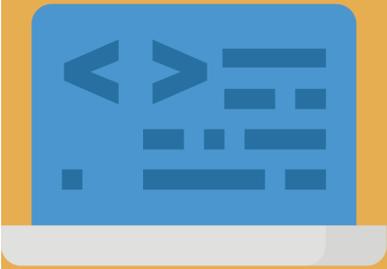




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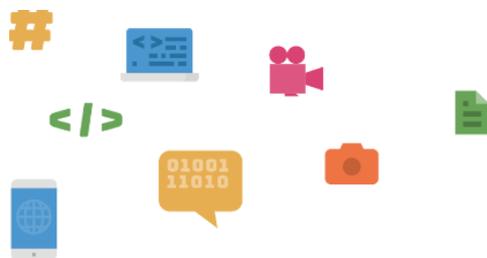
# Social Hackademy Platform Short Guide

Version 1.0



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## 1. FAQ for Hackathon Participants

The HackAD platform is available at <http://platform.socialhackademy.eu>

This chapter presents answers to frequently asked questions concerning the basic functionality for the Hackathon participant.

### 1.1 How do I register to the platform?

The user login screen is available at the top left of the first page of the platform:

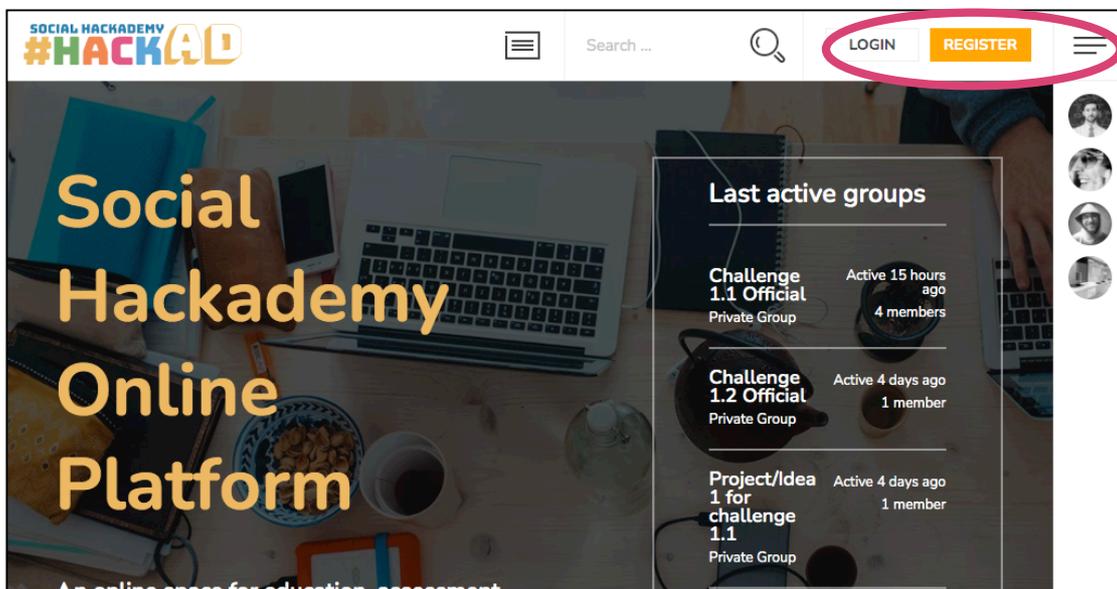
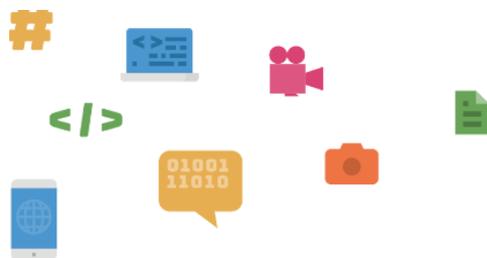


Figure 1. The login/register screen

If you are a new user of the platform, you can use the "REGISTER" button. The registration form appears and you have to insert all the required fields and select the desired platform member type.



