

# **OFL - SLACK Guide**

## Step 1: Registering and creating a profile

- Click the invitation link to our Hackathon Slack Channel to be found in an email
- Enter your email address and password to log in or create a new Slack profile.
- Don't forget to confirm your email address

### **Step 2: Personalize your account**

- Please change your name accordingly
  - Team Members: Firstname Lastname T A/B/C/D/E/F/G
  - Expert Mentors: Firstname\_Lastname\_Mentor
  - o Speakers: Firstname Lastname Speaker
  - Participants: Firstname Lastname P A/B/C/D/E/F/G
  - Jury Members: Firstname Lastname Jury
  - o IFAI Team Guide: Firstname Lastname IFAI
- Further personalize your account as you wish by adding expertise, interests, socials, profile picture,...

# **Step 3: Explaining the structure of channels**

- **#\_ofl\_hackathon\_welcome:** In this channel you find more information on each of the teams and all information you need to know during the hackathon. Here you will receive general announcements about the hackathon, but also can interact with other participants.
- **#\_7 teams:** This channel is for all 7 teams. This is a place to connect and to accelerate ideas with other participants.

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**#\_team-a/b/c/d/e/f/g:** These channels are specifically for each team. This is where the communication about the acceleration of one specific idea takes place. Check our website: <a href="www.universal-sea.org/hackathon">www.universal-sea.org/hackathon</a> for more information on the particular team/idea, before you join one of these channels.

- **#\_announcements:** In this channel you receive all announcements and reminders about the Hackathon/Science Slam program.
- **#\_help-hilfe:** In this channel you can ask all your questions. An IFAI team guide is always standing by to help you solve whatever problem you may have.
- **#\_mentor\_innen:** This channel is for the expert-mentors. They will share insights, links and other valuable information. If you as a team want to contact one of them, this is the channel to do so.
- **#\_networking-netzwerken:** This channel is for networking between all participants, speakers, mentors and jury members.

**#interesting\_stuff-marktplatz:** In this channel everyone can share interesting events, websites, projects, initiatives, articles,... that might be of interest for the community.

# **Step 4: Direct Messages**

This where you can reach a person directly through a personal message.

**Group chats:** It is possible to create private group chats with other participants to have conversations.

**Group calls:** This option allows you to have group calls of up to 15 people.

# **Step 5: Entering channels**

When entering the OFL Slack channel you should already be in the right channels, but if you, as a participant, want to join a particular team, this is how:

- To see the full list of channels available to you click the '+' sign next to 'Channels'
- Click 'Browse channels'
- Now you can join whatever channel you like



## **Step 6: Leaving channels**

If the messaging of a channel that is not of interest disturbs you, then you can leave the channel, this is how:

- To see the full list of channels available to you click the '+' sign next to 'Channels'
- Click 'Browse channels'
- Now you can leave whatever channel you like