

How to use

spark

BOARD




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Welcome to the Sparkboard User Guide.

In this document, we will go through the different steps that will allow you to create and set up your own Sparkboard. Totally customizable, it will allow you to use it as a support for the organization of your hackathon. Throughout your event, its features will accompany you and will offer you the possibility to have a follow-up of the registrations, of the evolution of the challenges, of the repartition of the participants in the teams but will also serve you as a communication platform.

For accessibility reasons, some fields, represented by a dot , during the customization of your Sparkboard, will have to be completed in an **HTML** format. For this reason, we provide you with a summary table of the different tags used so that the result can be as close as possible to your expectations.

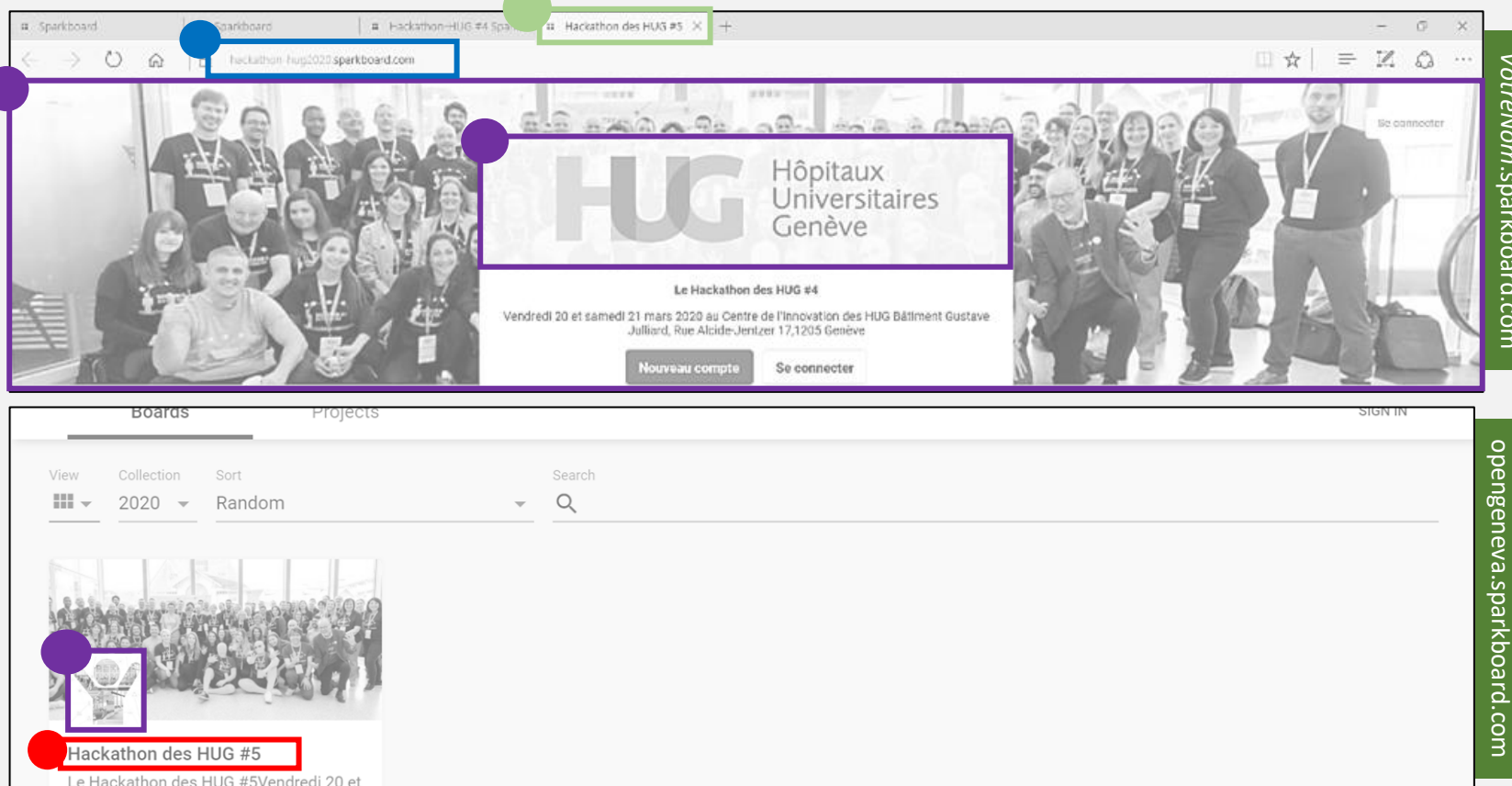
<code></code>	Put the embedded text in bold
<code><i></i></code>	Italicizes the embedded text
<code><u></u></code>	Underlines the embedded text
<code><p></p></code>	Creates a paragraph
<code><h1></h1></code> <code><h6></h6></code>	Sets the selected text as a title or subtitle
<code></code>	Creates a bullet list
<code></code>	Creates a numerical list
<code></code>	Defines a list item
<code></code>	Creates a link ('URL' will be the redirection link) For example: <code></code>