### SIGN UP

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PROFILE DETAILS

Name REQUIRED

This field can be seen by: Everyone

I'm registering as REQUIRED

Hackathon Participant ▾

This field can be seen by: Everyone Change

---

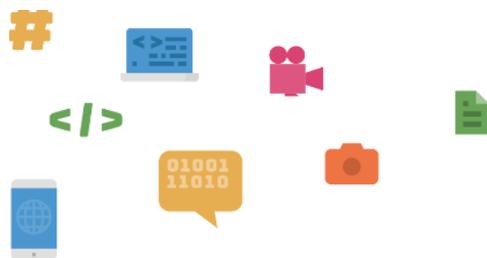
ACCOUNT DETAILS

Username REQUIRED

Email Address REQUIRED

Choose a Password REQUIRED

Figure 2. The registration form



## 1.2 How can I access the Hackathons?

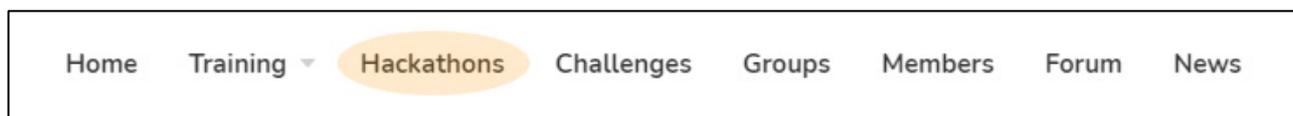


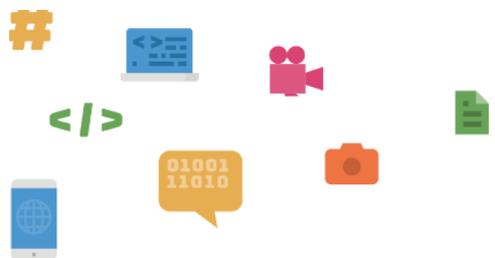
Figure 3. The Hackathon option

By clicking the third option of the main menu, all registered Hackathons appear. By clicking on the "More Info" button, a detailed description of the hackathon and all its challenges appears.



Figure 4. The Hackathon list





### 1.3 How can I join a challenge?



Figure 5. The Challenges option

When clicking on this option, a user may access the list of all active and expired challenges. By clicking on the "More Info" button, a detailed description of the challenge and all its project-ideas appear. If you are logged in you will see the "Join Challenge" button. If you are not logged in you will be asked to, in order to be able to join the challenge. You can cancel your attendance to the challenge whenever you wish. It is recommended that you join the corresponding challenge and its official group in order to watch all the activity concerning the challenge.

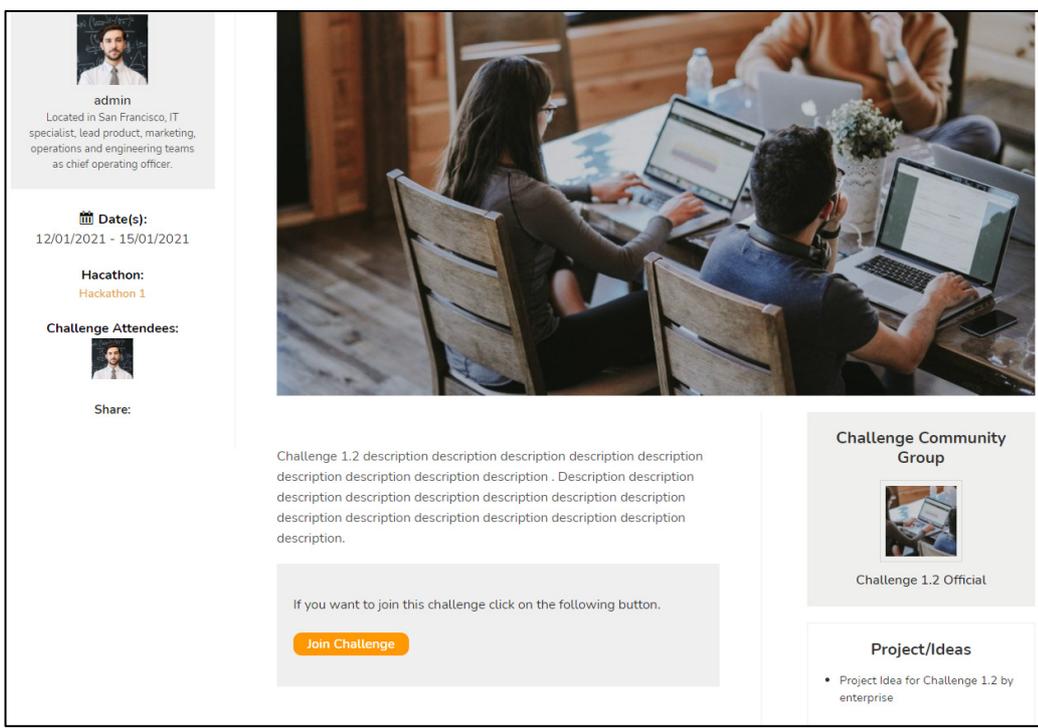
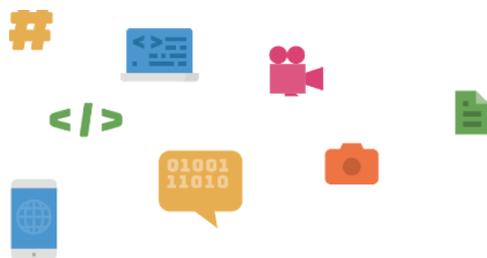


Figure 3. A Challenge's detailed information page



## 1.4 How can I join the official group of a challenge?

When you click on a challenge, on the right side of the page you can see the Challenge official Group. By clicking on the group you can view more info about the group and a button to join the group.

