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# How to set up a protocol hackathon for your team v.2

protocols.io Ambassadors<sup>1</sup><sup>1</sup>protocols.io**1** Works for me dx.doi.org/10.17504/protocols.io.beutjewn

protocols.io Ambassadors

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## ABSTRACT

Communicate and collaborate effectively with [protocols.io](https://protocols.io). Research data and protocols will never leave the team, even if a person does. With [protocols.io](https://protocols.io) it is fast and easy to find the information that you want— a central place for all of your scientific data.

If your team is planning to start using protocols.io, a protocol hackathon is a great way to get everyone on board. Protocol hackathons are fun as the entire team works on getting their protocols up on protocols.io at the same time rather than every team member trying to enter protocols one at the time by themselves.

A protocol hackathon can take place remotely or in person. This protocol gives you a great overview of how you can go about setting up a protocol entry session (hackathon) for your team.

## MATERIALS TEXT

### Every participant should have:

- A computer
- An account on protocols.io (You can create an account in 1 minute [here](#).)
- The protocols that need to be imported in whichever format they currently are (pdfs, word documents, google docs, paper notebooks, etc.)

## Preparations

- 1 Decide on a time for your protocol entry session (hackathon).



This can really be however long you'd like it to be. If you're only planning to get a few of your protocols up on protocols.io, you can plan for this to be 🕒 **01:30:00** or if you are planning to get a lot done, it can last up to a half a day or day.

- 2 Decide on how you would like to set up the session. There are multiple options but it is up to you what would work best for your team.



If you are planning to do an **in-person session**, you might want to reserve a room for this.

If you are planning a **remote session** you might want to set up a conference call for the session to keep participants engaged or use a Slack channel to connect with everyone virtually.

- 3 Send out invitations to all participants and encourage them to do the following before the session:

- [Create an account on protocols.io](#)
- Collect all the protocols that they would like to get up on protocols.io in whichever format they are currently in.

- 4 If you would like to have a protocols.io product specialist to join for the beginning of your session to answer any questions, please feel free to [contact us here](#).

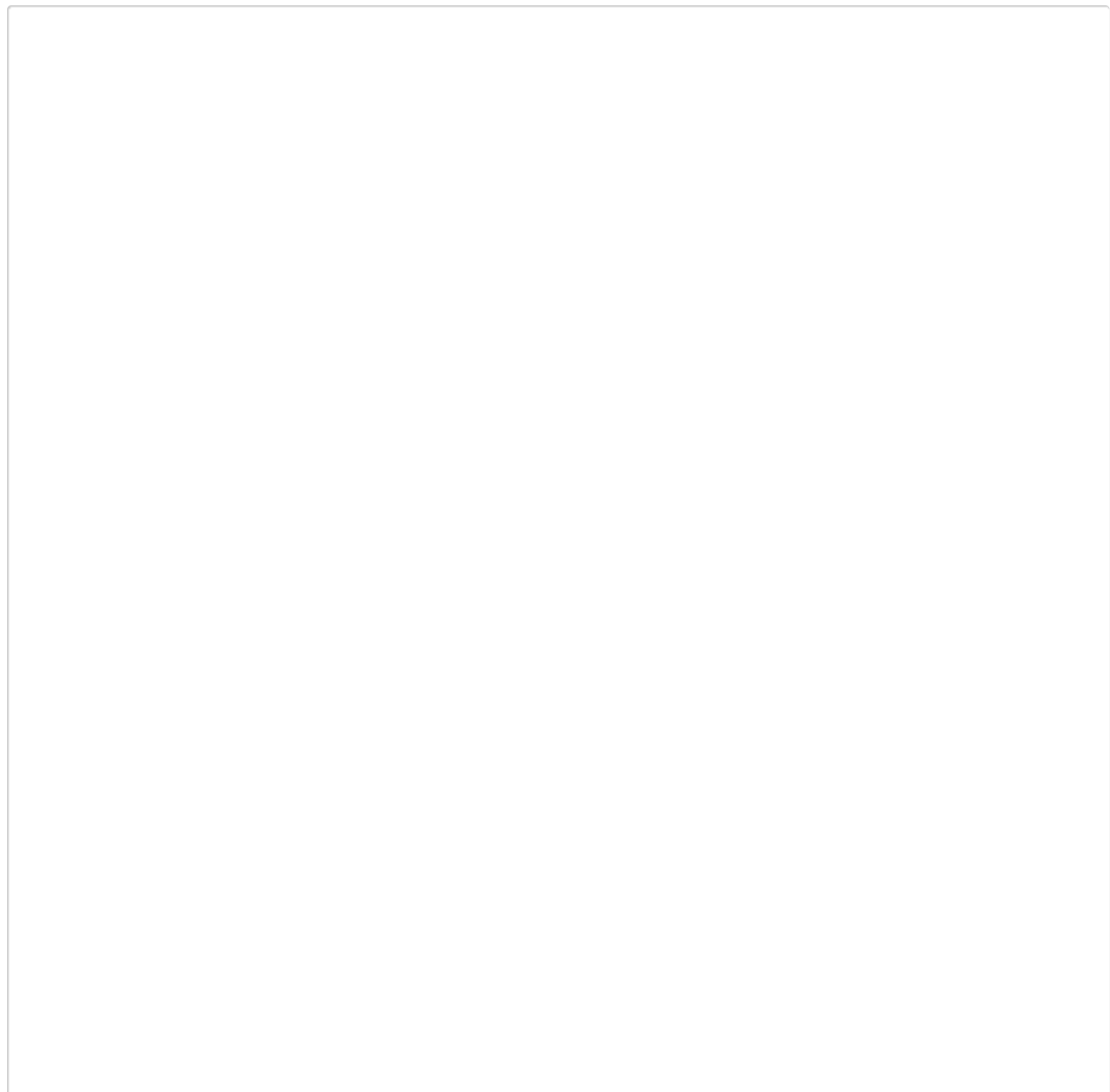
- 5 Set up a workspace/group for your team. Your workspace comes with many useful functionalities such as the group folder setting – this allows you to decide on settings (for example, "prevent from removing files"), so when someone leaves the team, their work doesn't leave with them but is preserved and accessible for future team members.



