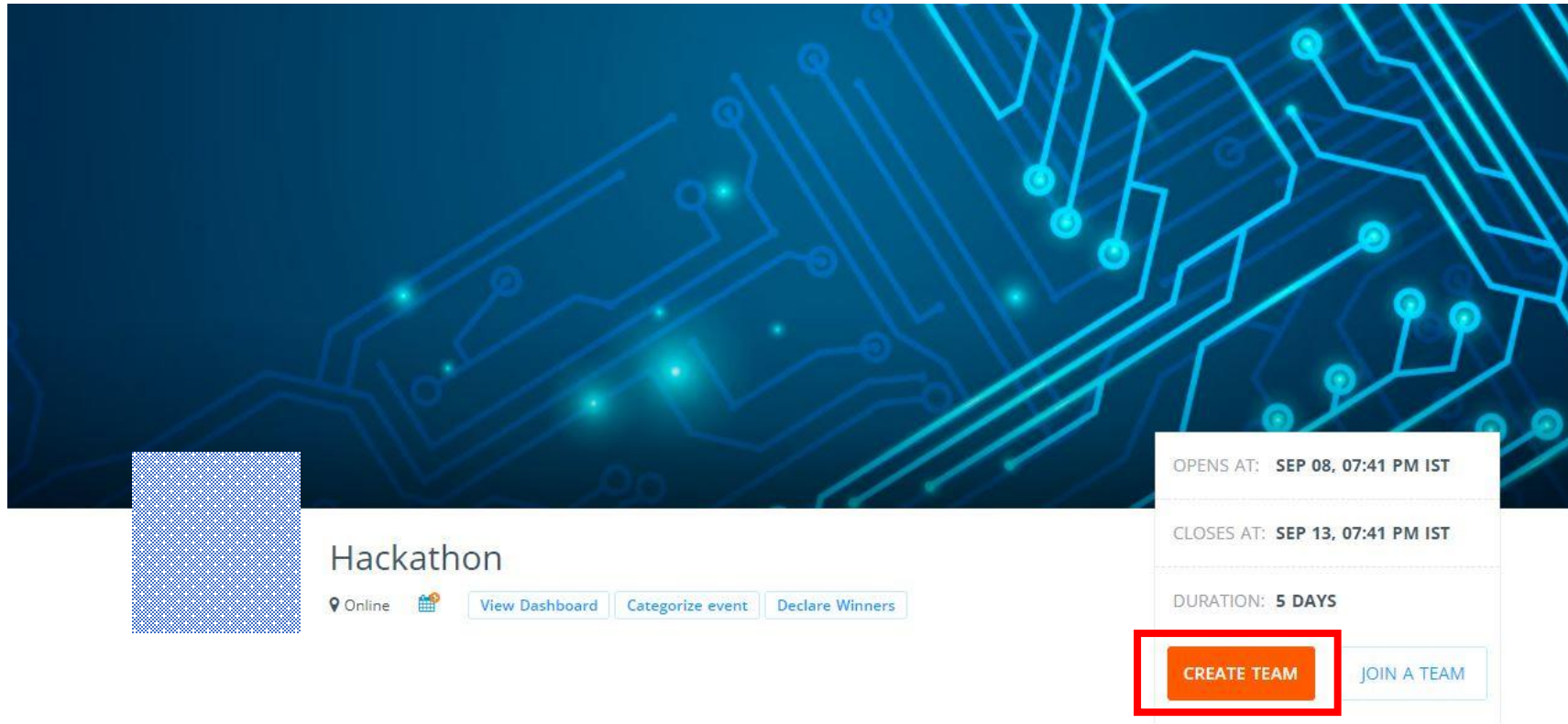

Team Formation Guide



1.

Creating a Team


Head to the hackathon page that you wish to participate in and click on create team as shown below



1.

Creating a Team

After clicking on create team, you will be taken to the hackathon registration page if you haven't registered for the hackathon yet. Complete your registration by filling the registration form.



