



TEAM FORMATION GUIDE

October 1-2, 2022



This guide is intended for participants of the NASA International Space Apps Challenge 2022. The instructions contained in this document require users to be signed up and registered for this specific event at spaceappschallenge.org.

FOR MORE INFORMATION:

If you have questions that are not addressed in this guide or in the other guides located on the Resources page (spaceappschallenge.org/resources), contact the Space Apps Global Organizing (GO) Team at info@spaceappschallenge.org.

For technical assistance with any of the content in this document, email web@spaceappschallenge.org with a specific description of your problem.

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Space Apps is managed by the Earth Science Division, Science Mission Directorate, at NASA Headquarters in Washington, DC.

Organized in collaboration with Booz Allen Hamilton, Mindgrub, SecondMuse, and the NASA Open Innovation Applied Sciences Program.

For more information, visit spaceappschallenge.org





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TEAM FORMATION “CHEAT SHEET”

Once you have created a Space Apps account and registered for a location at spaceappschallenge.org, you can start a team or join an existing team. Here are answers to some of the most frequently asked questions about team formation:

- To submit a project for Space Apps 2022, you must belong to a team. This guide walks you through that process!
 - There are two ways to join a team:
 - 1) Create your own team or
 - 2) Request to join an existing team. Detailed instructions for both are below.
 - You can have anywhere from 1-6 people on your team.
 - While you may form a team that has only one person, we recommend that you work with other participants. We find that teams of 4-5 members with diverse skills and ideas work best. Space Apps is all about collaboration!
 - In accordance with NASA’s China funding restriction, any team member that has affiliations with the Chinese government or a Chinese-owned entity must undergo review for prohibited bilateral activity in order to be determined eligible to participate in the Executive Judging round of Space Apps. Determination of eligibility will be based on information provided by team members during registration.
 - By default, your team will be tied to the location of the person who created the team. However, participants from *any* location, including the Universal Event, can join *any* team. Teams can change the location associated with their project through their team’s Team Members tab. See details below.
 - Once invited, all team members will have the same rights to the team pages, including the project page, where you will edit and submit your project. Everyone on the team will be able to edit these pages.
-

