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

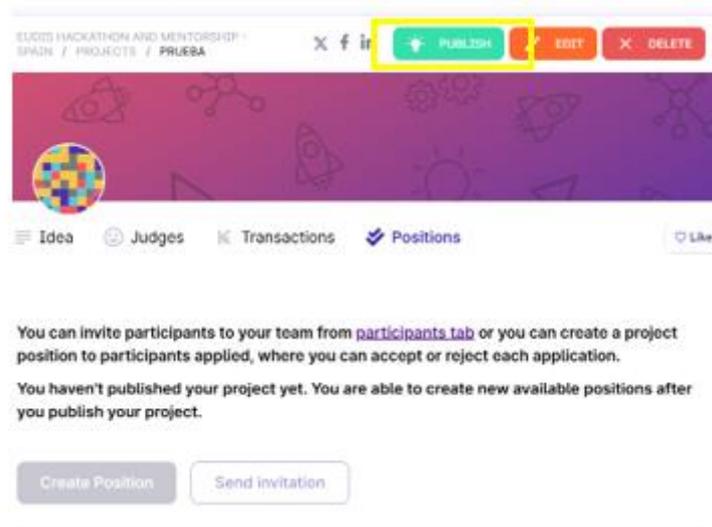## CREATE A PROJECT AND ADD PARTICIPANTS DIRECTLY

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.

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.

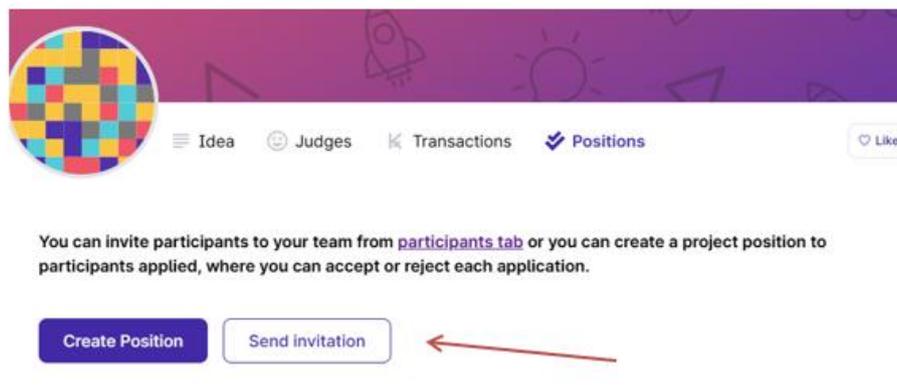Once the team is created, it must be published so that additional members can be added if needed.

ADDING PARTICIPANTS TO AN ALREADY CREATED TEAM

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

Direct Invitation

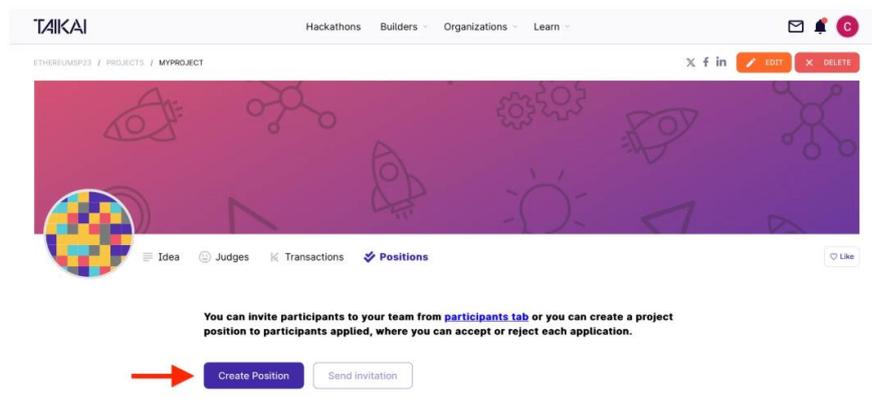To directly invite participants to your team without creating a position, simply click Send invitation.
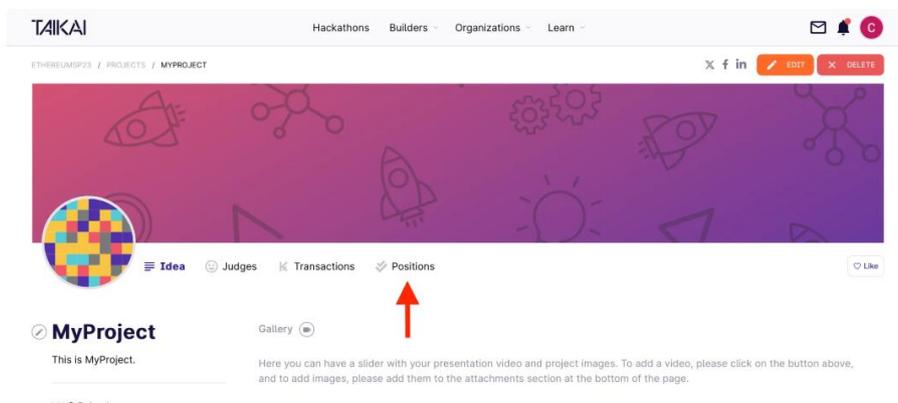
Enter the email address the participant used to register on TAIKAI. They can only be added if they are registered on the platform and have been approved as participants.

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.

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.

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.

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.

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.