

Global Sustainability Jam Registration 2014

1) Go to <http://planet.globalsustainabilityjam.org> and click on the "Register" link. If you already have an account from 2013, you can "Log in" instead.



2a) First option: Login using your existing Facebook, LinkedIn or Google accounts. Follow the instructions on the screen to connect your account.



2b) Second option: Manually create an account by filling in the form on the registration page.

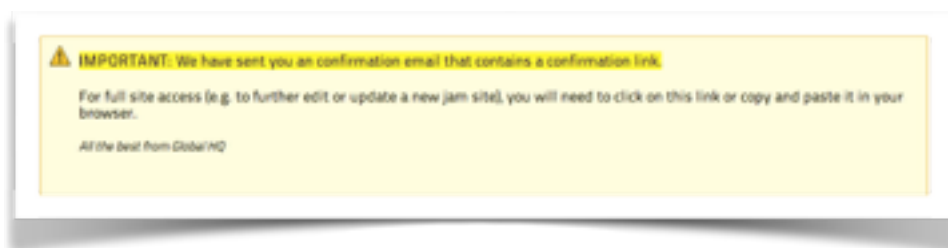
3) After you login, you are asked to choose your location.
(Tip: if you cannot find your country, keep scrolling. Countries are listed by international code number, not name. For example, United Kingdom is listed with the "Gs" for Great Britain...)



4) A validation e-mail has been sent to your e-mail address. To gain full access to the site, you will need to follow the instructions in that message.

If you don't get a message, please check your spam folder.

Until you validate your account, the following message block will be displayed.



NOTE: YOU *MUST* VALIDATE YOUR ACCOUNT BEFORE YOU CAN CREATE YOUR PROJECT SUBMISSION!

5) Congratulation. You are now ready to JAM!

GSusJam project submission

or: How to best present your work on Planet Jam

Step 0: As early as possible: Select an upload angel make sure everybody is registered on Planet Jam

Choose **one responsible person** to create and update the project. When you create the project take a few minutes to **fill in some placeholder content** so you get a feel how things work.

You do not have to be part of the team to set up the project! This means **if you find someone in another Team** who has already done this (also known as **"Upload Angel"**), you can ask them to help you!

Step 1: Basic information - create on Saturday

You only need to know 4 pieces of information to create your project page:

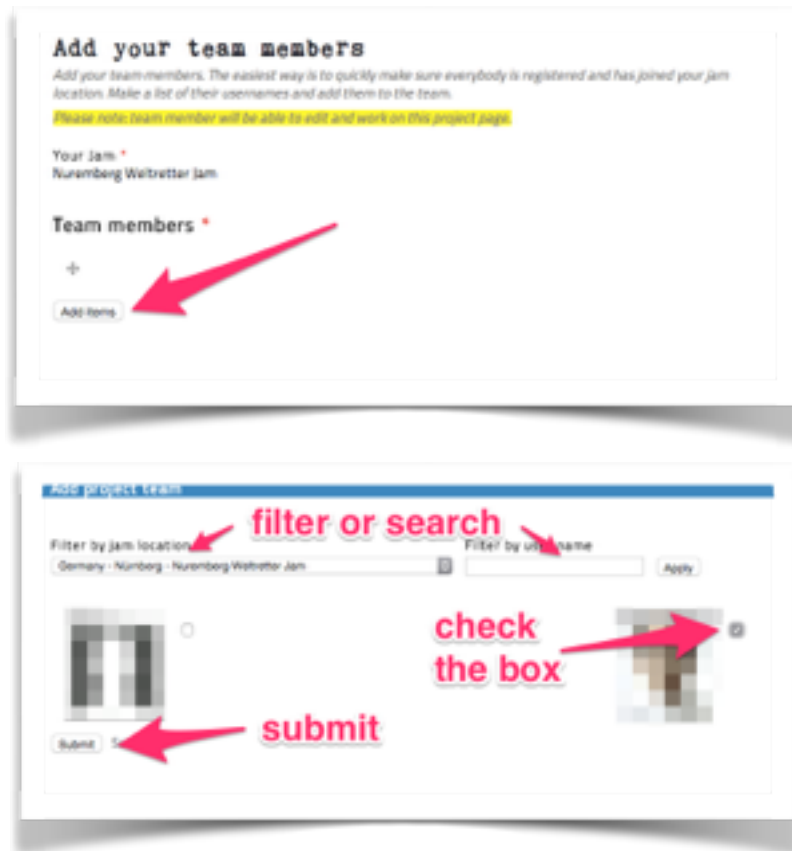
- a working title,
- a initial tagline,
- a short description and
- a list of your team mates (get their usernames on Planet Jam).

