

HOW TO PARTICIPATE AND CONTRIBUTE ONLINE

The Little “How to Hack Online” Guide for Distributed Engagement Version 0.2

The following guidance reflects how LegalHackathon.org was used for online participation and collaboration on June 12th, 2014. We will likely update this from time to time as the methods and mechanisms of online engagement evolve.

#1: Select or Offer Sessions to Participate In With Other People

Review the then Current Sessions at LegalHackathon.info and join the Plenary Sessions to hear what each discussion will be about. Plenary sessions also include a time and method for participants to propose session on topics related to this LegalHackathon which are added to the program schedule before the next session period begins.

2: Participation Happens Through the Window of Session Pages

Participate in any session by going to the LegalHackathon.org page for that session where you will find all the relevant collaboration and background materials. Shortly before the time for each session a link will be added to the a) event description on LegalHackathon.info program schedule and b) in an email sent at the end of each Plenary and just before each Open Collaboration Period to all registered participants in this Legal Hackathon.

#3: Be Virtually Present With Google Hangout on the Session Page.

Google Hangout will be available for each session and embedded into the LegalHackathon.org page for each session. Also, to see all the Hackathon Hangouts both ongoing and archived, [visit our Communities event portal on Google Plus, here](#). Anybody can watch a live broadcast, but to participate in the live discussion using Google Hangout we need to invite you at your Google+ address.

* All participants signed up on EventBrite will receive Google+ Hangout invitations for every

Hackathon session to the email account they provided.

* If you want to be invited to participate in a Google Hangout at an address OTHER THAN THE EMAIL ADDRESS YOU USED TO REGISTER AT EVENTBRITE, THEN PLEASE TELL US WHAT EMAIL ADDRESS TO USE FOR YOU. The easiest way to do that is by joining our Google+ Community event portal and all members of that community will automatically be invited to all sessions. Or, you may send us the correct email and request Google Hangout Invites be sent to that email via our FAQ Form at: <http://legalthackathon.org/faq>

* If you are confused on how to access Google Hangout from the email invite, go to legalthackathon.org, find the page for the session in which you are interested, and click on the Google+Hangout link provided at the top of the page; there, you will be able to join the Hangout.

#4 Contribute and Collaborate on the Session Page using Tools

On the LegalHackathon.org page for each session a collaborative notes page (using LegalHackathon.Hackpad.com) will be embedded and can be used to engage in the discussions. Some sessions are also adding other engagement and collaborations tools such as Twitter and GitHub (Wiki and Issues, etc) and even conference call lines. Check the session page for more info on how that discussion is organized.

#5 Engage Deeply Yet Periodically Over Long Periods

You can follow along or even contribute deeply yet asynchronously over time and not necessarily be present at the live online events at all. Some sessions are designed to occur asynchronously and over a month or longer. You can still pose questions and ideas on the Hackpad and form and other methods of interaction on each session page. If, for some reason, you cannot use Google Hangout or do not wish to participate using that tool, you can visit each session's page – which will be linked in the Google+ Hangout invitation – and watch the session on that page. Moreover, you can collaborate, pose questions, and contribute using Hackpad documents embedded on every session page.

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