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

INTRODUCTION
GLOSSARY
HOW TO REGISTER AS A USER
REGISTRATION PROCESS
CHALLENGE SUBMISSION
YOUR PERSONAL AREA
DISCORD GENERAL SERVER AND YOUR DISCORD SERVER
MANAGE YOUR PARTICIPANTS
We are glad you decided to join our community of digital education enthusiasts!

We put together this guide to help you navigate the newly created DigiEduHack website and the collaborative tool we have chosen for you. We hope you find it useful!

If you still have questions after reading the document, don’t hesitate to contact us at: contact@digieduhack.com.
GLOSSARY

CENTRAL TEAM
The Central Team is the DigiEduHack crew in charge of taking care and answering all the hosts' needs.

GOVERNANCE BODIES
Governance bodies are composed by the National Ambassadors Network (NAN) and the members of the Steering Group (SG). For more information about who they are and their tasks go to www.digieduhack.com.

Hackathon
A hackathon - or a DigiEduHack event - is a “local” online/in-person/blended happening that gathers participants around a challenge and features speakers, mentors, a jury, a competition... The outcome of a hackathon is to get together, share, care and select one winning solution attempting to solve the hackathon’s challenge.

HOST
A host is the organisation/institution/team which is running (hosting) the hackathon.

PARTICIPANTS
A participant is anyone, regardless of their age or background, who is interested in digital education, and who wants to join this global movement of digital education enthusiasts, by contributing to finding solutions to the proposed hackathon challenges.
HOW TO REGISTER AS A USER?

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

Go to [Homepage - DigiEduHack 2023](https://example.com) and click on “become a host”.

Go to [Want to become a host? - DigiEduHack 2023](https://example.com) and click on the black banner “become a host”.

From the menu bar, click on the “log in” button and then “sign up”.

---

**As a host**

Are you a forward-thinking organisation with a passion for digital education? Do you have a challenge you want to solve? Are you ready to act and host your own DigiEduHack event?

Host a DigiEduHack local event and join the digital education revolution today!

---

**Join the digital education revolution today!**

Become a host

---

**About | Participate | Challenges | News**

Login

Signup

---

[European Commission](https://example.com)
REGISTRATION PROCESS

Three easy steps:

Fill-in the registration form to which you are redirected to create a user.

Although it is not mandatory, we recommend you fill in the “phone” section since this will help the Central Team contact you more easily in case there is any urgency related to your Hackathon.

Go to your email inbox and click on the link you just received from DigiEduHack to activate your account.

It may take some time for the email to get in your inbox or it may go into your spam folder. In case you do not receive the activation link within 12h, please contact the Central Team at contact@digieduhack.com.

You have 24h to activate your account since the moment you receive the activation email, in case you don’t do it, you need to contact the Central Team at contact@digieduhack.com, so they reactivate the link.

Go back to www.digieduhack.com and log in with your email address and password.
The first registration form doesn’t differentiate between a host or a participant. For you to become host, follow the next steps:

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 examples” 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.

You 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.
YOUR PERSONAL AREA

My profile
- Account details
- Logout

Before submitting your challenge you can:
- Modify your personal information from “Account details”
- Submit a challenge by clicking on “Host a Hackathon”
After submitting your challenge and once it is approved by the Central Team, you can:

- Modify and/or add more information to your challenge page
- Access the general Discord server
- See and manage the list of participants, once they registered to your challenge and manage your own Discord server
- Manage the solutions to your challenge and select your winning team (see second website guide for hosts)
If this is the first time you are using Discord, we encourage you to click on the following links to get acquainted with the collaborative tool: [Getting Started – Discord](#) & [Beginner's Guide to Discord – Discord](#)

- In your personal area you will find a link to the general server of DigiEduHack 2023. **Main objectives of the general server:**
  - to allow interaction with other hosts, participants, members of the Governance bodies and Central Team,
  - to keep you informed of general announcements and
  - to give you the opportunity to ask questions to 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.

- Within the general server, you will find several channels for different purposes.
### DISCORD GENERAL SERVER (II)

<table>
<thead>
<tr>
<th>Information</th>
<th>Purpose: to get informed about general aspects concerning DigiEduHack such as: dates and deadlines, news and announcements, FAQ, community rules, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Editors</strong>: Central Team</td>
<td><strong>Target group</strong>: hosts, participants, governance bodies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public channels</th>
<th>Purpose: to build a community and to allow interaction and discussion among all the participants and hosts in Europe and beyond about hackathons and, more broadly, digital education (within the “off-topic” channel)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Editors</strong>: Everyone</td>
<td><strong>Target group</strong>: Everyone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voice channels</th>
<th>Purpose: to allow real time video or voice communication, organise small events, virtual gatherings and/or presentations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Editors</strong>: Central Team</td>
<td><strong>Target group</strong>: Everyone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hosts channels</th>
<th>Purpose: private space for hosts where you can interact with one another, share best practices, and contact the Central Team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Editors</strong>: Hosts and Central Team</td>
<td><strong>Target group</strong>: Hosts and Central Team</td>
</tr>
</tbody>
</table>
DISCORD GENERAL SERVER (III)
Once you have submitted your challenge, the Central Team will create a specific channel for your challenge (e.g.: “challenge #1”). Each challenge will have its own Discord channel and will be accessible via your personal area.

Although this channel comes with a predefined structure (see below), you will be the administrator of it and you will be able to interact with participants and create sub-channels per teams, your own way.

Predefined structure:

- **Information**
  - Duplicates automatically all general information shared in the general server by the Central Team (see slide 12).
  - Only Central Team can publish. Everyone has access to it.

- **Public channels**
  - Aims to build a community and to allow interaction among the participants of a specific challenge, any other topics related to digital education (within the “off-topic” channel) and to allow participants to look for a team (within the “searching for a team” channel).

- **Voice channels**
  - Allows voice and video interaction between the participants to a challenge and the host.
  - The host can create as many voice channels as he wants.

- **Team channels**
  - The host can create as many channels as he wants and, in any case, he shall create one for each team participating.
  - We recommend that, for each team channel, the host creates also a voice channel.
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:

- See the participants’ list, and their contact details
- Confirm a participant and trigger an invitation email
- 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 you are hosting and onsite Hackathon and the participant would like to join online.
As you know, in an online community there are some **rules of conduct** to be respected. These will be accessible on the “information channel” of both, the General server and your own Discord server and you can also check [Discord’s community guidelines](#).

We count on you to ensure these rules are respected by the participants registered to your challenge. In a nutshell, we aim for our participants to be:

- Respectful to each other
- Honest
- Respectful towards Discord

**Special case – underage participants**: if you are hosting a hackathon for underage participants, you can manually add the participants to your challenge on your personal area (a new guide will follow with the steps to follow). Underage participants can receive the link to the Discord channel, as long as they are +13 years old and have parental permission and supervision (following [Discord’s safety rules](#)).
For any question about The website, reach us at contact@digieduhack.com