### MOBILITY/CONNECTIVITY

SDG 11 Targets: 11.2 by 2030, provide access to safe, affordable, accessible and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons; 11.6 by 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality, municipal and other waste management



Figure 7. A Challenge's official group

## 1.5 How can I see the Project/ideas assigned to a challenge?

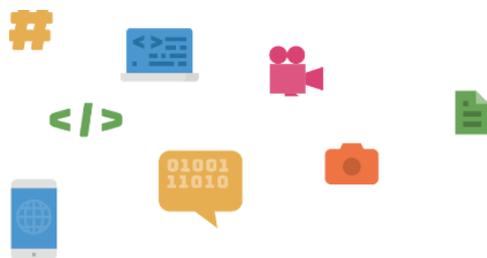
When you click on a challenge, on the right side of the page you can see the project/ideas submitted for the challenge.

(UNEP) research had warned. Some parts of the EU has been reported by the UN Office on Drugs and Crime (UNODC) to be a major destination for electronic waste. Old computers and mobile phones, electric cables, televisions, coffee machines, fridges, old analogue radios are piling up in landfills across the world, UNEP explains. According to the research, e-waste often contains hazardous materials, which pose risks to human health and the environment, especially in developing countries.



Figure 8. A Challenge's list of Project/Ideas





## 1.6 How can I see the Groups?

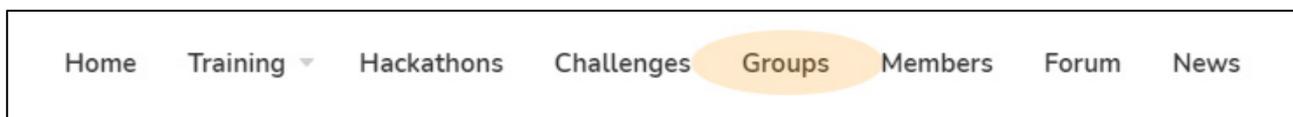


Figure 9. The Groups option

When clicking on this option, a user may access the list of all the Groups of the platform.

## 1.7 What are the Group types of the Platform?

There are two types of Groups: the Hackathon (Challenges - Project/Ideas) and Training (Projects/Classes) Groups of the platform.

## 1.8 How can I join/leave a Group?

On the page with the list of Groups as well as in each group there is an option for sending a joining request. All Groups are private and joining requests have to be approved by their creators. Group users may leave a group at any time. There is a "Leave Group" button on the right side of group's menu.