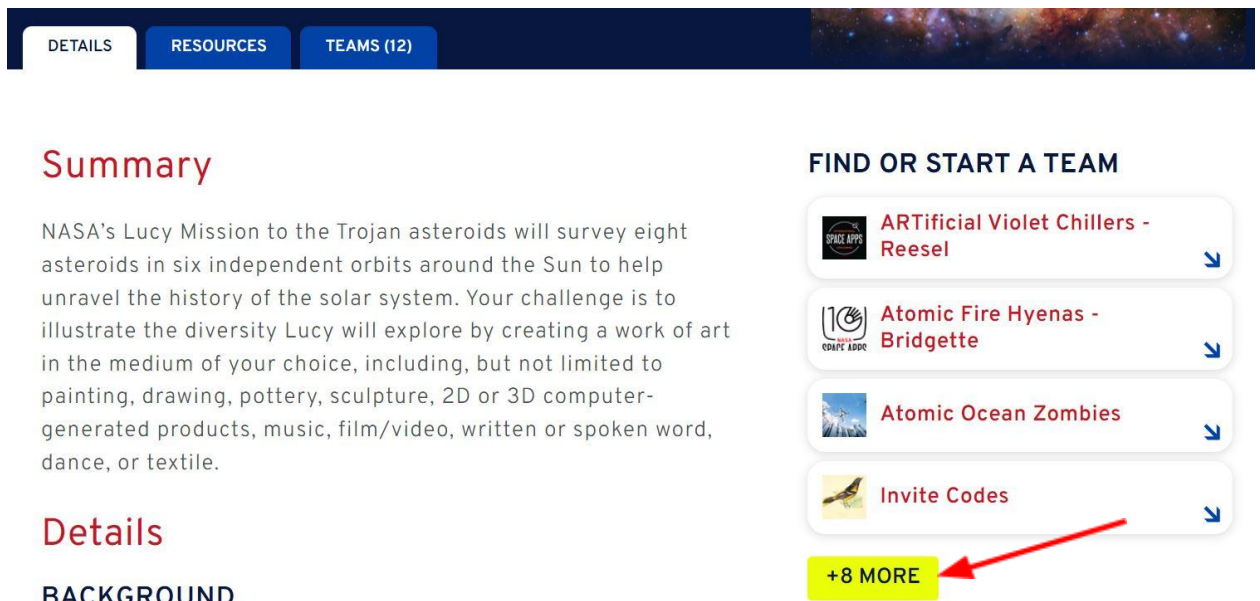


- To delete a team entirely, ALL team members must select the “Leave Team” option through their team’s Team Members tab. See details below.
- You can edit your team name, team photo, etc., throughout the hackathon under the Team Members tab. See details below.
- If you’ve already created a team but have changed your mind about which challenge you want to tackle, you are welcome to pick a new challenge. Your team members must leave the current team (see instructions below) and create a new team. If you tackle a *different* challenge, you can reuse the same team name if another team has not already taken that name.
- We strongly recommend signing up for the Space Apps Chat (Discord) before creating a team. Once you do, listing your Discord username on your Team Page will allow prospective team members to contact you in the Space Apps Chat. To learn more about chat, see the [Space Apps 2022 Chat Guide](#).

CREATING A NEW TEAM

All *new teams* must be created from the individual challenge page that your team wants to work on.

1. Navigate to 2022.spaceappschallenge.org/challenges/. Select the challenge of your choice. You will then be taken to the individual challenge page. From there, click the “Teams” tab or the button to see more teams that already exist.



The screenshot shows the 'TEAMS' tab selected in a navigation bar. Below the navigation bar, there is a 'Summary' section on the left and a 'FIND OR START A TEAM' section on the right. The 'Summary' section contains text about NASA's Lucy Mission. The 'FIND OR START A TEAM' section lists four teams: 'ARTificial Violet Chillers - Reesel', 'Atomic Fire Hyenas - Bridgette', 'Atomic Ocean Zombies', and 'Invite Codes'. Each team entry has a small icon and a blue arrow pointing right. Below the list is a yellow button labeled '+8 MORE' with a red arrow pointing to it.

Summary

NASA's Lucy Mission to the Trojan asteroids will survey eight asteroids in six independent orbits around the Sun to help unravel the history of the solar system. Your challenge is to illustrate the diversity Lucy will explore by creating a work of art in the medium of your choice, including, but not limited to painting, drawing, pottery, sculpture, 2D or 3D computer-generated products, music, film/video, written or spoken word, dance, or textile.

Details

BACKGROUND

FIND OR START A TEAM

- ARTificial Violet Chillers - Reesel
- Atomic Fire Hyenas - Bridgette
- Atomic Ocean Zombies
- Invite Codes

+8 MORE

2. You will be directed to a page displaying all teams (worldwide) working on that specific challenge. You can either request to join one of those teams (see the following section for detailed instructions), or you can start a new team.

Challenge

ARTFULLY ILLUMINATED ASTEROIDS

DETAILS RESOURCES TEAMS (7)

Search for a team

Looking for members



Looking for members





LOOKING TO START A TEAM?

Take the leap! Collect your thoughts and share your work.
You can invite others once you create a team.

START A TEAM

- To start a new team, select the “Start a Team” button.

LOOKING TO START A TEAM?

Take the leap! Collect your thoughts and share your work.
You can invite others once you create a team.

START A TEAM

- Once you click “Start a Team,” you will be directed to a new page. Fill in the requested information and click “Create Team” when done.
 - If you would like other participants to be able to request to join your team, put a checkmark next to the box that says, “I am looking for other team members!”
 - Provide a Discord username if you would like prospective team members to reach out to you on the chat platform (ex. John_Smith#1234).** To learn more about chat, see the [Space Apps 2022 Chat Guide](#).

Create a team and get hacking!

Based on your registration, your team will be created in the Universal Event region.

Challenge *

Learning Through the Looking Glass



Team Name *

Choose something unique.

Team Motto *

What is your team's motto?

Discord Username

Team Lead's Discord Username, help new members get in touch.

Team Photo *



DO NOT upload images or files that you do not have permission to use. Team Photos should have a 16x9 aspect ratio and be less than 2 MB in size. Your team photo will be displayed publicly.

☐ I am looking for other team members!

By checking this box other participants will be able to find your team and ask to join.