Hackathon

OPENS AT: SEP 08, 2020 07:41 PM IST

Please fill in the following details

PERSONAL DETAILS

Full Name

Contact Number

College Name

Graduation Year

Register for Challenge



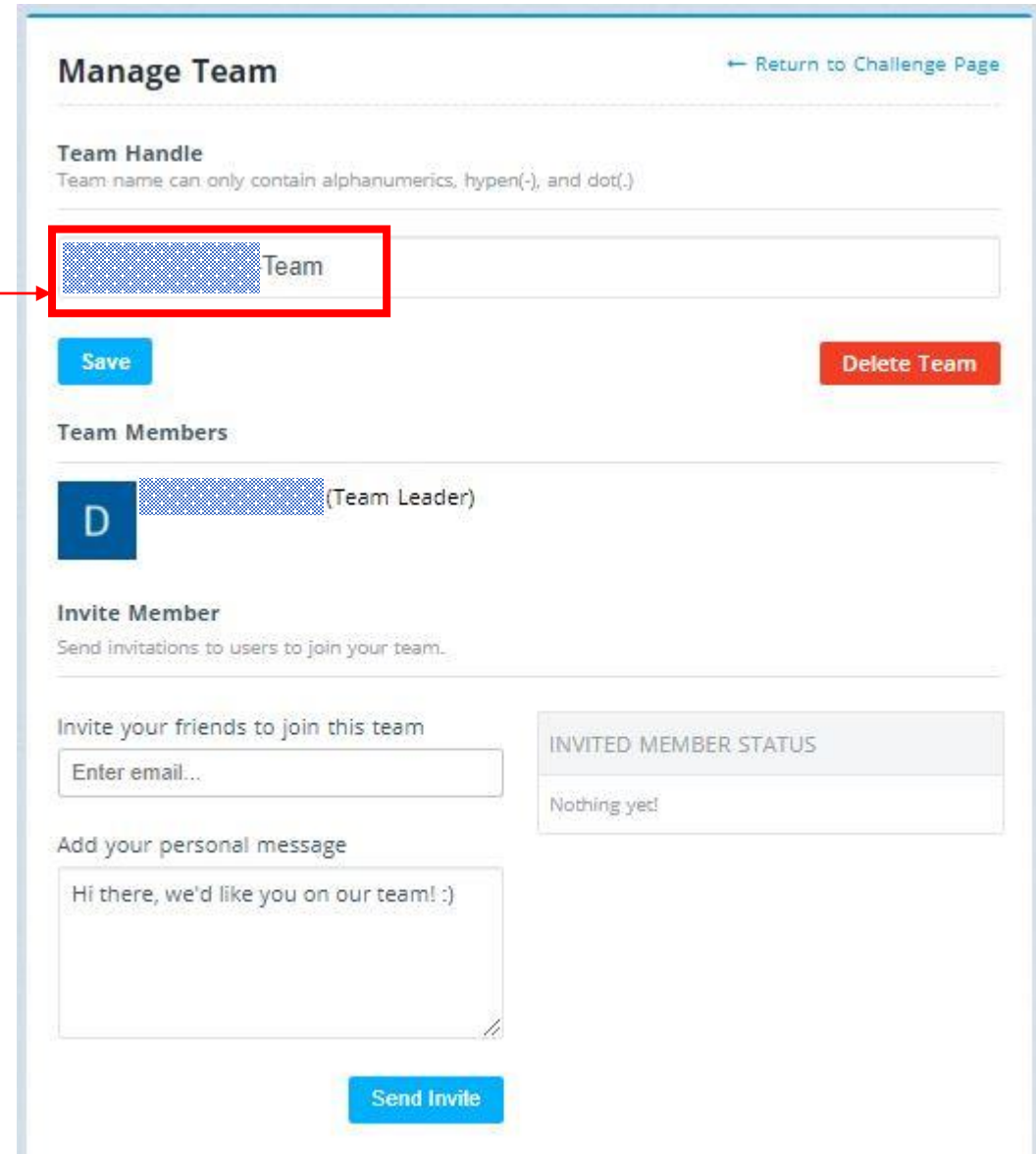
1.

Creating a Team

After filling the form, you will be brought back to the hackathon page as shown in slide 1. Now, click on create team and you will be brought to your team dashboard.