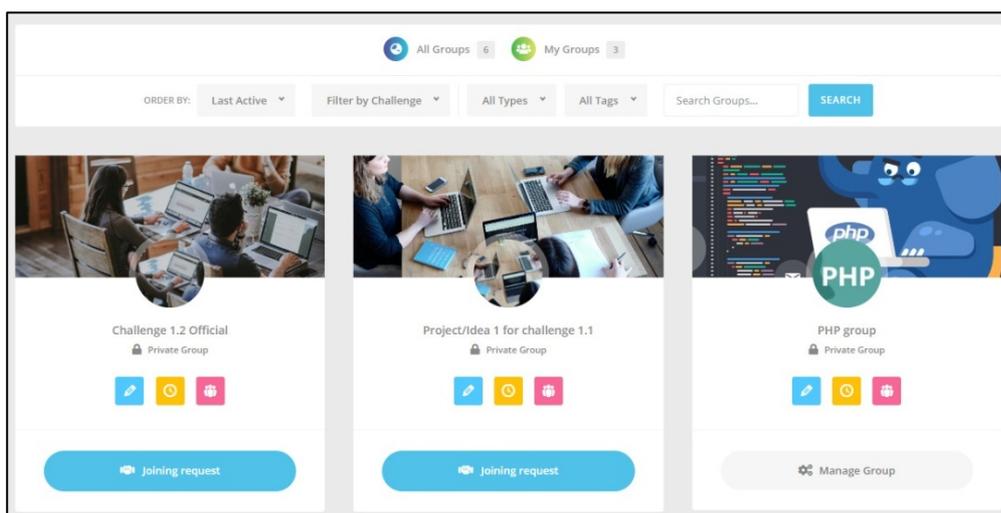


Figure 10. Joining Groups

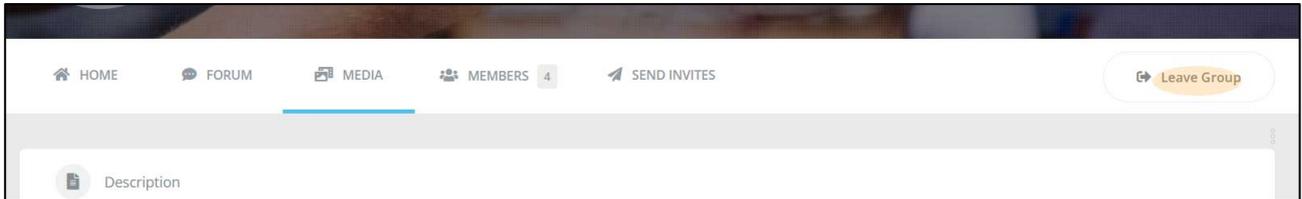


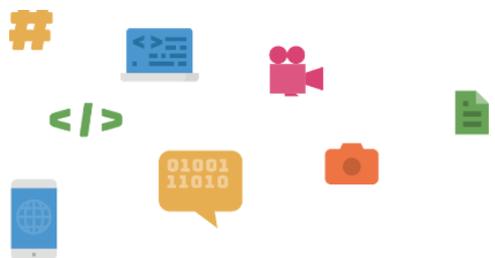
Figure 11. Leaving Groups

## 1.9 How can I search through the Groups?

On the top of the page there is a search form and filtering options to view groups based on their type, their tag or the challenge under which they are submitted (only for Hackathon groups).



