

JULY 2023

HOST'S WEBSITE GUIDE

Manage solutions submission and select your local winner



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 second guide to complement your navigation on the newly created DigiEduHack website, with a focus on the process of solutions submission and choosing your winner at local level. 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



European

CENTRAL TEAM

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

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 ORGANISATION

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

LOCAL WINNER

A local winner is a team of participants whose solution has been evaluated and selected by the Host as a winner of the local Hackahton.

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.

STEERING GROUP

The Steering Group is one of our Governance bodies; it is composed of experts coming from different backaground who, among other tasks, will evaluate and select the finalist solutions to be put for public vote, from the pool of winning solutions at local level.



SOLUTIONS SUBMISSION BY PARTICIPANTS

- **OVERVIEW**

- STEPS



OVERVIEW



- 1. Host your hackathon
- 2. Share the solution form link with your participants and ask them to fill it in before the end of the local hackathon
- 3. Evaluate the solutions to your challenge (you will receive an evaluation grid and guidance on how to use it from the Central Team)
- 4. Review the solutions submitted, publish them on the challenge's web page and select your local winner
- 5. Choose the Global Award your local winner is running for (if you need support on this, the Central Team can help you)
- 6. Attend, and encourage your participants to attend, the Main Stage event online on the 13 November
- 7. Invite your local winning team to fill in further information about their solution for the Steering Group evaluation (they have 10 days to do this).



OVERVIEW



Solution link

Share it with your participants - has to be filled in before the end of the local hackathon

Choose your local winner

Indicate the Global Award category that your local winner is going to run for

More information from local winner

For their evaluation by Steering Group

Register on www.digieduhack.com

Publish your challenge

Evaluation of local solutions

Based on grid received from Central Team; Review the solutions & publication on the DigiEduHack website

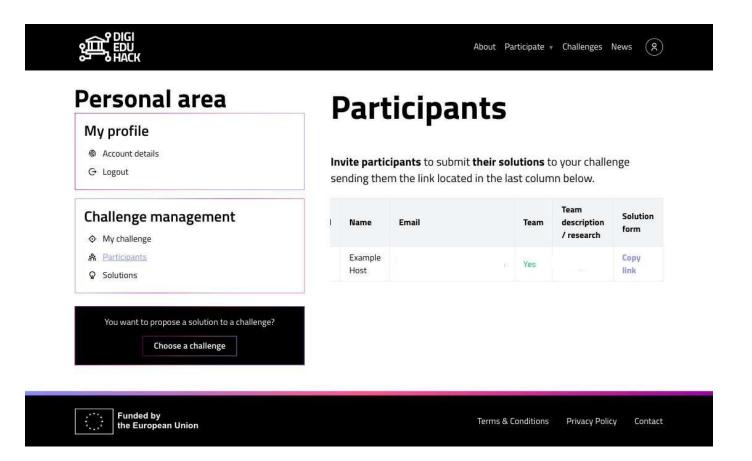
Attend Main Stage online event

Encourage your participants to attend



Share the solution form link – During the Hackathon





Log in to your personal area and...

■ From the "participants tab", copy the "solution form" link and share it with your participants for them to submit their solution.



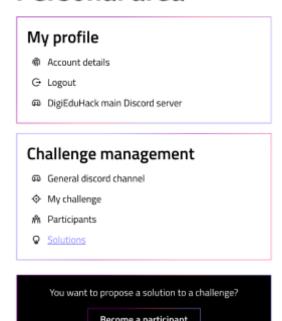
The link is unique to your challenge, so you can share it in your Discord server with all the participants to your Hackahton.



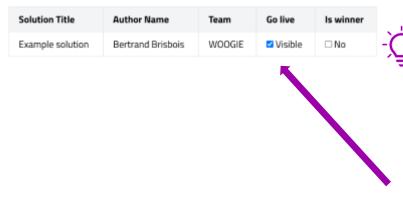
Review and enable solutions – During the Hackathon



Personal area



Solutions



 Foresee a time during the Hackathon for participants to submit their solutions.

Only one member of each team should fill in the solution submission form! For this, you can ask teams to designate a "reporter" in charge of submitting the solution of the team before the end of the Hackathon.

Make sure teams submit their solutions in English!

 Review the solutions submitted by your teams, and enable them on the website by clicking on "visible" from the "go live" column.

Should the solution have any typos, or the team simply wants to change some of the information submitted, contact the Central Team.



Select winning team and Global Awards – During the Hackathon



Personal area

Solutions

Solution Title	Author	Team	Go live	ls local winner	Award category
wefwef	Bertrand Brisbois	wefwef	Z		Select •
wefwef	Bertrand Brisbois	wefwef	✓	~	Select Beginner Awards: Social impact Beginner Awards: Disruptive technology
wefwef	Bertrand Brisbois	wefwef	~	Z	Experienced Awards: Social impact Experienced Awards: Disruptive technology
wefwef	Bertrand Brisbois	wefwef	✓	☑	Experienced Awards: Social impact

From your personal area, within the "solutions tab":

Select the winner of your Hackathon. The solution will automatically appear highlighted as such on the website.

LOCAL WINNER

 Select the Global Awards your winning team is competing for (more information on <u>Awards</u> -<u>DigiEduHack 2023</u>)



Completing a solution by winning team – After the Hackathon



Personal	Solutions							
area	Solution Title	Author	Team	Go	ls local vir er	Award category		Winner
My profile	wefwef	Bertrand Brisbois	wefwef	•		Beginner Awards: Disruptive technology	-	Copy link
♠ Account details⊖ Logout	wefwef	Bertrand Brisbois	wefwef			Select	~	<u>Copy</u> <u>link</u>
DigiEduHack main Discord server	wefwef	Bertrand Brisbois	wefwef			Select	~	<u>Copy</u> <u>link</u>
Challenge	wefwef	Bertrand Brisbois	wefwef	•	0	Select	~	<u>Copy</u> link

Share the link from the "winners form" column with the winning them and encourage them to complete the extra information about their solution within 10 days.

Only the member of the team who submitted the first information about the solution can submit this second form with extra information.

The extra information will appear automatically on the website.

This extra information about the solutions is fundamental for the next stage of the competition and the evaluation by the Steering Group. **The more complete the solution is, the more accurate the evaluation will be.** For this, it is important that you encourage your local winning team to complete the second part of the solution submission.





SPECIAL CASE



OVERVIEW



If you are hosting a Hackathon where part or all of the participants are underage, and given that we do not want to miss any solution, we count on you to gather the information and send it to the Central Team at contact@digieduhack.com.

The Central Team will manually add the participants / teams and their solutions, from the back-end of the website so they appear on your challenge's webpage.

Steps:

- 1. Host your Hackathon
- 2. Gather the solutions / ideas proposed by your teams
- 3. At the end of your hackathon, send us the solutions proposed by your teams, pointing out the winner of your Hackathon and the Global Award your winning team is competing for.
- 4. We will do the rest!