Team name is automatically set but you can change it. After making changes, click save

Team member details will be displayed here




The screenshot shows the 'Manage Team' interface. At the top right is a link 'Return to Challenge Page'. The 'Team Handle' section has a text input field containing 'Team', which is highlighted with a red box and a red arrow pointing to it from the text 'Team name is automatically set but you can change it.' Below this are 'Save' and 'Delete Team' buttons. The 'Team Members' section shows a single member with a blue profile icon containing the letter 'D' and the name 'Team Leader'. The 'Invite Member' section includes a text input for 'Enter email...', a 'Send Invite' button, and a 'Nothing yet!' message. A red bracket on the left points to the 'Team Members' section with the text 'Team member details will be displayed here'.

Manage Team [Return to Challenge Page](#)

Team Handle
Team name can only contain alphanumerics, hyphen(-), and dot(.)

Save **Delete Team**

Team Members

 **Team Leader**

Invite Member
Send invitations to users to join your team.

Invite your friends to join this team

INVITED MEMBER STATUS

Nothing yet!

Add your personal message

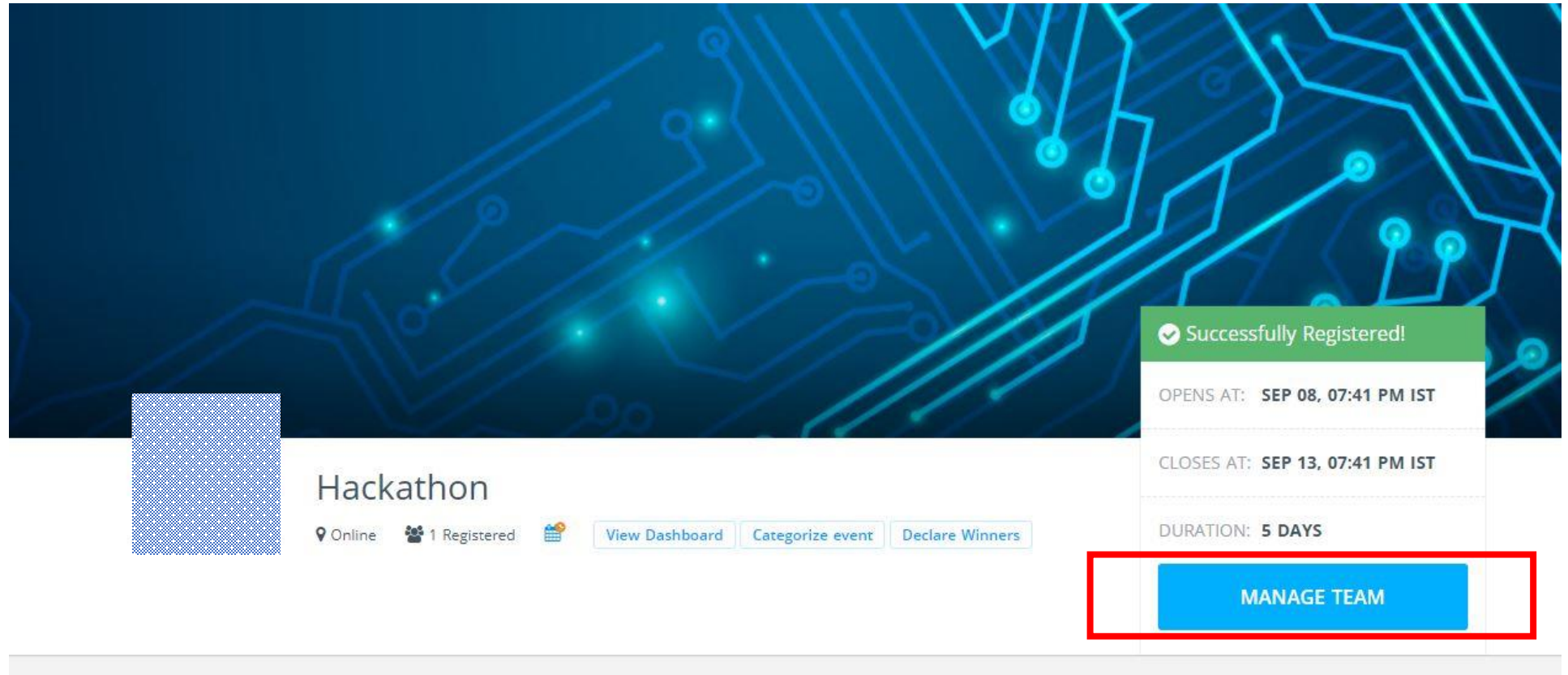
Send Invite



1.