Figure 12. Searching through Groups



### 1.10 My joining request to a Group has been approved. What can I do next?

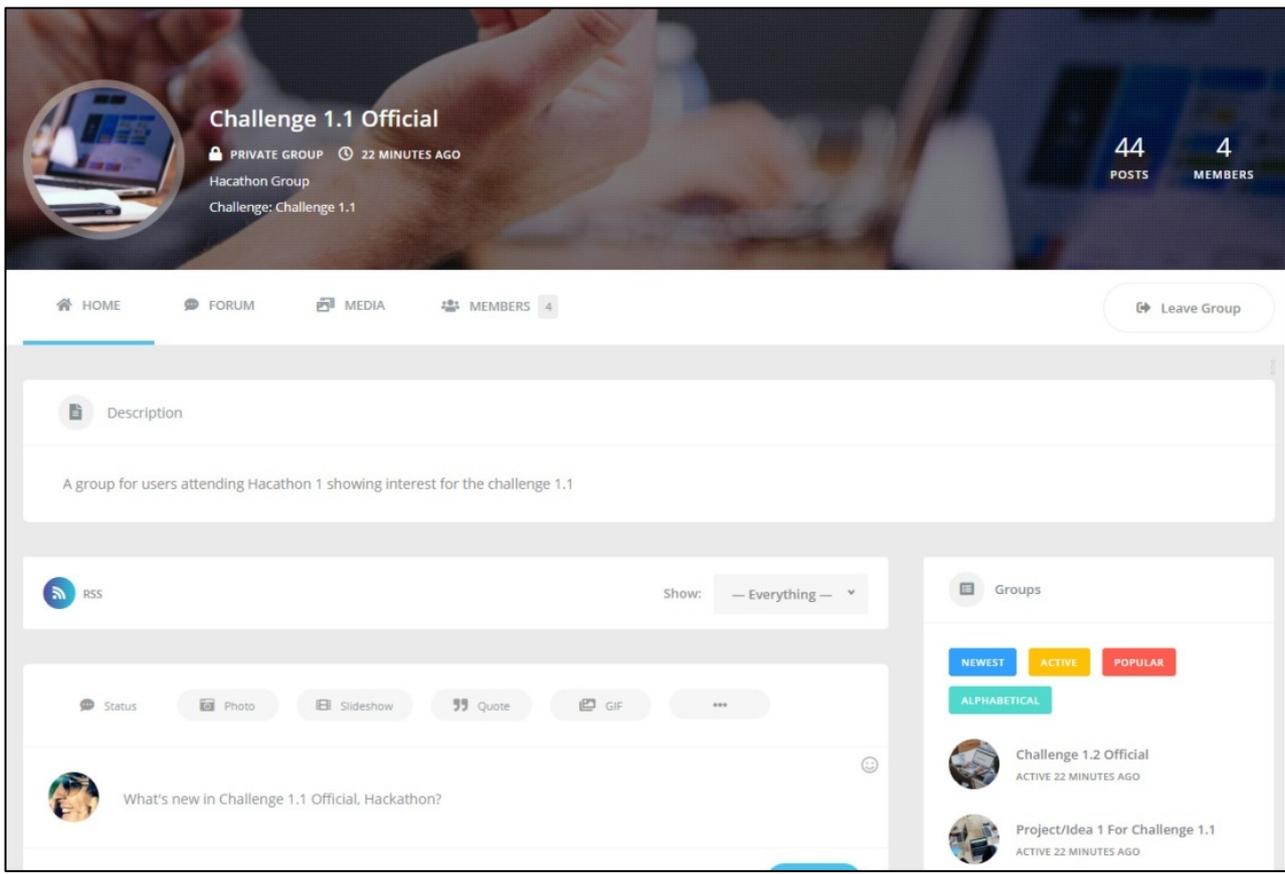


Figure 13. Details of a Group

All approved members can post messages, upload files, photos in the group by uploading content and clicking the Post button. Group users may also collaborate with other group users using the "Add friend" option or by sending private message.

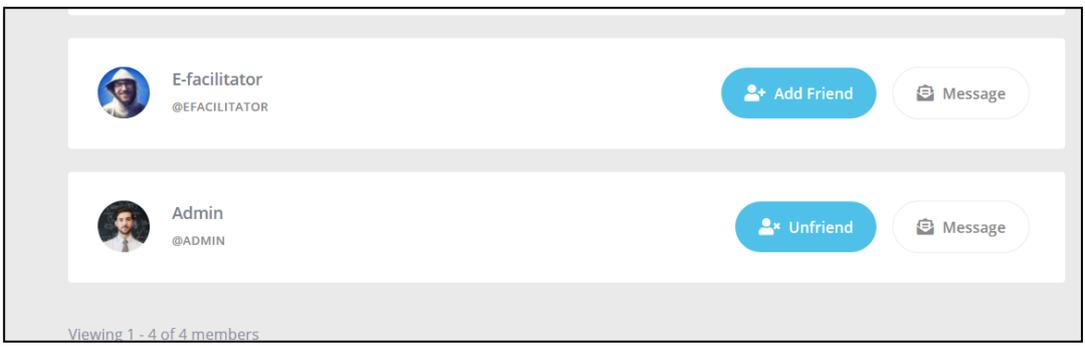
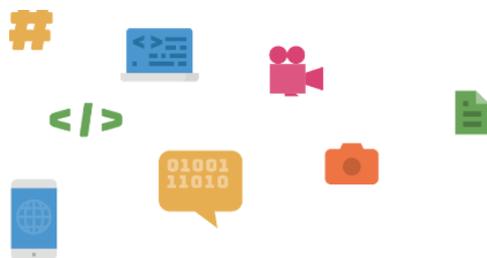


Figure 4. Adding friends and Message option in Groups



In addition, all approved members can see all other members of the group, watch and participate to the group activity, view all Media related to the group and participate to the group forum if there is one.

## 1.11 What is the option “Forums” on the main menu?

Through this option, Hachathon participants have access to a general forum for generic questions related to the platform, challenges or educational training.

