



11 OCTOBER 2023

COACHING CALL #9: Onboarding Participants, Mentors, & Jury



DigiEduHack is an initiative under the Digital Education Action Plan (1011-1017) of the European Commission



AGENDA



01 - ONBOARDING PARTICIPANTS

02 - ONBOARDING MENTORS

03 - ONBOARDING JUDGES

“Onboarding: the action or process of integrating a new person into an organisation or familiarising them with one's products or services”

01 ONBOARDING PARTICIPANTS



Study the registrations

Maybe not everyone is very serious about the hackathon. Maybe your hosting and mentoring resources are limited. Select whom to invite to the event.

Matchmaking

Matchmaking

Onboarding session

Introduce your participants to the schedule and cover the requirements and practicalities.

Matchmaking

Matchmaking

Invite your participants

Make sure your selected participants know they are approved and tell them what's next.

Follow up

Send the recording of your onboarding session and all needed materials in a participant guide.

01 ONBOARDING PARTICIPANTS



STUDY THE REGISTRATIONS

Throughout the registration period, especially within the last week, **check your registrations**, and familiarise yourself with them. If you begin to have many (>50), maybe you need to plan extra mentoring and staffing resources.

Communicate with registrants. Advise some team-ups (based on profiles & ideas: “matchmaking”). Help them stay on topic: sometimes the challenge is misunderstood and the project ideas are irrelevant. Guide teams on the right path.

Maybe your resources allow for only 10-15 teams/35-50 participants. If so, **shortlist** the participants and teams you will invite. If you can host everyone, great! But do not stretch yourself thin.



01 ONBOARDING PARTICIPANTS



INVITE YOUR PARTICIPANTS

Through your personal profile on digieduhack.com, the “*My participants*” tab, you can either **confirm or reject** a participant. Confirmed participants will receive an automated email informing them they are accepted. Similarly for rejected participants. In addition, invite your participant to your onboarding session.

You need clear **basis** for the rejection:

- your resources allow for only 10-15 teams/35-50 participants (mentors available, size of your venue)
- the registrant’s profile or idea does not fit the listed requirements, i.e. your challenge is for university students and you have an educator registered; or you are hosting onsite, and the registrant wants to join online; or your challenge requires use of XR and the registrant has no intention of using it.

It is always good to message applicants and try solve these situations before rejecting them.

Kindly guide them to other hackathons if no middle ground can be found.



01 ONBOARDING PARTICIPANTS



Personal area

My profile

- Account details
- Logout
- DigiEduHack main Discord server

Challenge management

- My challenge
- [Participants](#)
- Solutions

Participants

Invite participants to submit **their solutions** to your challenge sending them the link located in the last column below.

Approved	Name	Team	Team description	Solution form
<input type="checkbox"/> <small>(Refuse)</small>	Anne Delgoulet	Yes	I have Madde Kivivkangas contact@digieduhack.com in my team.	Copy link

01 ONBOARDING PARTICIPANTS



Onboarding session *(45-60 mins Meet the Mentor, 30-45 mins practicalities)*

The purpose of this session is to **welcome** your participants and get them **ready** for the event.

It is advised to start the meeting with a Meet the Mentors session. More about this in [Coaching Call #7](#).

Focus on **practical** matters:

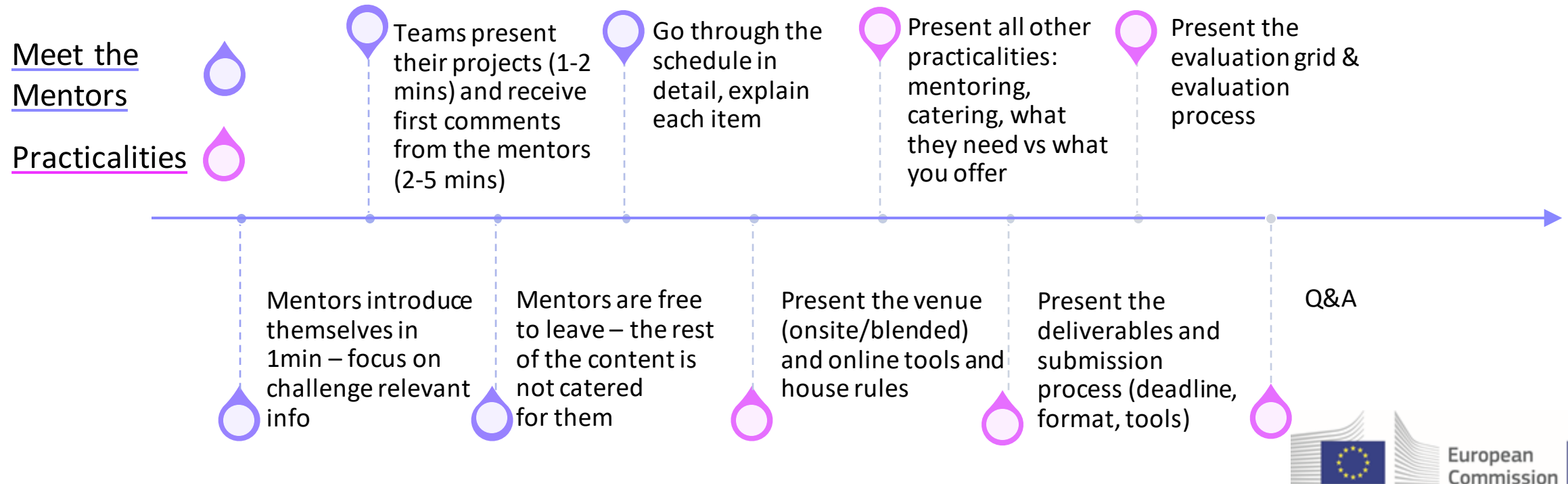
- the schedule. Detail what each item means and entails.
- the venue/the online meeting tool. What online tool? How to get there? What are the house rules? How will it be used? If possible, use the same online meeting tool for the onboarding as you'll use in the event, as this allows you to make your participants practice using the base functions you need them to use during the event.
- the mentoring system. Explain how being mentored works.
- the evaluation. Introduce the grid and explain how participants will be evaluated.



01 ONBOARDING PARTICIPANTS



Book 45-60 mins Meet the Mentors plus 30-45 mins for practicalities. Try to keep the session under 1h. If you have more than 15 teams, separate the Meet the Mentors from the onboarding practicalities. Start with the practicalities-focused meeting. Follow this script. More information in the participant guide.



01 ONBOARDING PARTICIPANTS



FOLLOW UP

After the onboarding session, **send out the materials** and recording to the participants. They should have everything they need to feel ready for the event.

Send the **participant guide**. Make sure it includes:

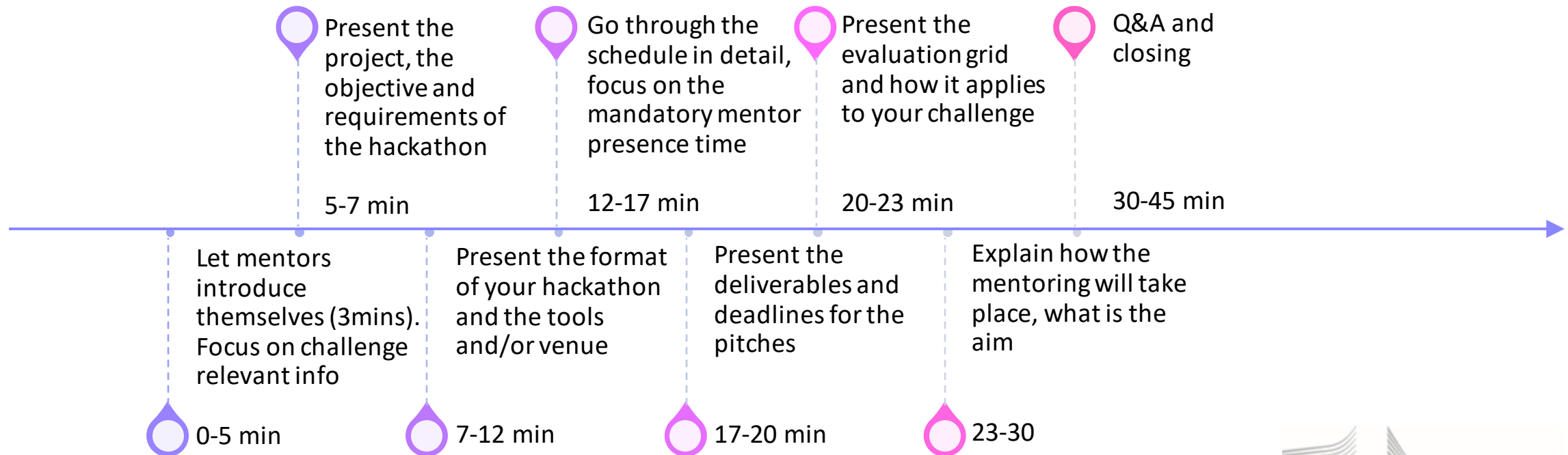
- all links to meetings and materials if online/blended.
- a map of the premises/guidelines on how to access the venue if onsite/blended.
- the detailed schedule and what each item means.
- what they should bring/plan for themselves vs what you offer (computer, accommodation, snacks, meals, tools, software etc).
- emergency/troubleshooting contact.
- the evaluation grid and evaluation process.