Create your Sparkboard

In order to put your platform online, you will need to define a series of attributes that will give a unique identity to your Sparkboard. Send them, by email, to the address hello@opengeneva.org.

The fields to send are :




- The name of the new board
- The domain name (URL link that will give access to your platform)
- A title (which will appear on the official platform opengeneva.sparkboard.com)
- The default language (English/French)
- Select the images (background, logo and home image)



Overview of the Navigation Menu

Before we introduce the different menus that allow you to customize and create your Sparkboard, we provide you with this page to familiarize yourself with the different menus as a logged-in user.



- | | |
|--|---|
| Projects | – Gives an overview of the different challenges proposed. |
| Hackathonians | – Gives an overview of the different participants (registered). |
| Settings | – Menu only available as administrator. |
|  | – Notification related to the Sparkboard user's account |
|  | – Live chat with different users of the Sparkboard |
|  | – Access to the information of the connected user |

Sparkboard Settings

By going to the link of your Sparkboard, you will be able (as an administrator) to access the **settings** and **fully customize your platform**.



Basic

Visibility

- By activating this option (as on the screen on the right, checkbox in red), you make the platform visible to all users

Title

- Provide a title to give your Sparkboard an identity.



Description

- This description will appear in the header of your Sparkboard.



Welcome Message

- Welcome message that will only be displayed to the visitor who is not logged in, when visiting the platform.

Subdomain

- Assign your domain name that will generate the internet link to your Sparkboard. (will automatically add the suffix '**.sparkboard.com**' to your name)

User Tags

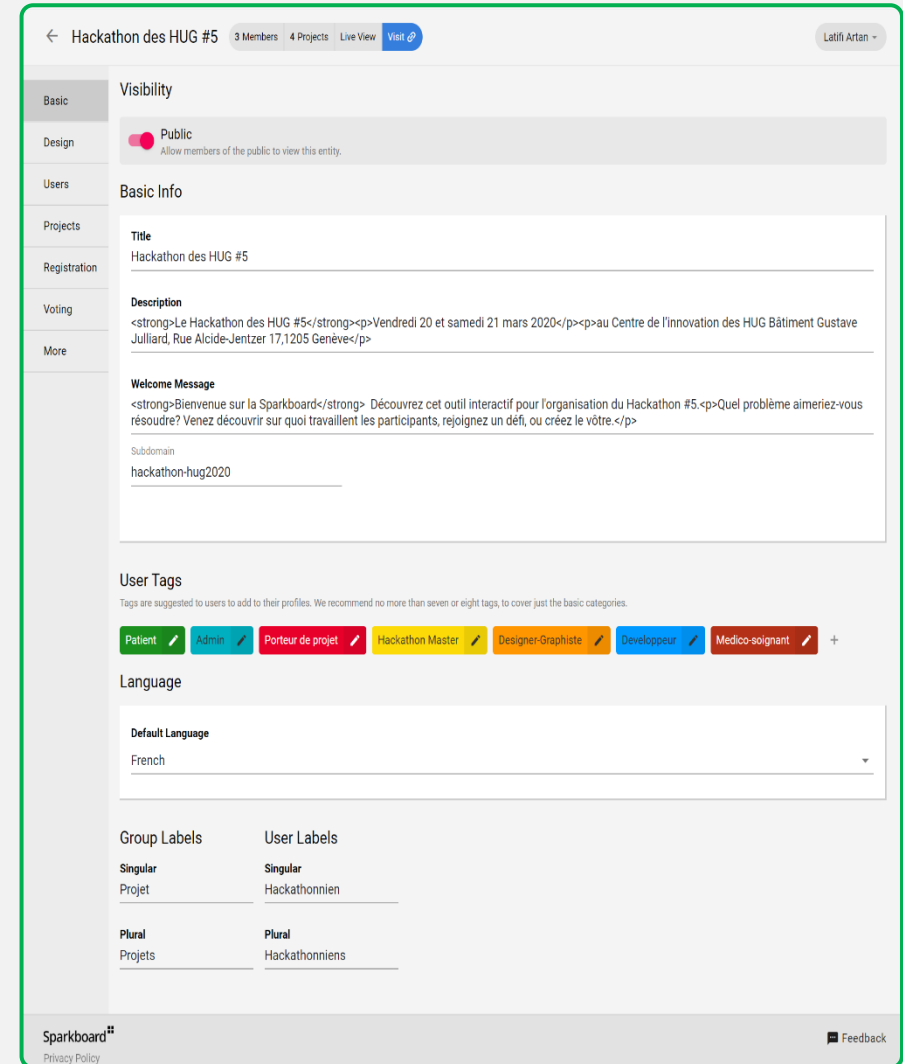
- This option adds tags based on your request. Each tag has an identifiable name and color. They make it easier to see the titles of the participants