The best way to organize all your protocols for your team is in a shared workspace that is accessible for all team members. You can create a new group [here](#).

## The Hackathon

- 6 To start of the hackathon, all participants can watch the following video for an introduction to protocols.io.



- 7 Methods on protocols.io are not static PDFs but they are interactive and dynamic. Protocols are entered as an easy to follow step-by-step description. protocols.io offers a lot of functionality to format your protocols nicely and understandable for others. However, this does require a bit of manual work which is why a hackathon is helpful to get everyone started and familiar with the protocols.io platform.



You can find some examples of nicely formatted protocols here:

- [DNA extraction from whole blood using simple salting out procedure](#)
- [3D Printing Of Personal Protective Equipment And Repurposing Of Common Household Air Filters](#)
- [Examples on our welcome page](#)

- 8 Writing good methods is not easy. That's why we have put together a [How to make your protocol reproducible, discoverable, and user-friendly](#) guide for you and listed some general best practices and tips for writing good methods below.



- **Digitize** the methods
- protocols.io, Google Docs, and/or ELN (not paper or MS Word)
- Think of a protocol as a brief, modular and **self-contained** scientific publication.
- Include a 3-4 sentence abstract that puts the methodology in **context**.
- Include as much **detail** as possible (Duration/time per step, Reagent Amount, Vendor names, Catalog numbers, Images/ Videos, Expected result, Safety information, Software packages, Code, etc.)
- **Chronology** of steps
- Limit jargon, use **active voice**
- **Add keywords**
- Add additional notes, recipes, tips, and tricks
- Get feedback from others

References:

<https://www.protocols.io/view/how-to-make-your-protocol-more-reproducible-discov-g7vbn6>

<https://www.aje.com/en/arc/how-to-write-an-easily-reproducible-protocol/>

- 9 Make sure to get all your protocols into your group (and published if you'd like to publish protocols). Don't forget to have a good time while working with the entire team to get your protocols in.



If any questions come up during the process, you can always reach our team at [info@protocols.io](mailto:info@protocols.io).

#### After the hackathon

- 10 protocols.io was designed to save you time at any stage of your project. Once your team is all initially set up on the site, it can have a major impact on your performance.
- Keep all protocols up to date through our versioning functionality
  - Use the task manager to organize tasks within your team
  - Use the group folder to store any additional important documents and data
  - Use the protocol RUN functionality to track work as you follow methods in real-time
  - Use the commenting functionality to discuss and improve methods
  - Add new team members to the group to allow them an easy start in your team



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