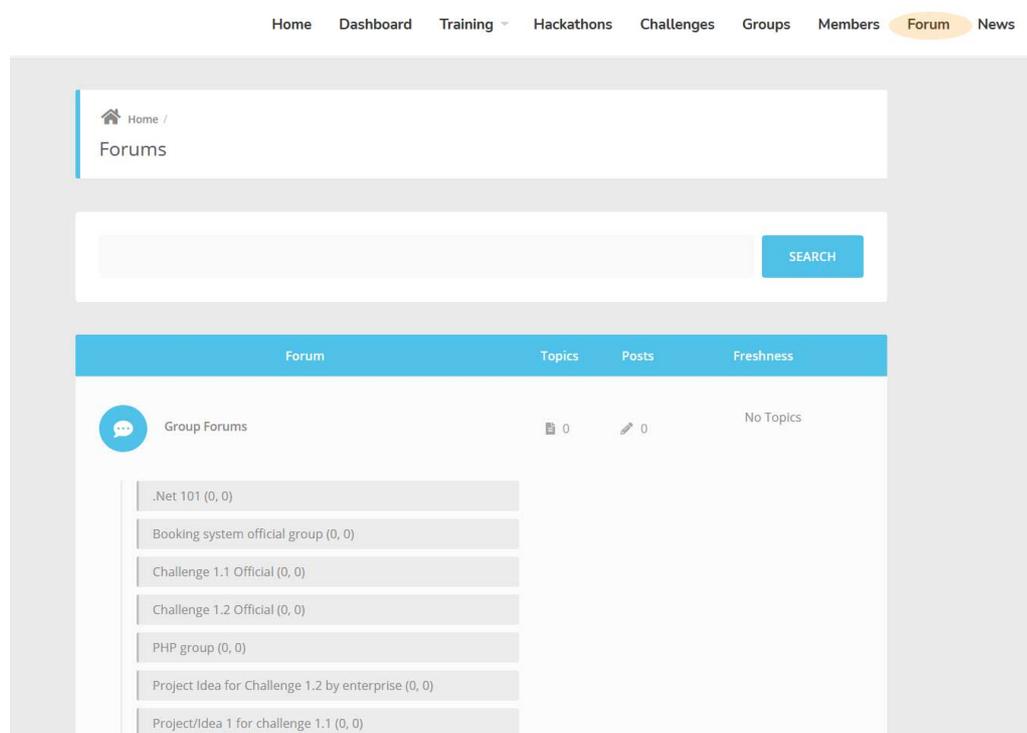
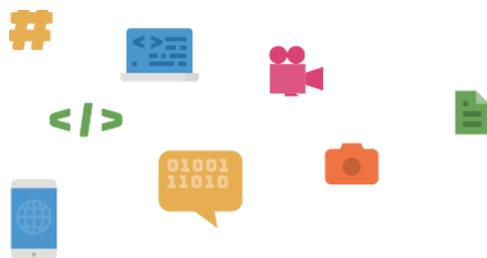


Figure 15. The Forum page





## 1.12 How can I see the Training Materials of the platform?



Figure 15. Training material subject options

By clicking on this option on the main menu, you can see all the training materials and the project/classes created by the platform Trainers.

## 1.13 How can I join project/classes?

By selecting a type of training material, the material appears. On the right side of the page a list of the corresponding project/classes. You can ask to join a class and you have to wait for the Trainer that created the class to approve your request.

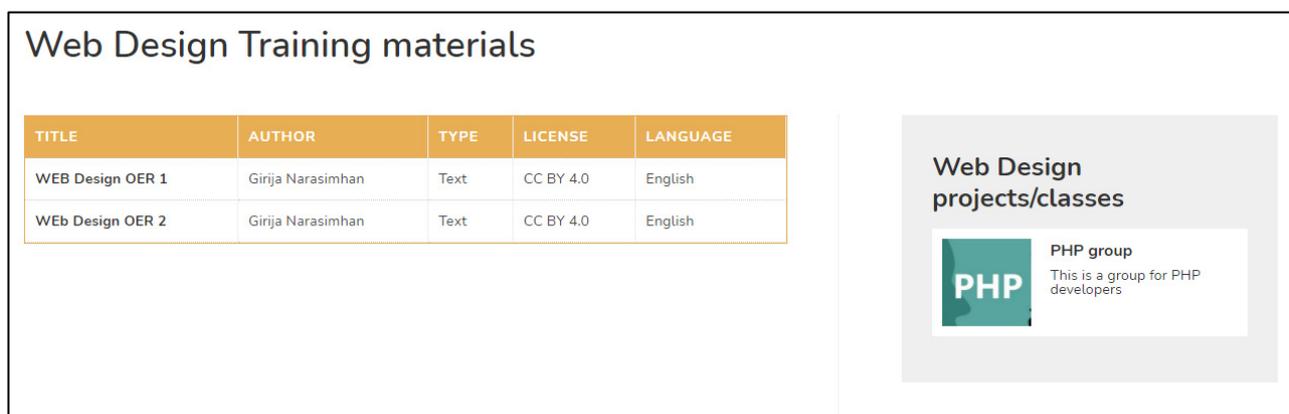
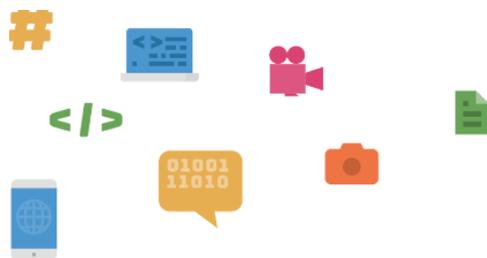


Figure 16. Training material example

## 1.14 How do I manage my personal profile?

If you are a registered member you will be able to manage your profile and add more info about your interests and skills. Under your profile cover and image, you can see on the right side a



thumbnail of your photo and an arrow. You click on the arrow to see the options you have as a registered member:

