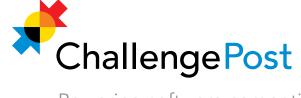# Hackathon Manager Best Practices

ChallengePost

Ready for your hackathon? Here are a few practical tips on getting the most out of our platform during your event.

1 Registration & Logistics:

- Encourage **all** attendees to register for your hackathon on ChallengePost.com. This will be the easiest way to keep everyone on the same page before, during, and after your hackathon. Whenever you post an update on our platform, an email will be sent to registered participants with a ChallengePost account. (Of course, they'll need to be registered to submit their project as well.)

- Post your first update early on the morning of the hackathon, emphasizing important logistical details.

- Make sure key aspects of the hackathon are clear, particularly around submission requirements. Don't leave participants guessing about what they need to build and what qualifies.

- Advise teams to start creating their draft submission early in the event. They will need screenshots of the app.

2 Event Updates:

- Updates are a great way to let attendees know about resources available to them, such as hosting or domains. Just don't overwhelm them with too many updates. Space them out and make sure the information is actually useful or helpful.

- Make sure you use clear titles for your updates. That way, people can quickly find the information they need.

③ Judging / Judges:

- It's completely optional to use the judging features of the platform. If you do, you can use both the public voting feature, as well as voting by official judges.

- Even if you're not planning to use the platform for the judges, we recommend you setup the following:

  - **Judges:** Add the name and photo of each judge. Having quality judges at your event will help drive more attendance.

  - **Judging criteria:** Communicate the judging criteria clearly, which will help teams develop the best possible applications.

- If you're using the platform for judging, remember that you'll need to turn on the gallery and set each submission to visible. This is done within the manager link.

④ Wrap-Up:

- To ensure the site is as beneficial as possible after the hackathon, release the submissions into the gallery. This is a great way of showcasing the submissions.

- Assign the prizes to the winning teams, which creates the winners' gallery automatically.

- Post a final update with any follow up information, such as your company's contact details.