Default Language

- Set the language of your Sparkboard menus.

Group/User Labels

- Rename your event categories (e.g. "participants", "projects").



The screenshot shows the configuration page for a Sparkboard titled "Hackathon des HUG #5". The page has a sidebar with navigation links: Basic, Design, Users, Projects, Registration, Voting, and More. The main content area is divided into several sections:

- Visibility:** A toggle switch is set to "Public", with the text "Allow members of the public to view this entity."
- Basic Info:**
 - Title:** Hackathon des HUG #5
 - Description:** Le Hackathon des HUG #5<p>Vendredi 20 et samedi 21 mars 2020</p><p>au Centre de l'innovation des HUG Bâtiment Gustave Julliard, Rue Alcide-Jentzer 17,1205 Genève</p>
 - Welcome Message:** Bienvenue sur la Sparkboard Découvrez cet outil interactif pour l'organisation du Hackathon #5.<p>Quel problème aimeriez-vous résoudre? Venez découvrir sur quoi travaillent les participants, rejoignez un défi, ou créez le vôtre.</p>
 - Subdomain:** hackathon-hug2020
- User Tags:** A list of tags with colored backgrounds and edit icons: Patient (green), Admin (blue), Porteur de projet (red), Hackathon Master (yellow), Designer-Graphiste (orange), Developpeur (blue), Medico-soignant (red). A note says: "Tags are suggested to users to add to their profiles. We recommend no more than seven or eight tags, to cover just the basic categories."
- Language:** A dropdown menu for "Default Language" is set to "French".
- Group Labels:**
 - Singular:** Projet
 - Plural:** Projets
- User Labels:**
 - Singular:** Hackathonnien
 - Plural:** Hackathonniens

At the bottom, there is a "Sparkboard" logo, a "Privacy Policy" link, and a "Feedback" button.

Design

The different images you want to integrate into your Sparkboard will be shown in the "Design" tab of your settings.