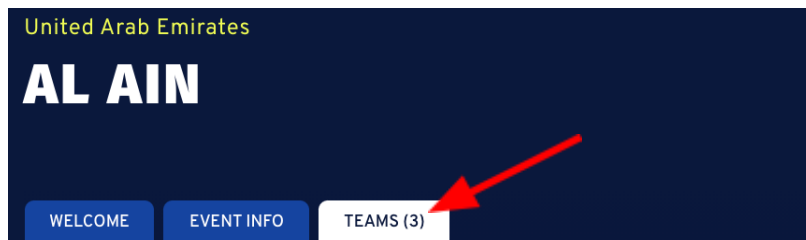
CREATE TEAM

JOINING AN EXISTING TEAM

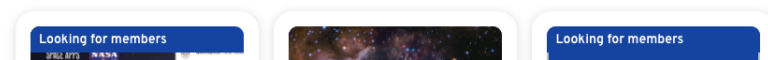
To join an existing team, you can search for prospective teams from two places:

1. Teams tab on an individual location page:

2022.spaceappschallenge.org/locations/

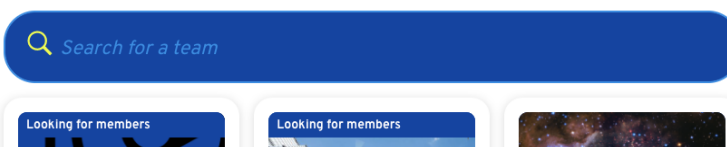
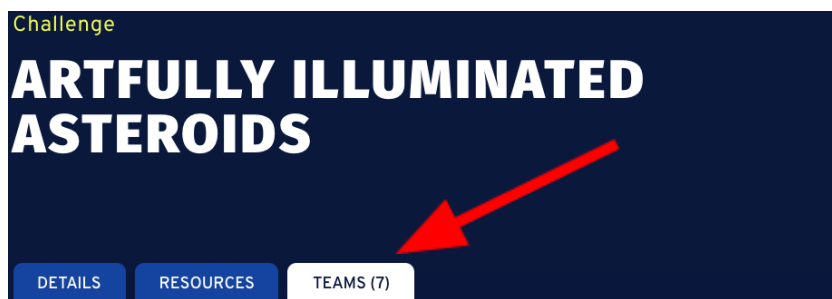


