



All the procedures are collected in the following links

Create a project (to create a team)

Matchmaking (to add people to the team and to find a team)

The entire process of creating a team, adding participants to your team, or searching for a team is carried out by the participants themselves. The organization does not manage anything.

# GUIDE FOR TEAM CREATION AND SEARCH

2 OPTIONS

### CREATE A PROJECT AND ADD PARTICIPANTS DIRECTLY

Teams must be created as projects. One person from the team must create the project using the "Create a project" button, which can be found in the following window.



Once there, fill in the team's title and a brief description of what you plan to do.





<b>1</b> Tell us Ibout your	Creating a project makes you its rightful owner Give your project a nice name, it should be descriptive enough to appear in searches and captivate	Create Project Let's get this party started Project Name
project	users attention For the project short	Choose your project name Short Description
	about 100 characters Don't worry, you can change all this settings later. But please rembember, when the	Write a teaser about your project (max. 200 characters).
	deadline is reached, you will not be able to make any further changes	Cancel

Next, add your team members. To do this, all members who are going to be added must be **registered** on the TAIKAI platform and **approved** to participate in the hackathon. Simply signing up is not enough to register in a team; they must be approved. Once the team is complete, click the "Create team" button.

1 Tell us about your	Creating a project makes you its rightful owner Give your project a nice name, it should be descriptive enough to appear in searches and captivate	Create Project Let's get this party started PROJECT NAME Checke your project name
Add to your	users attention For the project short description we recomend about 100 characters Don't worry, you can change all this settings later. But	sHORT DESCRIPTION With a teaser about your project (max. 200 characters).
	please rembember, when the deadline is reached, you will not be able to make any further changes	CANEEL

Once the team is created, it must be published so that additional members can be added if needed.



### ADDING PARTICIPANTS TO AN ALREADY CREATED TEAM

THREE WAYS / DIREC INVITATION / CREATING A POSITION / INVITING AVAILABLE PARTICPANTS

#### **Direct Invitation**

יוחו

To directly invite participants to your team without creating a position, simply click Send invitation.

Ide	a 💮 Judges 🖌 T	ransactions 🗳	Positions	♡ Like
You can invite participa participants applied, wi	nts to your team from <u>par</u> here you can accept or rej	ticipants tab or y ject each applicat	ou can create a projec ion.	t position to
Create Position	Send invitation	<		



Invite team members by email	
The person will automatically be your team member if he/she i Otherwise, he/she will be asked to first register as a participan Mentorship - SPAIN.	s already registered as a participant. t in the hackathon <b>EUDIS Hackathon and</b>
Insert the email	
	Cancel

Enter the email address the participant used to register on TAIKAI. They can only be added if they are registered on the platform and have been approved as participants.

#### Creating a Position

To add participants after the team has been created, go to the POSITIONS tab. This will create a vacancy in your team, which any participant can fill through the matchmaking tab. This allows anyone from the organization to join your team and helps find members who don't yet have a team.





Title							
Descriptio	on						
в	i U	Aı	$\equiv \cdot \equiv \cdot$	40 ⊞	Ω 1	in 7	1
Skills What	t skills are	you look	ing for?				

Once a position is created, participants who wish to join that team must go to the matchmaking tab, find the team's position, and apply. The team name corresponds to the second line of text in the position. A new position must be created for each person that needs to be added.

	SPAIN					1 and	9
EUCLARIA	view 🕓 Timeline 🍷 Prizes ⊘ I	aqs 👋 Categories	2 Participants	Projects	Section 24 Matchmaking	Judges	>
Open Positio	INS nat are looking for talent to help with their p	rojects.					
PRUEBA1	TEAM NAME	30 570010	MAX				

### Añadir participantes disponibles

Si algún miembro del equipo no se ha añadido de ninguna de las anteriores maneras se puede seleccionar individualmente si esa persona está impuesta como, AVAILABLE, y el organizador del equipo la puede aceptar directamente.

	rview 🔿 Timeline 💿 Rules 💮 Faqs 🐳 Projects 🚢 S	Participants ⓒ Judges 🐇 Transactions	Lupdates
Q Search Participant			Filters
participant	Skills	Project	
l derickninatestes	ACCOUNTING BRANDING ADMINISTRATIVE	Projeto teste	
🍪 dericknina	3D STUDIO MAX	Projeto teste	
Carlos Pereira	BLOCKCHAIN ETHEREUM DEVELOPMENT BUSINESS DEVELOPMENT	NO PROJECT	LOOKING FOR A TEAM





## LOOKING FOR A TEAM?

If you don't have a team, you can apply to join one using the matchmaking tool. To do this, go to the References tab and select Matchmaking. This will make you visible to teams looking for members and will allow you to contact other teams with available positions.

EUDIS Hackathon	Matchmaking
and Mentorship - SPAIN	Would you like to display your availability on the participants' tab to be invited to projects? This will let project team members know that you are available to help and consult your profile to see your skills. Keeps th
This is the SPANISH location for the EUDIS Hackathon and Mentorship program. There are 7 more.	protile updated.
 CREATE PROJECT	Participant Tags Select one or more tags (depending on the organization) to link to your participant profile.
Timeline	Edit

Once you are available, you can search for a team using matchmaking and apply for open positions. Participants looking for a team will see available positions, while team creators will see participants searching for a team.