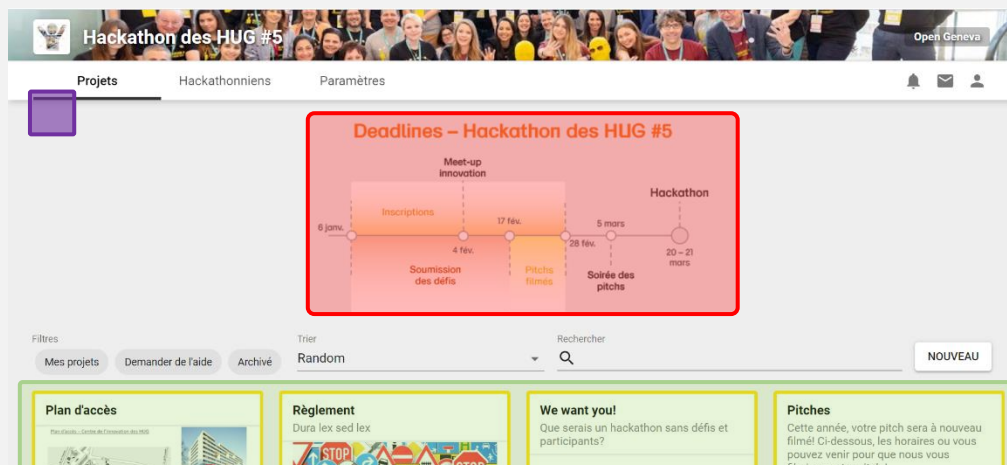
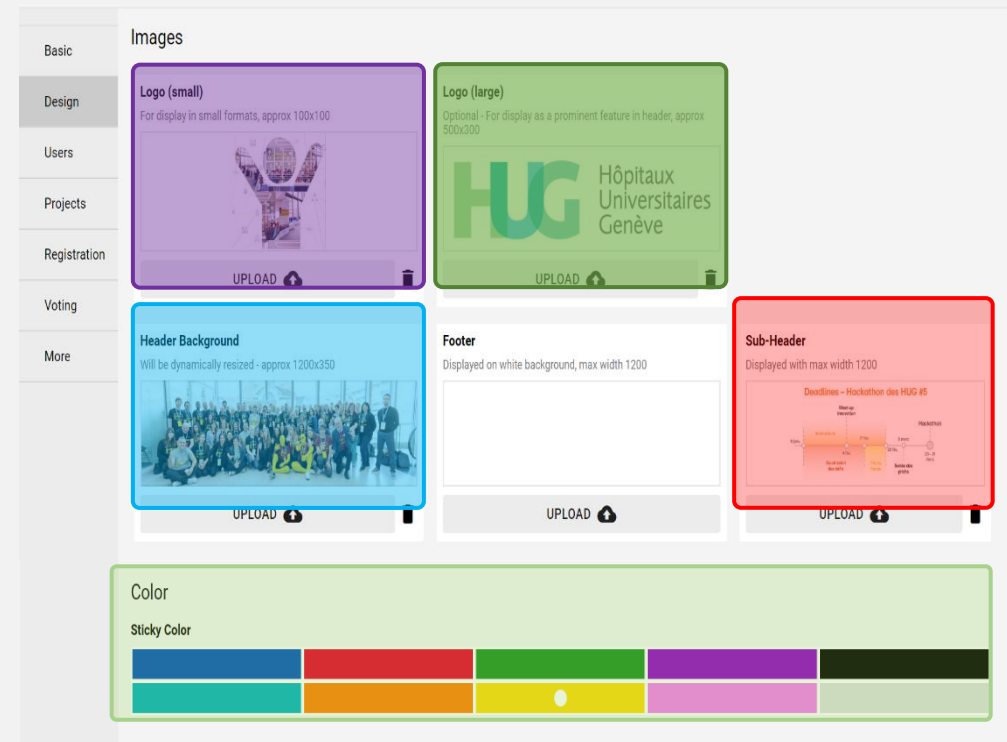
A different view is offered when the user is logged in/out.

In order to illustrate the two layouts, we provide you with two screens representing respectively the two above-mentioned states of the user in front of the platform.

Important note: The colors of the "sticky" are simply to better identify the news that the administrator wants to put forward on his Sparkboard.

A Sticky is a project defined by the administrator as pinned. It differs from normal projects in that it is displayed (pinned) at the top of the homepage and is surrounded by a colored banner to mark its difference.

Don't hesitate to mark your projects with the "sticky" to help you in your organization; hackathon rules, image rights, FAQ etc..



Bienvenue sur la Sparkboard Découvrez cet outil interactif pour l'organisation du Hackathon #5.

Quel problème aimeriez-vous résoudre? Venez découvrir sur quoi travaillent les participants, rejoignez un défi, ou créez le vôtre.

Deadlines - Hackathon des HUG #5

Users

User Fields

- Add fields to expand the presentation of users in various ways.

In the example on the right screen, two "Text" fields have been added to briefly introduce the user by their skills, interests and a phrase.

User Tags

- Define tags that can represent your users. A quick way to identify the profiles you are looking for.

Projects

Project Fields

- Just like user fields, define fields that will be able to target the nature of your challenge in more detail.

Membership Limits

- Limit user access with two fields that restrict the number of participants per group and the number of registrations per team.