Al Ain Teams



2. The Teams tab on an individual challenge page:

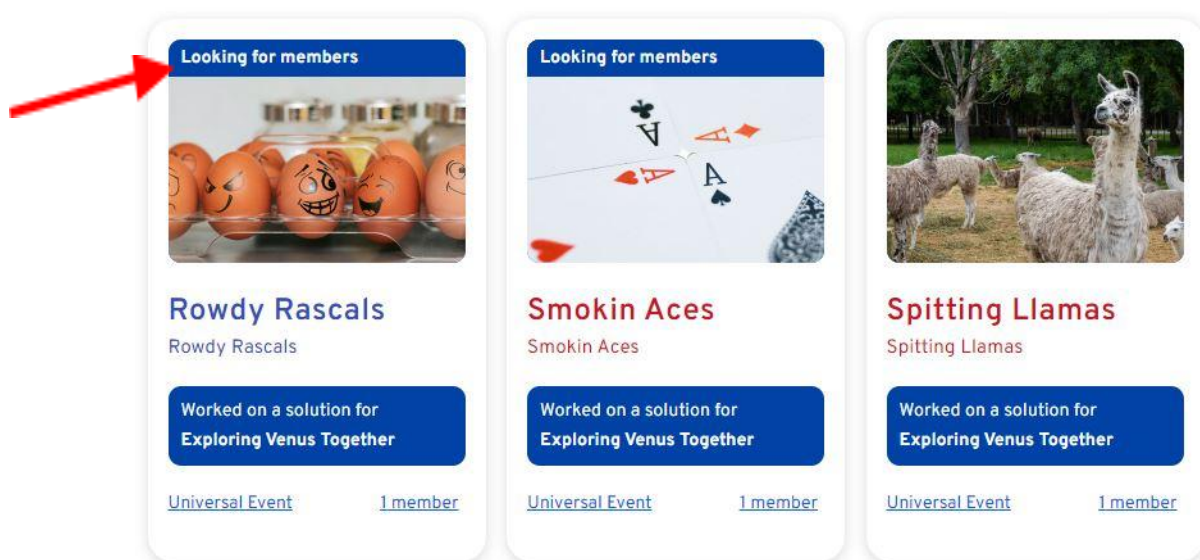
2022.spaceappschallenge.org/challenges/



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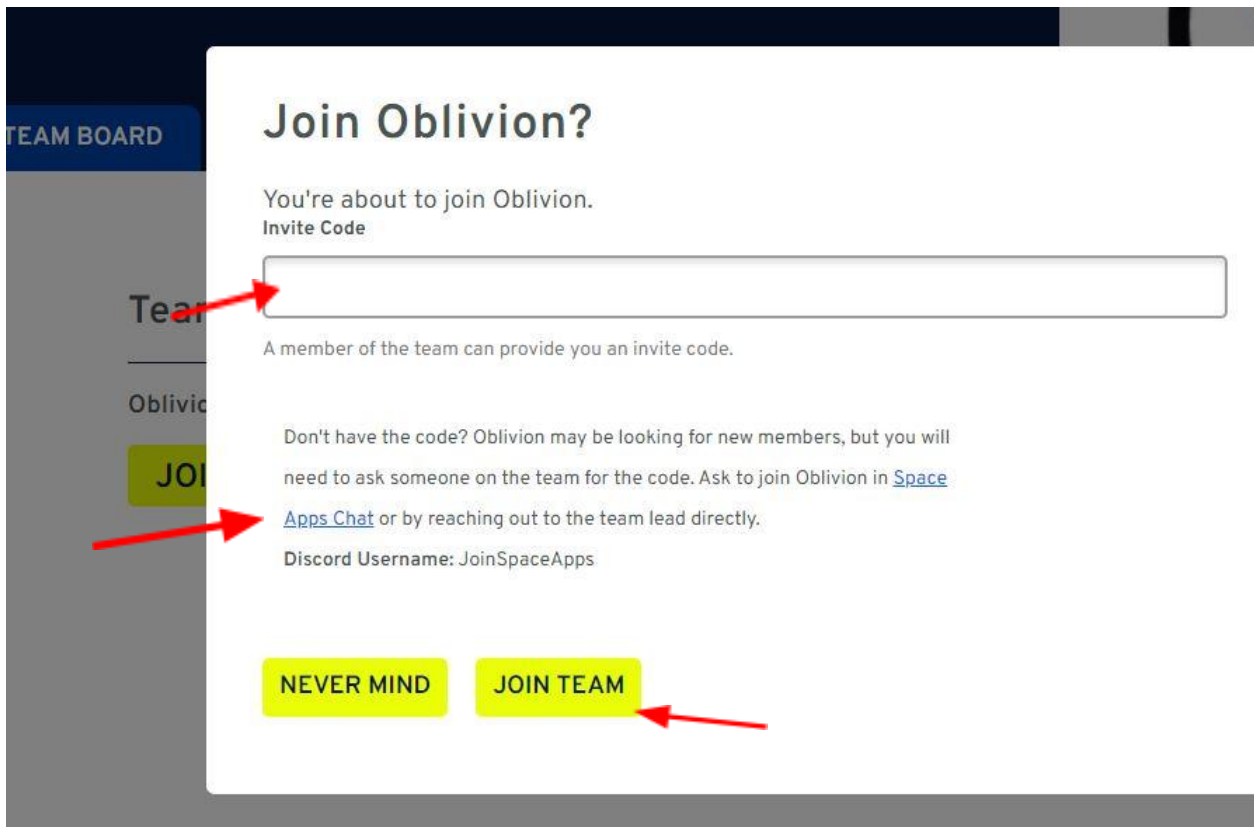
- Search for a team or browse the listed teams on the page. Notice which teams are looking for members. They will have flags on their photos that say, “Looking for Members.”



- Click on any team to see their project page. Select the Team Members tab if you're interested in joining the team.



- If you'd like to request to join the team, select the button "Join Team."
 - If you do NOT have an Invitation Code, you must ask the team's creator for the Invitation Code by reaching out to the team creator on the Space Apps Chat (Discord).
 - Click on the "Join Team" button for a link to the Space Apps chat platform and the team creator's discord username (if provided). The team creator is not required to provide a Discord username.
 - Teams are NOT required to provide you with an Invitation Code. It is at each team's discretion.
- If a member of the team has *already* provided you with an Invitation Code, add the code. Select "Join Team" again.



Join Oblivion?

You're about to join Oblivion.

Invite Code

A member of the team can provide you an invite code.