Creating a Team

Once done, click on return to challenge page and you will see the manage team button. This confirms that your team has now been created.



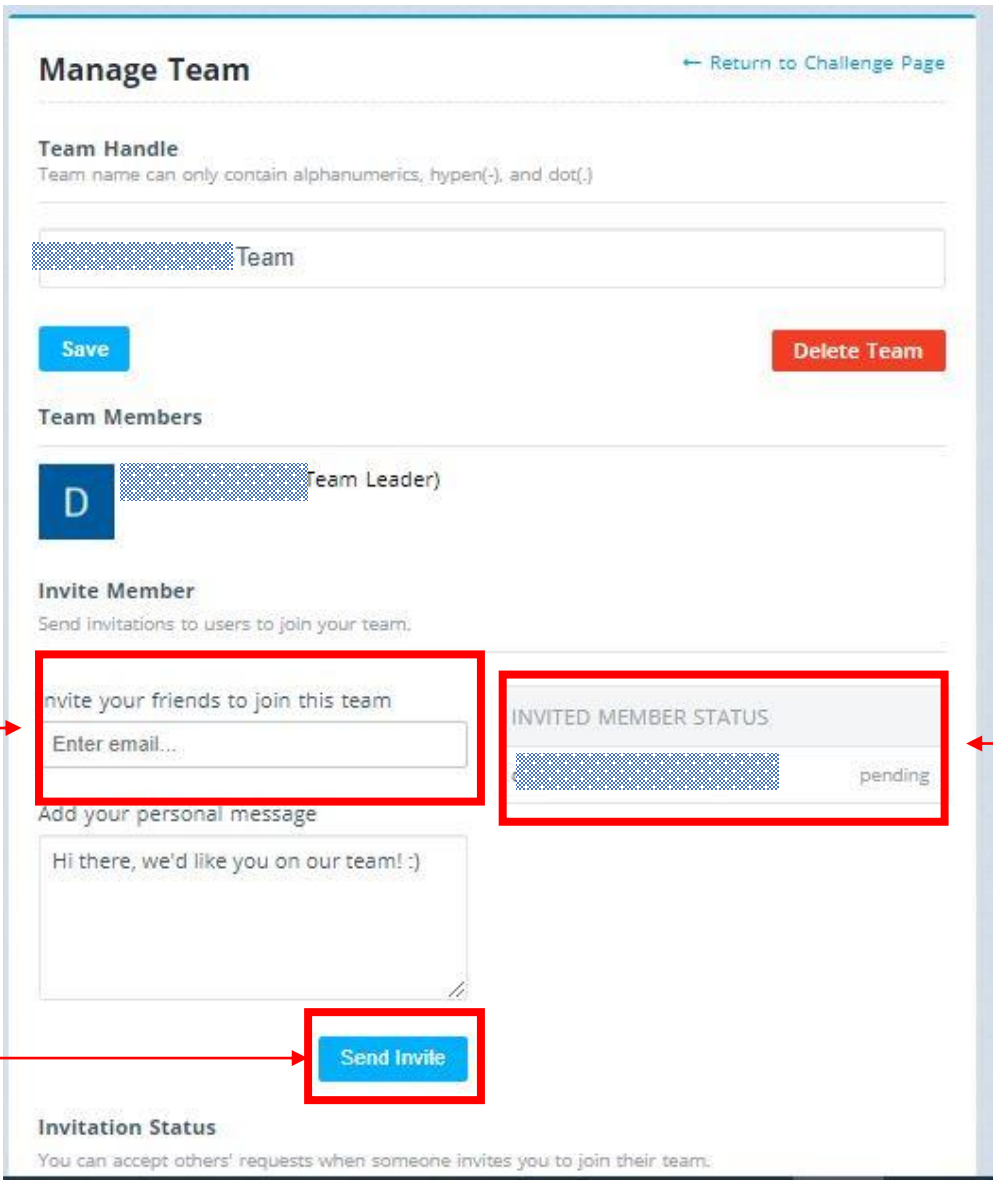
The screenshot displays a web interface for a Hackathon event. At the top, a green notification banner reads "Successfully Registered!". Below this, event details are listed: "OPENS AT: SEP 08, 07:41 PM IST", "CLOSES AT: SEP 13, 07:41 PM IST", and "DURATION: 5 DAYS". A blue button labeled "MANAGE TEAM" is highlighted with a red rectangular border. The main header area features a blue background with glowing circuit patterns. Below the header, the word "Hackathon" is displayed, followed by status indicators: "Online", "1 Registered", and a calendar icon. Three buttons are visible: "View Dashboard", "Categorize event", and "Declare Winners".