- Profile Settings – From here you can change the Name shown on your profile. It is recommended that you do not change this field very often.
- Account Settings – From here you can change your email and your password
- Widget Settings – From here you can add some info to your profile (About, Skills, Social Networks, Contact info etc). You navigate through the available widgets and add the info you would like to be shown.
- Change Avatar - From here you can change your profile image. You can also change the cover image at your profile by clicking on the  icon.
- Change Password
- Logout

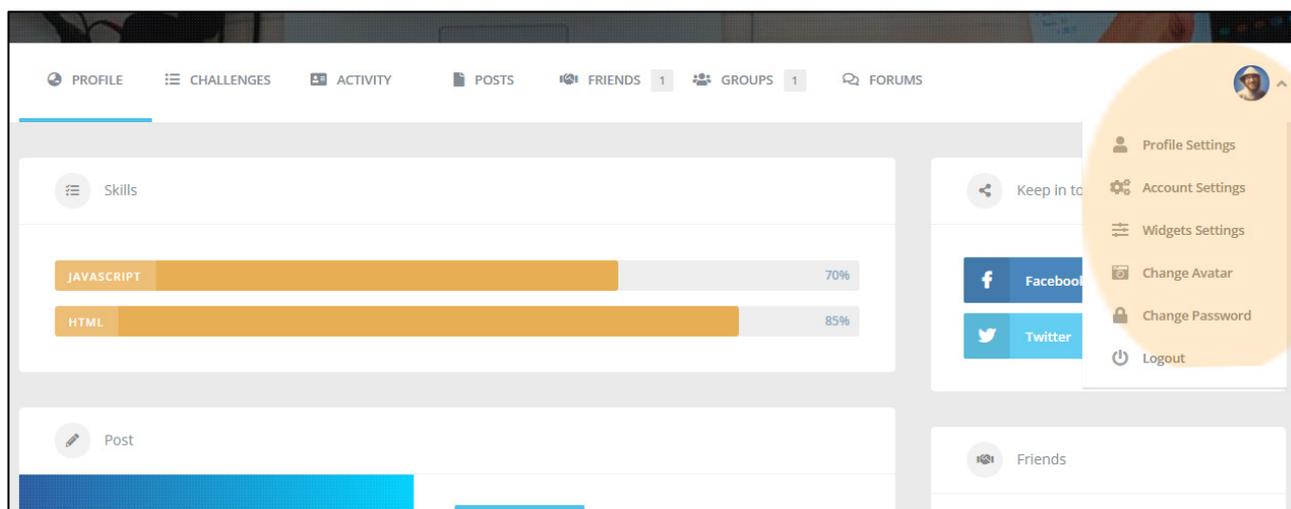
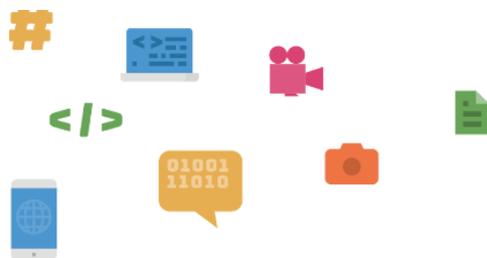


Figure 18. Editing the user profile



## 2 FAQ for the Social enterprises/ NGOs

This chapter presents answers to frequently asked questions concerning the additional functionality for the Social enterprises / NGOs. Any other questions about the platform are answered on the previous section.

### 2.1 How can I create a project idea in an existing challenge?

This is performed by creating and managing a group in an existing challenge. The process is the following:

1. From the main menu, choose 'Challenges'
2. From the list of Challenges, choose an active challenge
3. The Challenge information page appears:

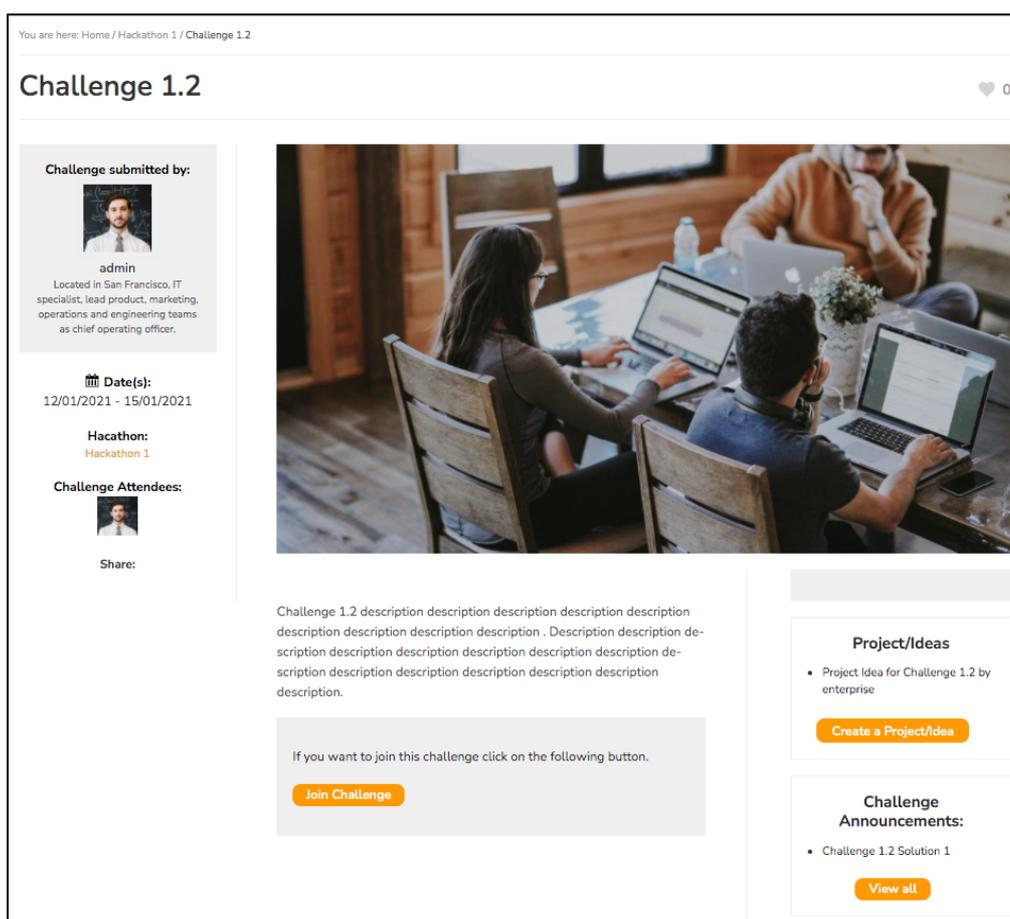
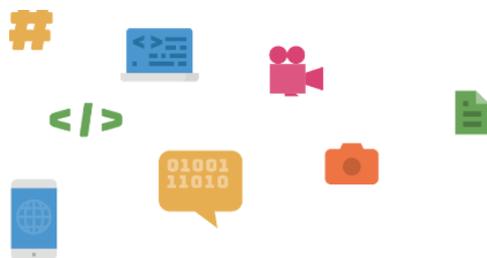


Figure 19. Creating a new project idea in an existing challenge





- 1 To create a new project idea, choose the 'Create a project/idea' button at the bottom right of the page.
- 2 In the form that appears, the group details associated with the new project idea should be provided:

Figure 20. Creating a new group for a project/idea

### 3.2 How can I manage an existing project idea in a challenge?

An existing project/idea can be managed by the social enterprise/NGO that created it using the Groups option in the main menu. In the list of existing groups, the 'Manage Group' button provides the necessary functionality to manage a group:



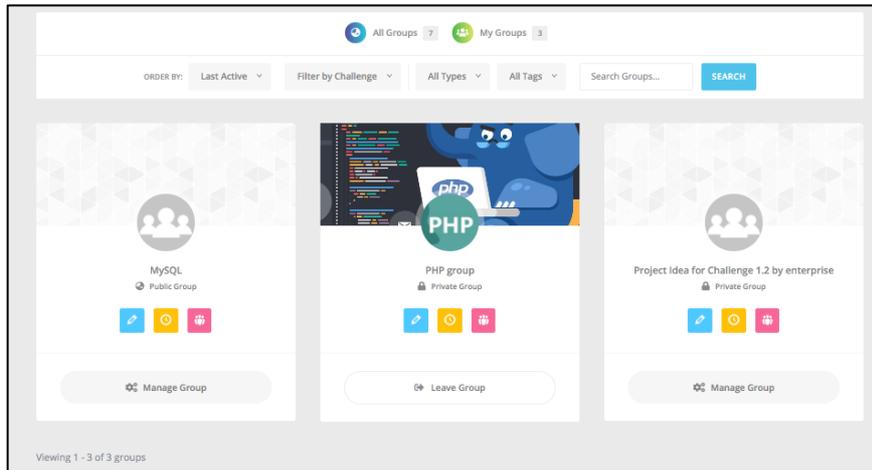


Figure 21. Managing an existing group associated with a challenge

### 3.3 Why can't I see the 'Create a project/idea' button as described previously?

Users registering as Social enterprises/NGOs must be approved by the platform Administrators. If you cannot see the button that allows you to create a project/idea under a challenge that means that this functionality has not yet been approved. You could contact the platform administrators if the approval process takes too long.