker-X-team-X).
Click "Create channel" to validate.

YOUR QUESTIONS
contact@digieduhack.com

OR

Weekly on the Discord Weeklies channel
Fridays 10:00 CE(S)T from 8.09

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