2.

Inviting Team Members

Now that you have created your team, let's add some team members. Head to the hackathon page and click on Manage Team.



The screenshot shows the 'Manage Team' interface. At the top, there's a 'Team Handle' section with a text input field containing 'Team' and buttons for 'Save' and 'Delete Team'. Below this is the 'Team Members' section, showing a 'Team Leader' with a profile icon 'D'. The 'Invite Member' section is highlighted with a red box and contains a text input field for 'Enter email...' and a 'Send Invite' button. To the right of the 'Send Invite' button, there's a table titled 'INVITED MEMBER STATUS' with a row showing a profile icon and the status 'pending'. Red arrows point from the text annotations to these specific elements.

Enter your team member's email ID

After entering the email ID, click send invite. An email invite will be triggered.

Status of your invite will show up here



2.

Inviting Team Members

Team members will pop up on your team dashboard once they accept your invitation

As a team leader you have the option to remove a member until your team has made its first submission. Once the submission is done, you will not be able to remove a member from your team.

Manage Team

[← Return to Challenge Page](#)


Team Handle
Team name can only contain alphanumerics, hyphen(-), and dot(.)

Team


Save

Delete Team

Team Members



Remove member



D

Team Leader)

Invite Member
Send invitations to users to join your team.

Invite your friends to join this team

Enter email...

Add your personal message

Hi there, we'd like you on our team! :)

Send Invite

INVITED MEMBER STATUS

@gmail.com

accepted



3.

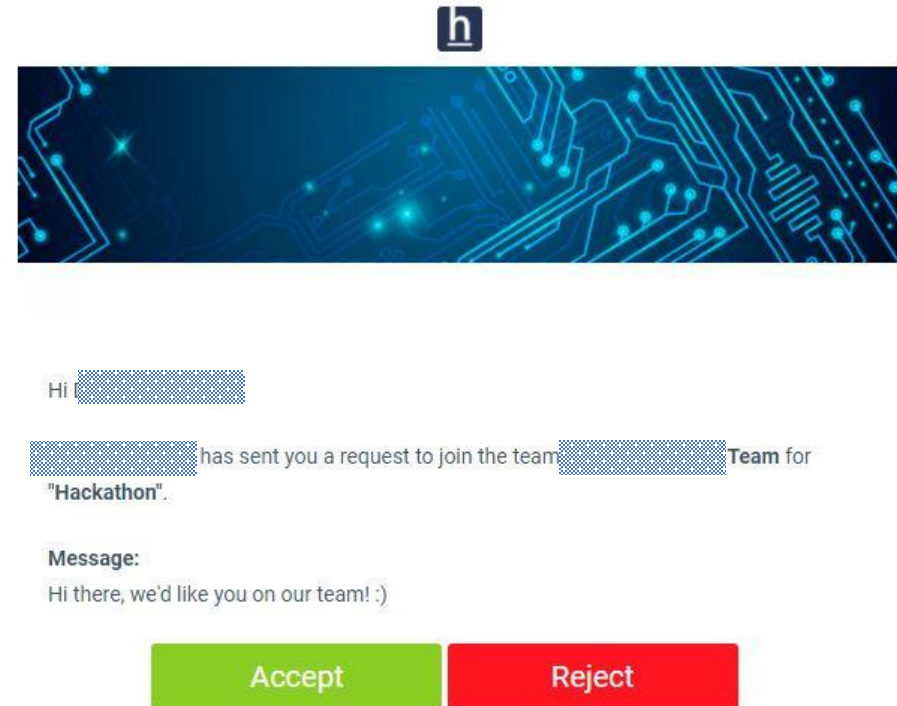
Accepting Team Invites

There are two ways in which you can access your team invites.