Don't have the code? Oblivion may be looking for new members, but you will need to ask someone on the team for the code. Ask to join Oblivion in [Space Apps Chat](#) or by reaching out to the team lead directly.

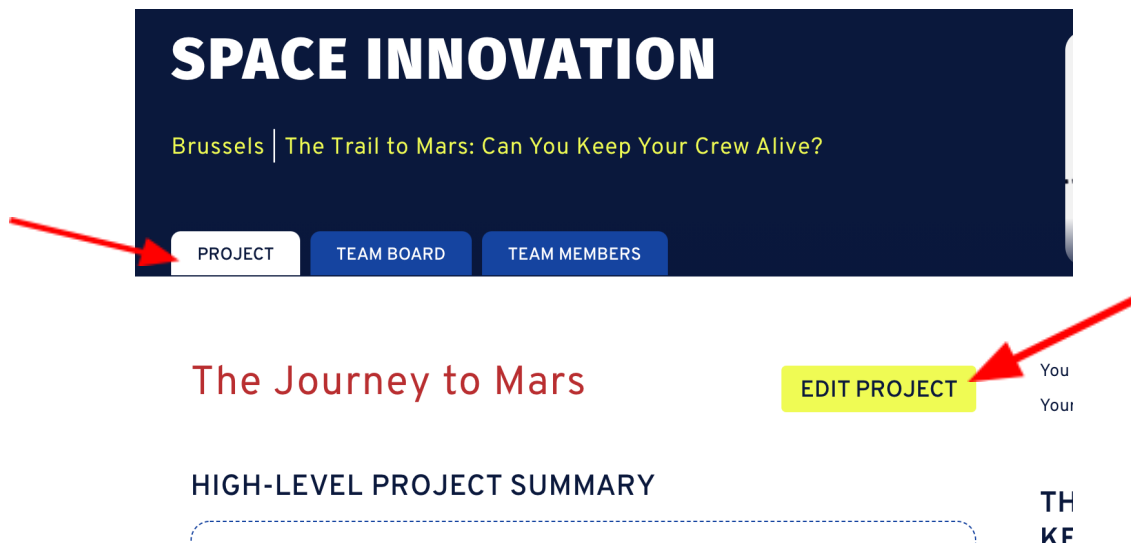
Discord Username: JoinSpaceApps

NEVER MIND JOIN TEAM

EDITING YOUR TEAM PAGES

Once you create or join a team, you will be directed to your new team page. You will see three tabs on your team page: Project, Team Board, and Team Members.

1. **Project tab:** Use this tab to access and submit your project page. Start by selecting the “Edit Project” button. Project pages will open for editing once the hackathon begins on October 1 at 9:00 AM (local time). If you would like others to see your project, you can share the URL of this page with them, either during or after the hackathon. **This is the page that the judges will review.** For details regarding specific requirements for project submission, see the [Space Apps 2022 Project Submission Guide](#).



2. **Team Board tab:** This page is only for fun! Use it to communicate with your team or give other participants in the community (especially prospective team members) a glimpse into your project plans and hackathon journey. **This page will NOT be reviewed by judges.** Posts here reflect the thoughts and opinions of this team, not those of the hackathon organizers. Please do not post pictures of copyrighted items.



Team Updates

This page is only for fun! Use it to communicate with your team or give other participants in the community a glimpse into your hackathon journey.

This page will not be reviewed by judges. Please do not post pictures of copyrighted items. Posts here reflect the thoughts and opinions of this team, not the program.

3. **Team Members tab:** This section displays all team members and allows you to make changes to your team.

- The Invitation Code can be shared with prospective team members who will use the code to join the team.
- You can remove yourself from a team by selecting the “Leave Team” option at the bottom of the page. In order to delete a team entirely, ALL team members of the team must select the “Leave Team” option.
- The “Edit Team” button will lead you to a new page, where you can take the following actions:
 - Edit your team name
 - Edit your team motto
 - Edit your Discord Username
 - Edit the location with which your team is associated. The location your team is associated with is, by default, aligned to the location of the person who created your team; however, teams are able to change the location associated with their project through their team’s Team Members tab.
 - Edit your team photo
 - Select/deselect the flag indicating whether your team is looking for new members
 - Leave your team
 - Change your Challenge

Thanks for being part of A Space Innovation.