Project Numbers

- Assign numbers to each team/project for organizational purposes. Enable the checkbox to make these numbers visible to all

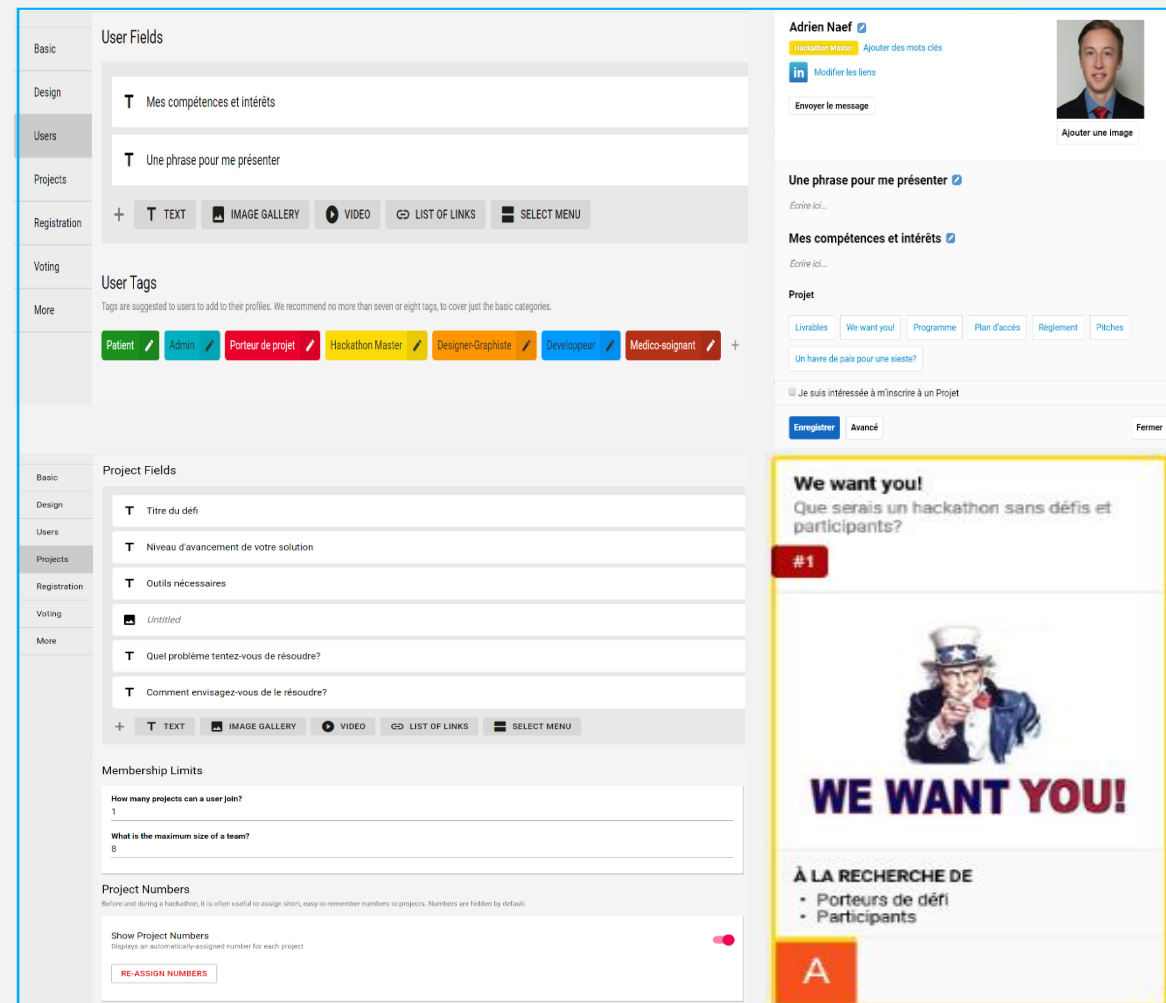
Re-assign numbers

- Challenge numbers will be re-assigned randomly and no longer by "first come, first number".

You can

use different criterias for the fields:

- Show on Card allows the information to be shown on the user card without having to click on it.
- Show at Registration shows the field when the user registers himself
- Required makes the field mandatory to be completed
- If you want a field to be required, you need to tick "Show at Registration"!
- Use as filter enables the fields category to be used as filter on the main page (available for "Select Menu" fields).