1. By accepting through email
2. By checking existing invitations through the join team button. (If you are already registered)

1. **Accepting through email**

Once invited, you will receive an email invitation. Click on accept and you will be redirected to the hackathon page. If you haven't registered, click on the join team button and fill in your details. Once done, you will see that you have been added to your team



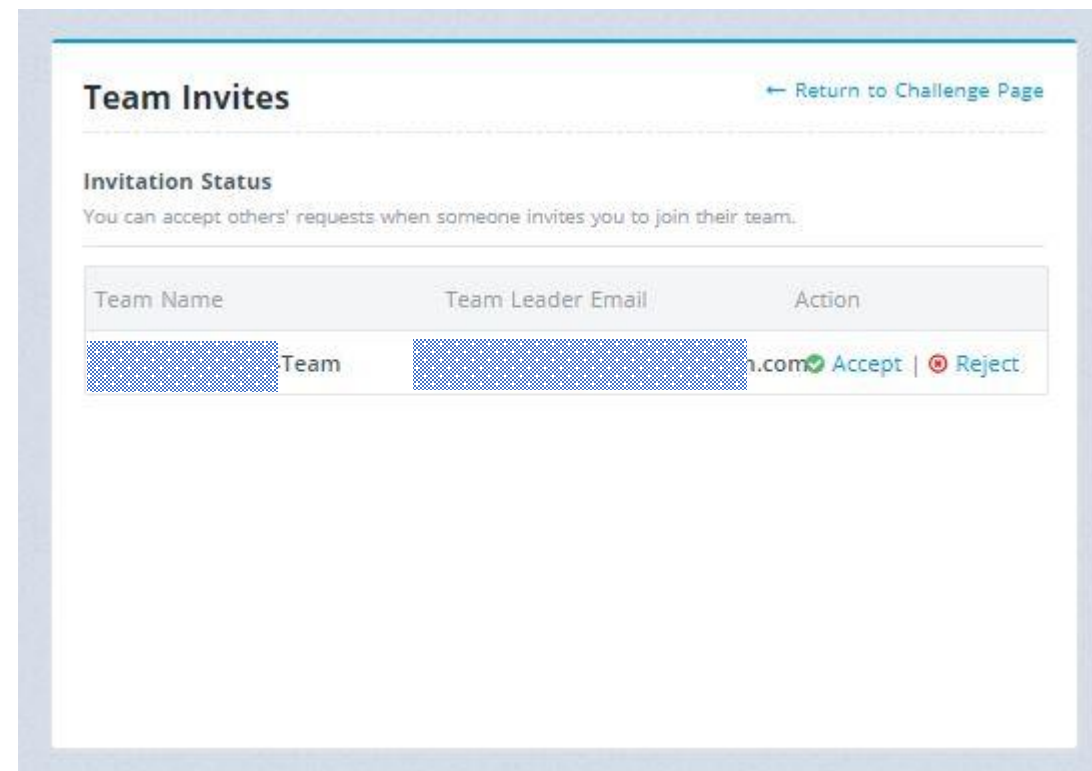
3.

Accepting Team Invites

2. Clicking the join team button

If you are a registered participant, you can head to the hackathon page and click on the join team button. This will show you your pending invites.

Click on accept and you will be added to the respective team.



3.

Accepting Team Invites

After joining team, you can see the team dashboard by clicking on manage team. You have the option to leave the team until your team has made its first submission. Once the submission is done, you will not be able to leave your team.

Manage Team


[← Return to Challenge Page](#)

Team Handle

-Team

Leave Team

Team Members



D

Team Leader)

Only team leader can add team members.

Invitation Status

You can accept others' requests when someone invites you to join their team.

Team Name	Team Leader Email	Action
Nothing yet		

Team Submissions

Submissions made by all members of the team.