Since Jamming is all about iterations, and because concepts change:
REMEMBER; YOU CAN CHANGE EVERYTHING LATER!

Create a project submission: Log in and go to the location page of your local Jam (e.g. Nuremberg Weltretter Jam or Dubai Sustainability Jam and click on „+submit a new project.“



Adding people to the project: simply click on the Add item button. In the pop-up you can either search for their user name or filter by jam location. If you filter by jam location you will see a list of people with name and photo (if available). Check the ones on your team and hit **Submit** :) You can remove people or add more later.



Adding basic details: Follow the instructions in the „Add project title, tagline and description“ section and fill in the details. Remember, you can change it later.



2) Step 2: Documentation - *all day* Saturday & Sunday - upload early and often

Use the „Add your submission files“ section to add and update your results as you create them.



What shall I upload for a good submission? Here is a list of things you might want to create:

- Documentation of your (working) service prototype (**this should be the main part of your submission**, not just a presentation. You might include tangible parts of your service like tickets, brochures (with small print!), images or videos of things you build, wireframes or working software...)
- Customer journeys
- Personas and stakeholder maps
- Business models (e.g. as a Business Model Canvas)
- Budgets, contracts
- Concept sketches
- ...

Any recommendation how to upload? As you and your team work along and produce first results, consider ZIP-ing it and uploading it here and now! You can always replace it later with newer versions.

Why? There will be an upload rush on Sunday. **Try to avoid that Sunday rush** when everybody tries to upload their stuff at the same time.

How much can we upload? You can upload multiple files up to 250 MB each. This should be enough for any project.

What should we do with video material? There are many good sites to share videos but we recommend using YouTube or Vimeo. Most GSJam videos can be found there already. After you uploaded a video to YouTube or Vimeo, just link to it in the Additional links section!

Don't forget to tag it #GSusJam.

Step 3: Pitch presentation and round off - fill in *before* Sunday 15:00 - make your work accessible

Embed your video pitch, e.g. the recording of your final presentation (this part of the upload can be done after the Deadline).

Add links to prototypes like webpages, Facebook pages or other stuff you created.

The screenshot shows a web form for project submission. The title is "Add some Rock'n'Roll". Below the title, there is a sub-header "Add a dedicated project logo and a video of your final pitch. This is a cool way to make your project more engaging than with text alone." followed by a tip: "TIP: An easy and cool way to create a video pitch is to simply film a presentation with your mobile, share it on YouTube or Vimeo and embed it here." The form has several sections: "Project logo" with a "Choose file" button and a "No file chosen" message; "Pitch presentation (simply paste the link to your YouTube, Vimeo, Slideshare or UStream video)" with a yellow placeholder bar; "Round off your project package" with a sub-header "Credits and attribution" and a yellow placeholder bar; and "Additional links" with a plus icon and a yellow placeholder bar. At the bottom, there is a "CC License" dropdown menu set to "Attribution, Non-Commercial, Share Alike CC BY-NC-SA".

Add a logo or team photo that will be used in all project listings.

Tell us about the project team and the resources you used.

Collected tips for a smooth submission

Choose **one responsible person** to create and update the project. When you create the project take a few minutes to **fill in some placeholder content** so you get a feel how things work.

You do not have to be part of the team to set up the project! This means **if you find someone in another Team** who has already done this - or an "**Upload Angel**" - you can ask them to help you!

Always remember: the core of your upload should be the **documentation of a working prototype** and **not** the presentation of an idea!

Don't waste time on a fancy presentation or film! Instead of spending hours on an animated film, why not simply film your final 3 minute pitch presentation? If you have uploaded the rest of the documentation files, **you can add the pitch presentation after the upload deadline.**

Upload any part of the documentation **as soon as you have it finished**. Some people schedule 2-3 upload times for intermediate results (e.g. Saturday 20:00, Sunday 11:00)