# A guide on how to make and manage host teams

**Host Teams** are groups of individuals who collaborate to organize and manage AI challenges on the platform. By forming a Host Team, organizers can collectively oversee the creation, configuration, and administration of competitions, ensuring a streamlined and efficient process.​

**Key Benefits and Capabilities of Host Teams:**

* **Collaborative Challenge Management:** Host Teams enable multiple organizers to work together, facilitating the division of responsibilities such as dataset preparation, evaluation metric design, and participant engagement.​
* **Customizable Challenge Configuration:** Teams can define various aspects of their challenges, including multiple evaluation phases, dataset splits, submission limits, and leaderboard visibility settings. This flexibility allows for tailored competitions that meet specific objectives.​

## Steps:

1. **Access the Host Teams Page:**
   * Navigate to <https://pecha.services/web/challenge-host-teams>
2. **Create a New Host Team:**
   * Click on the "**Create a New Team**" button.
   * **Team Name:** Enter a unique and descriptive name for your host team (e.g., "test\_host\_participant"). This field is mandatory.​
   * **Team URL (Optional):** Provide a URL associated with your team, such as a website or social media profile. For instance, you can use your LinkedIn profile URL.​
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     AI-generated content may be incorrect.After filling in the details, click on the "Create Host Team" button to finalize the creation.​
3. **Manage Your Host Team:**
   * Upon creation, you'll be redirected to your host team dashboard, where you can:​
     + **View Team Details:** Your team’s name will be displayed, and if a Team URL was provided, the team’s name will function as a hyperlink directing to the specified URL.

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* + - **Add Team Members:** Click the "+" icon to invite members. Enter the email address associated with their OpenPecha account. Note that the system does not send notifications for these invitations; members are added directly without an acceptance step.
      1. They have never solve this issue and this issue is still open in their official github issue: [Add feature to invite users to participant team using URL · Issue #1346 · Cloud-CV/EvalAI](https://github.com/Cloud-CV/EvalAI/issues/1346?utm_source=chatgpt.com)
    - **Edit Team Information:** Modify the team’s name or URL as needed.
    - **Delete the Team:** Remove the team if necessary.

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**Important Considerations:**

* **Member Management Limitations:** Once a member is added to your host team, they possess the same administrative privileges as the creator. Currently, EvalAI does not support removing individual team members through the dashboard. To alter team composition, you may need to delete the entire team and create a new one.​

## Hosting a Challenge:

After setting up your host team, you can proceed to host a challenge. Detailed instructions are available in the : <https://docs.google.com/document/d/195mqJwrF7wK0-xWpHpWURu6pauTWc2hR/edit?usp=sharing&ouid=110136937475008204961&rtpof=true&sd=true>

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