This invite code will allow others to join your team. Once they have joined, they will be able to edit the team's project, post updates, and will appear in the list of team members.

Invitation Code: 839a1
Share this with your team so they may join.

Need to change your team name, photo, motto or other settings?



EDIT TEAM

Team Members

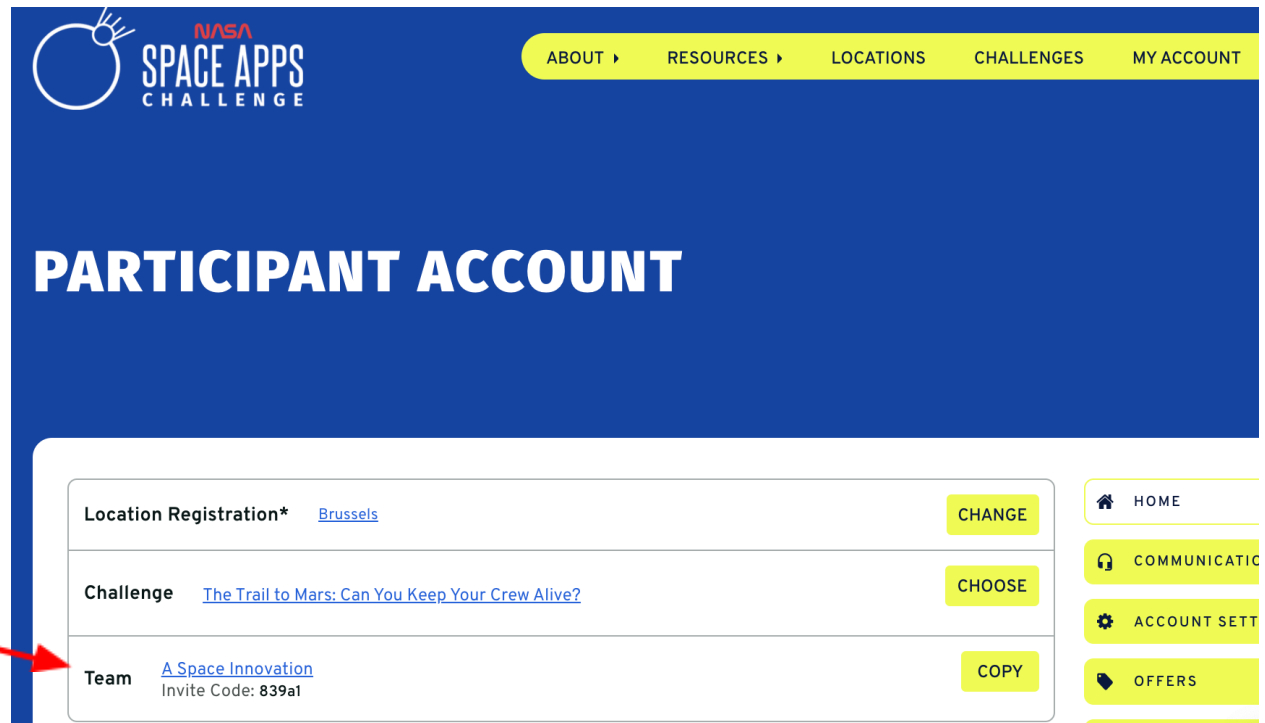
 Julie Chamberlain

A Space Innovation is looking for new members.



LEAVE TEAM

4. If you need to get back to your team page at any time, you can find a link to it in the “My Account” section of the website. Clicking on your team name will take you directly to your project page.



The screenshot shows the 'PARTICIPANT ACCOUNT' page. At the top, there's a blue header with the NASA International Space Apps Challenge logo on the left and a yellow navigation bar with links: ABOUT, RESOURCES, LOCATIONS, CHALLENGES, and MY ACCOUNT. Below the header, the title 'PARTICIPANT ACCOUNT' is displayed in large white letters on a blue background. The main content area is white and contains a table with account settings. A red arrow points to the 'Team' row. On the right side, there's a vertical yellow sidebar with icons and links: HOME, COMMUNICATIONS, ACCOUNT SETTINGS, and OFFERS.

Location Registration*	Brussels	CHANGE
Challenge	The Trail to Mars: Can You Keep Your Crew Alive?	CHOOSE
Team	A Space Innovation Invite Code: 839a1	COPY

Happy Hacking!