The screenshot displays the 'User Fields' and 'Project Fields' configuration interface on the Open Geneva platform. On the left, a sidebar lists categories: Basic, Design, Users, Projects, Registration, Voting, and More. The main area is divided into two sections: 'User Fields' and 'Project Fields'. Each section has a list of fields with their types (Text, Image Gallery, Video, List of Links, Select Menu) and checkboxes for 'Show on Card', 'Show at Registration', 'Required', and 'Use as filter'. Below the fields, there are sections for 'User Tags' (with a list of tags like Patient, Admin, Porteur de projet, Hackathon Master, Designer-Graphiste, Developpeur, Medico-soignant) and 'Membership Limits' (with fields for 'How many projects can a user join?' and 'What is the maximum size of a team?'). At the bottom, there is a 'Project Numbers' section with a checkbox for 'Show Project Numbers' and a 'RE-ASSIGN NUMBERS' button. On the right, a user profile card for 'Adrien Naef' is shown, featuring a profile picture, social media links, and a bio. Below the profile card, there is a 'We want you!' banner with a 'WE WANT YOU!' slogan and a 'A' button.

Registration

Open Registration

Activate the checkbox to open registration. A simple visitor will be able to register without an invitation.

Invite Members

Invite users directly to register. They will receive a direct (unique) link to register. By choosing the role, you can choose between "member" or "administrator" (if several organizers).

Pending invitations

View pending invitations by scrolling down the menu with the right arrow.

Invitation Text

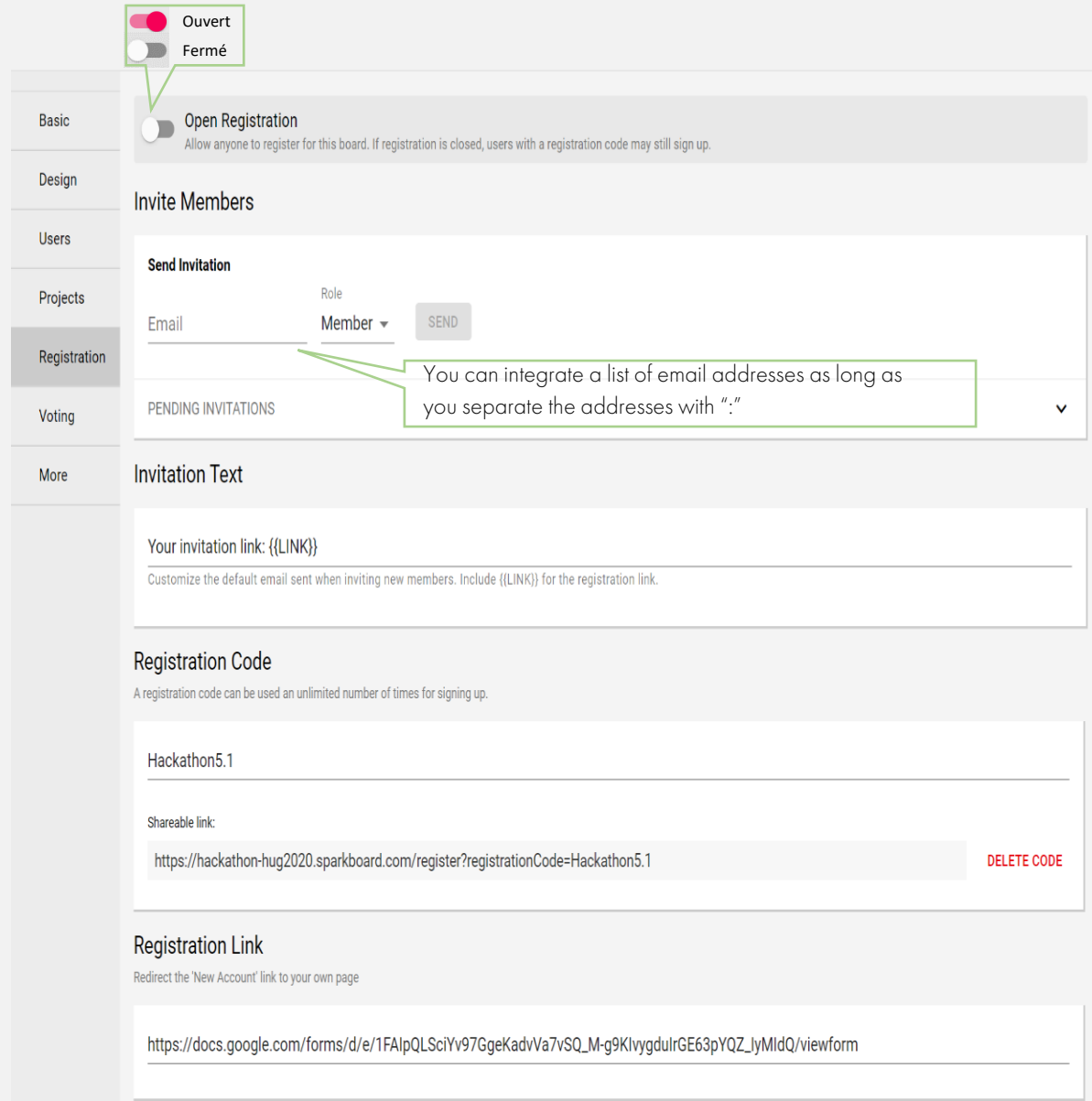
Customize the email sent in the invitations directly via the settings.