02 ONBOARDING MENTORS



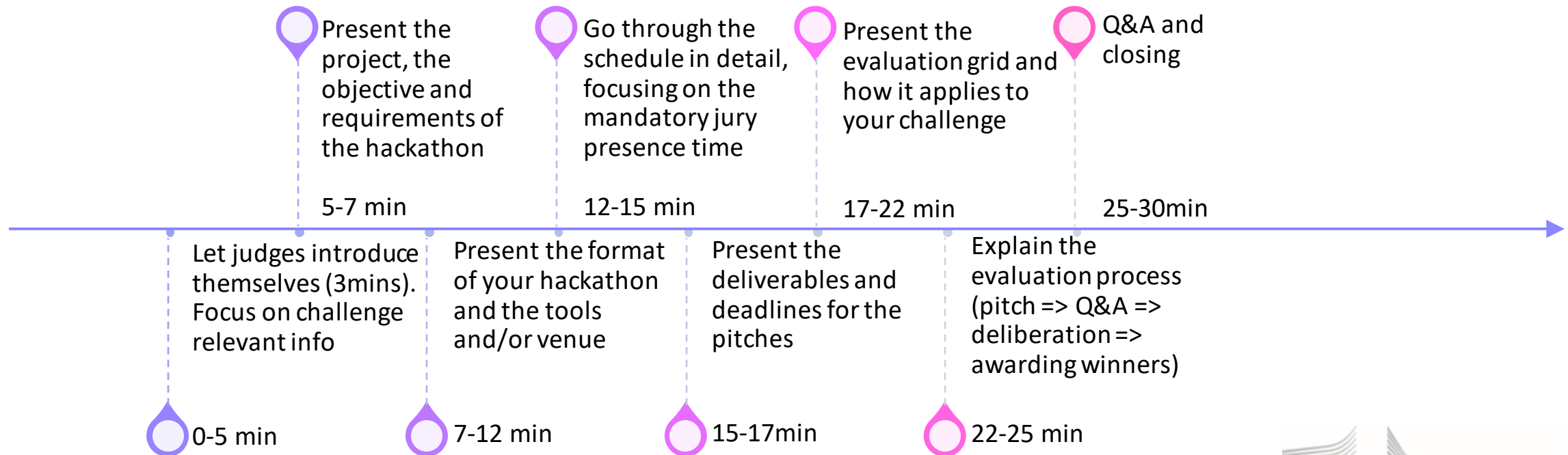
Book a 30-45 mins slot for the mentor onboarding session. adhere to the following script. More information in the [mentor guide](#).



03 ONBOARDING JUDGES



Book a 30 mins slot for the jury onboarding session.
Adhere to the following script. More information in the [judge guide](#).





THANK YOU!

contact@digieduhack.com

