



SEPTEMBER 2023

HOST'S WEBSITE GUIDE

Register & submit your challenge

Manage your Discord server



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



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INTRODUCTION

Welcome to DigiEduHack!



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?

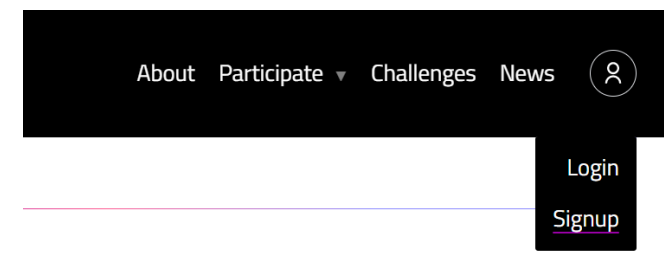
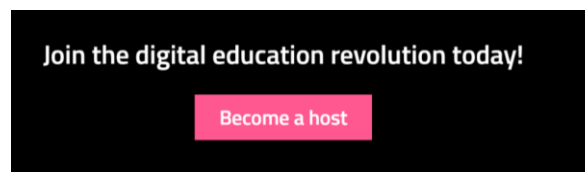
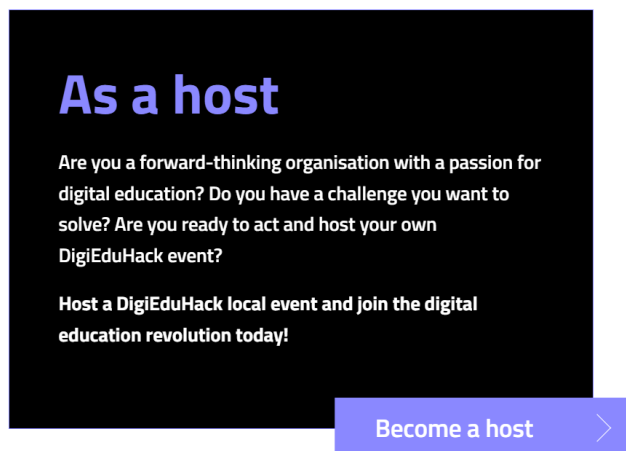


Before submitting your challenge, you have to register on the website. **Three ways** of doing it:

Go to [Homepage - DigiEduHack 2023](#) and click on “*become a host*”.

Go to [Want to become a host? - DigiEduHack 2023](#) and click on the black banner “*become a host*”.

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



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.


CHALLENGE SUBMISSION



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

You are not a host yet but you have a challenge idea in mind?

Host a Hackathon

You want to propose a solution to a challenge?

Become a participant

Before submitting your challenge you can:

- Modify your personal information from “*Account details*”
- Submit a challenge by clicking on “*Host a Hackathon*”

YOUR PERSONAL AREA






Personal area

My profile

-  [Account details](#)
-  Logout
-  DigiEduHack main Discord server

Challenge management

-  My challenge
-  Participants
-  Solutions

After submitting your challenge and once it is approved by the Central Team, you can:

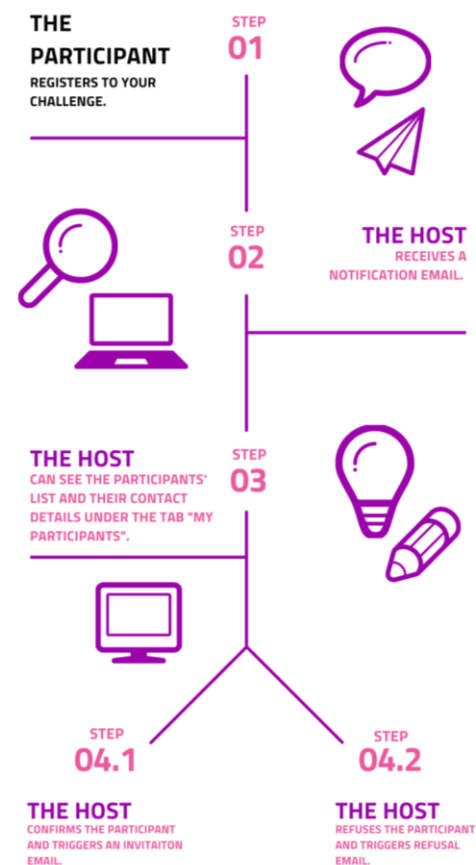
- Modify and/or add more information to your challenge page
- Access the public Discord server
- See and manage the list of participants, once they registered to your challenge
- Manage the solutions to your challenge and select your winning team (see [second website guide](#) for hosts)

MANAGE YOUR PARTICIPANTS (I)

- 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
 - See whether you participants have or not a team



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 an onsite Hackathon, and the participant would like to join online.



MANAGE YOUR PARTICIPANTS (II)



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](#)).

DISCORD

Public server



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 Discord 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 public server, you will find several channels for different purposes.

DISCORD

Public server



Information

Purpose: to get informed about general aspects concerning DigiEduHack such as: dates and deadlines, news and announcements, FAQ, community rules, etc.

Editors: Central Team

Target group: hosts, participants, governance bodies

Public channels

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)

Editors: Everyone

Target group: Everyone

Voice channels

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

Editors: Central Team

Target group: Everyone

Hosts channels

Purpose: private space for hosts where you can interact with one another, share best practices, and contact the Central Team

Editors: Hosts and Central Team

Target group: Hosts and Central Team

DISCORD

Public server

A screenshot of the Discord web interface for a server named "DIGI EDU HACK - Comm...". The interface is divided into several sections: a left sidebar with a servers list and a channels list; a main chat area for the "#information" channel; and a right sidebar showing online and offline users. Annotations with red lines point to various elements: "Current server name & settings" points to the server name at the top; "Private messages" points to the Discord logo; "Servers list" points to the server icons in the sidebar; "Channels" points to the list of channels; "User settings" points to the user profile and settings at the bottom left; "Current channel chat / content" points to the main chat area; and "Users" points to the user list on the right. The main chat area displays a welcome message from "Paul - Organisation" with a "DigiEduHack" banner and a "Stay in touch" button.

Current server name & settings

Private messages

Servers list

Channels

User settings

Current channel chat / content

Users



DISCORD

Your event section



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.



DISCORD

Your event section



If you are hosting an Online or Blended event, you will have access to more technical features which will support you in facilitating the online collaboration within your teams, as well as interactions with mentors and judges.

You will be given access to the server settings to create roles so you can manage your audience

"Who are You" channel

It is a part of the default event section setup, 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"*

For more information about the server settings and automations, we encourage you to watch the Coaching call #3 ([DigiEduHack 2023 - Host Coaching Call #3 – YouTube](#)), and download the supporting materials ([Coaching-Call-3 - Setting-up-your-Webpage.pdf \(digieduhack.com\)](#))



For any question about
The website, reach us at
contact@digieduhack.com