Registration Code

You can "close" registrations for your event and have attendees "selected" from the registrants. To do so:

Registration Link

Choose your custom code to generate an invitation link.
Registration Link - Link to redirect after registration (allows you to save the information to a Google Doc)



The screenshot shows the 'Registration' settings page in the open GENEVA interface. A sidebar on the left contains a menu with options: Basic, Design, Users, Projects, Registration (highlighted), Voting, and More. The main content area is divided into several sections:

- Open Registration:** At the top, there is a toggle switch labeled 'Ouvert' (Open) and 'Fermé' (Closed). Below it, a checkbox labeled 'Open Registration' is shown, with a note: 'Allow anyone to register for this board. If registration is closed, users with a registration code may still sign up.'
- Invite Members:** This section includes a 'Send Invitation' form with an 'Email' input field, a 'Role' dropdown menu set to 'Member', and a 'SEND' button. Below the form is a 'PENDING INVITATIONS' section with a right-pointing arrow. A green callout box points to the 'Email' field with the text: 'You can integrate a list of email addresses as long as you separate the addresses with ":"'.
- Invitation Text:** This section contains a text area for 'Your invitation link: {{LINK}}' and a note: 'Customize the default email sent when inviting new members. Include {{LINK}} for the registration link.'
- Registration Code:** This section shows a text input field containing 'Hackathon5.1'. Below it, a 'Shareable link:' is displayed as 'https://hackathon-hug2020.sparkboard.com/register?registrationCode=Hackathon5.1', with a 'DELETE CODE' button to its right.
- Registration Link:** This section has a text input field containing a Google Docs link: 'https://docs.google.com/forms/d/e/1FAIpQLSciYv97GgeKadvVa7vSQ_M-g9KlvygdulrGE63pYQZ_lyMIdQ/viewform'.

Voting

- Voting Active** — Allows each registrant to vote for the challenge they want. Activate the checkbox to allow voting
- Voting Results** — Allows you to see the results of your votes.

Basic	Community Vote
Design	Voting Active Allows each member to cast a single vote for their favorite project
Users	
Projects	Voting Results
Registration	
Voting	
More	

By enabling voting, the "voting" tab will appear on the home page.

Please note that only one vote per subscriber is allowed. Once the votes are open, the user can freely vote between the different challenges at any time.



Once your vote is validated, the challenge in question will see a green frame to announce the validation of your choice.

Community Vote

Cast a vote for your favorite project! **You get one vote.** Change your vote by clicking 'vote' on another project. Only your most recent vote will be counted.

You've voted!

More

In this last point, you will have the possibility to consult the follow-up of the participants' info or the follow-up of the challenges.

Data Export Export at any time the list of your choice on an Excel file (and/or JSON).

Basic	Data Export
Design	<p>Note: These files contain personal email addresses and should be handled according to your data protection policy.</p> <p> MEMBER LIST (EXCEL) PROJECT LIST (EXCEL) PROJECT LIST (JSON) </p>
Users	
Projects	Advanced
Registration	<p>Landing page content</p> <hr/> <p>HTML to replace the default landing page content. May not be supported in the future.</p>
Voting	<p>Custom CSS</p> <hr/> <p>.landing-logo-bar {background: rgba(255, 255, 255, 0.9)} .landing-description{border-radius: 0 0 4px 4px;} Custom CSS for your board. Note: future changes to site structure may lead to unexpected changes in how CSS rules affect your site.</p>
More	

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*Document produced in collaboration with the HUG
 Innovation Center, partner of Open Geneva*