



Design-a-thon 24': Submission Quality Check Process

Operation leads will be in charge of managing the devpost. This guide will explain the management process. The role of quality check leads is to ensure that the handoff process between committee and judges goes smoothly

Accessing the Page

- Go to devpost.com
- Login with this email: daucidesignathon@gmail.com
- Password: designathonT2U
- Navigate to "Manage Hackathons" under your profile
- This is what submissions look like on devpost

The screenshot shows the Devpost interface for managing a hackathon. At the top, there's a navigation bar with 'DEVPOST', 'Hackathons', and 'Projects'. Below this, the hackathon name 'Example Hackathon Name' is displayed with a 'Live site' button. A tabbed interface shows 'Manage hackathon' as the active tab, with other tabs for 'Updates', 'Discussions', 'Managers (1)', and 'Edit hackathon'. Below the tabs, there's a section for 'Submissions (2)' with a search bar and a 'Filter submissions' dropdown. A table lists two submissions: 'Virtual Compliment' and 'Indoor Garden', both by Michelle Desrochers. The table has columns for Submission, Note, Messages, Visibility, and Judge. To the right of the table, there's a 'Need help with this?' section and a 'Gallery' toggle set to 'OFF'. Below the gallery toggle, there's a 'Late submissions' section.

| Submission | Note | Messages | Visibility | Judge |
|--|--------------------------|---------------------------------------|------------|-------|
| <input type="checkbox"/> Virtual Compliment Michelle Desrochers submitted 8 months ago | ADD NOTE | MESSAGE SUBMITTER (0) | | |
| <input type="checkbox"/> Indoor Garden Michelle Desrochers submitted 8 months ago | ADD NOTE | MESSAGE SUBMITTER (0) | | |

General things to check

☒ Design-a-thon 24': Acceptance and Submission Criteria

- ☐ No participant can view the projects before the submission deadline for projects

Pre-Round: Check-in forms

- When: 7:00 PM on Saturday everyone needs to submit something to devpost. They do not need to have any content, but they need to submit the devpost with their project name, all team members joined, and a placeholder video
- Things to include in the Check-in form:
 - **Project name**
 - **Primary Discord username to contact**
 - **Names and discord contact of all team members**
 - **Online or in person**
- **Follow these Steps**
 - Transfer **team name** and **submission link** and **brief description** from devpost to this sheet: [📄 Designathon Pre-round Quality Checks](#) under "Round 1"

Round 1: Submission Quality Checks

- When: 8:00AM – 9:00AM on Sunday. This is performed by the QA/Operation Leads right after the submission deadline has closed.
- All submissions must have a working video
 - If the video is unviewable, contact the participant immediately through email
- All submissions must include a description of the product that meets the word count (10 word margins are acceptable). one-word responses are not allowed.
- All links must be included with **version history access open**
 - Prototype link
 - Figma file link
 - All submissions must not have made major design changes after the submission deadline (this is an automatic disqualification). This includes adding a new page, changing the color scheme of everything, etc.
- **Follow these steps**
 - Divide the approved submissions evenly across judges under pages named **round 1** [📄 Designathon 2024 Judging Grading Spreadsheet](#)
 - **Cassandra and Nikhil** should have ~ 20 submissions in total

- **Jacky Dittkowski & Shana Sanford** should have ~ 20 submissions in total
 - **Charithra Sathyanarayan** should have ~10 submissions
- **Points of disqualification**
 - Significant changes to the figma after the deadline
 - No video included
 - No description of product included
 - Project similarity/copying
 - Other significant cheating (ex: premade projects)

Round 2: End of Judging Round 1

- When: 12:00 PM on Sunday. This is performed by the QA/Operation Leads right after the judges have selected the top 10
- **Follow these steps**
 - Go to [📄 Designathon 2024 Judging Grading Spreadsheet](#)
 - Transfer all the submissions highlighted in **pink** and divide it across **each** of the pages labeled **round 2**
 - Include all the submission information including team name, devpost link, and brief description
 - Transfer the **collective** scores for each of the top 10 finalists for the following categories onto the round 2 pages: User Research, User Interface, and Design Thinking Process
 - Add the top 10 finalists to the "results" page

Round 3: End of Judging Round 2

- When: 4:30PM on Sunday after judges have deliberated top finalists
- This information needs to be communicated to directors to update the slides
- **Follow these steps**
 - Go to [📄 Designathon 2024 Judging Grading Spreadsheet](#)
 - Transfer all the submissions highlighted in **pink** and divide it across **each** of the pages labeled **round 2**
 - Include all the submission information including team name, devpost link, and brief description

- Transfer the **collective** scores for each of the top 10 finalists for the following categories onto the round 2 pages: User Research, User Interface, and Design Thinking Process
- Add the top 10 finalists to the “results” portion

Tracking Time: Jin

- **Judging Periods: Give reminder at every 30 minutes intervals**
 - **Announce this outloud**
- **Presentation Period: Give a reminder at**
 - **4 minutes: presentations end**
 - **2 minutes: q and a period ends**
- **Quality Checking**
 - 30 minutes for quality checking (divide evenly across 3 members – jin, christine, and vim)
 - 10 minutes for coming together and asking questions
 - Check the unfinished submissions
 - 20 minutes to divide evenly across judges (double check that all submissions are being submitted)
- **Round 1 Judging**
 - Judging Period: 2.5 hours
 - 1 hour for individual judging
 - 1.5 hours for pair judging and deciding top 10
- **Demo Presentations**
 - Entire Demo Period: 1.5 hours
 - **10 minutes** buffer for opening and set up
 - Each Demo: 6 minutes in total
 - 4 minutes presentation
 - 2 minute q and A
 - Should end at 2:50pm
- **Round 2 Judging**
 - Judging Period: 1.5 hours
 - 30 minute for individual judging
 - 1 hour for group judging to decide winners
- **Deliverables:**

- ☐ Set up a timer system to make sure you can keep track of the intervals above
- ☐ Make sure you're completely prepared for this process