Types of files:

* Participants list has these columns: *full\_name, first\_name, BUID, email, school, department[, round1, group1, round2, group2, …]*
  + When you download the match, it appends a new column
  + When you upload a participant list, it needs a new column for that round that says “Yes” or “No” for each person
* Data has these columns: *prior\_matches, current\_match, current\_group, num\_prior\_matches, size\_prev\_match, possible\_matches, num\_possible\_matches*

Note: if you want to re-run matching without re-launching the notebook, be sure to re-import the relevant files.

Before Round 1:

1. Create a participants file with the right columns
2. prep\_participants\_file.ipynb: import (Round\_1\_participants), (Round\_1\_master), (Round\_1\_optin)
3. Sync and download 🡪 (Round\_1\_participants) with the right columns

Round 1: BU\_grad\_matches.ipynb

1. Select round number and group size for round 1
2. Import participants list (Round\_1\_participants)
3. Create Match
4. Download Match 🡪 (Round\_1\_participants\_matched)
5. Download Data 🡪 (Round\_1\_data)
6. Send Emails

DO NOT COMPLETE MATCH

During Round 1: BU\_grad\_matches.ipynb

1. Import participants list (Round\_1\_participants\_matched)
2. Import round 1 data (Round\_1\_data)
3. Send Reminder Email

Before Round 2: prep\_participants\_file.ipynb:

1. Import (Round\_1\_participants), (Round\_2\_master), (Round\_2\_optin)
2. Sync and download 🡪 (Round\_2\_participants)

Round 2: BU\_grad\_matches.ipynb

1. Select round number and group size for round 2
2. Import participants list (Round\_2\_participants)
3. Import round 1 data (Round\_1\_data)
4. Complete Match
5. Create Match
6. Download Match 🡪 (Round\_2\_participants\_matched)
7. Download Data 🡪 (Round\_2\_data)
8. Send Emails

DO NOT COMPLETE MATCH

During Round 2: BU\_grad\_matches.ipynb

1. Import participants list (Round\_2\_participants)
2. Import round 1 data (Round\_2\_data)
3. Send Reminder Email

Follow same procedure for round 3 and onward.