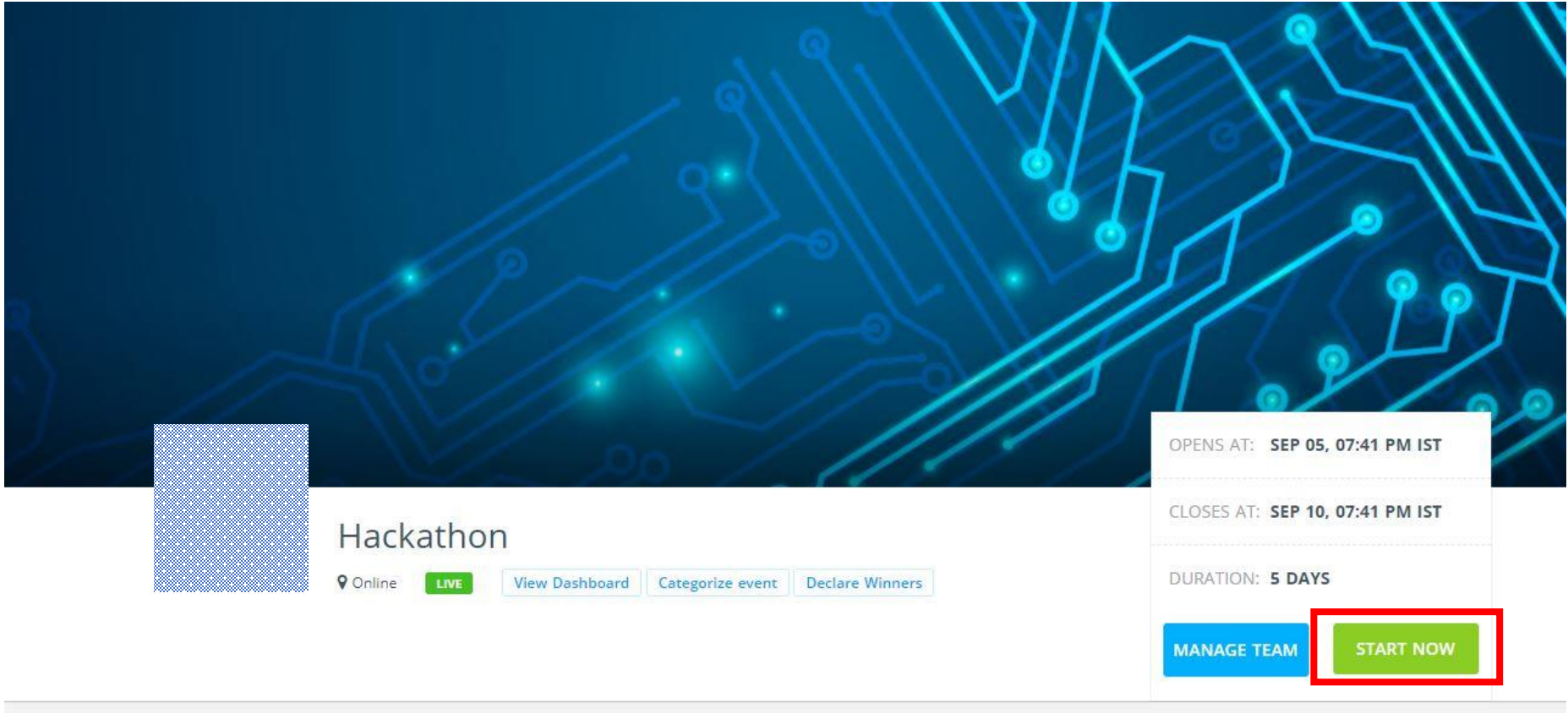
(No submissions made till now.)



4.

Making submissions

After formation of teams, you can start making your submissions once the hackathon begins. Once the hackathon begins, you can click on the start now button to start making your submissions.



4.

Making submissions

All team submissions can be seen on the team dashboard under the team submissions tab.

Manage Team


[← Return to Challenge Page](#)

Team Handle

Team

Leave Team

Team Members



D

(Team Leader)

Only team leader can add team members.

Invitation Status
You can accept others' requests when someone invites you to join their team.

Team Name	Team Leader Email	Action
Nothing yet!		

Team Submissions
Submissions made by all members of the team

(No submissions made till now.)



For queries, reach out to us at
support@hackerearth.com

