

SAS Hackathon 2024: Team Checklist

Team Name: _____

Industry Track: _____

**Note: Make sure you are receiving all emails pertaining to the SAS Hackathon by marking sas.com as “safe” in your email.*

Getting Started (Pre-Hackathon)

- 1. Gather your team members. (Teams consist of 2-10 people.)**
If you are looking for team members, check out the SAS Hacker’s Hub blog post: [“Interested in joining a team? Need teammates?”](#)

- 2. Develop your use/business case and gather your data.**
 - a. Teams need to find their own data for their use case.
 - b. Teams are responsible for making sure all data is anonymized before uploading to the SAS Hackathon environment.

- 3. Complete registration – Part I.**
Each team member needs to:
 - a. Have a [SAS profile](#).
 - b. Complete a team member or team leader registration form.

- 4. Complete registration – Part II.**
Each team member should join the [SAS Hacker’s Hub](#).

- 5. Complete registration – Part III.**
 - a. Each team needs to create a (1) [team profile on SAS Hacker’s Hub](#) and make all team members authors.
 - b. We encourage teams to “build” a team picture of the whole team, even if you are situated at different locations. Add your team photo to your Team Profile.

- 6. Log in to the Enablement Portal (virtual learning environment) to review/take the latest SAS courses.**
 - a. After you submit a registration form, you will receive an email with login instructions for the Enablement Portal. Follow the instructions in this email.
 - b. Enablement Portal access emails will be sent starting in July.
 - c. Access to the Enablement Portal will be from July – October 31, 2024.

- 7. Social media: promote you and your team’s involvement in the SAS Hackathon.**
Hashtag: #SASHackathon

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**Note: Once all the Registration steps (3) are complete, your team will be reviewed. If your Team is accepted, you will receive an email from your assigned team mentor(s). The following Checklist items pertain to Teams who have been accepted only.*

During SAS Hackathon (Sept. 16 – Oct. 11)

- 1. Establish mentor communication.**
Once your team mentor reaches out initially, make sure to communicate with your team mentor(s) and set up weekly check-in meetings.

- 2. It's time to HACK!**
(Sept. 16 – Oct. 11)
Log in to your provided SAS Hackathon environment; each registered team member will receive an email with links to your team's environment.

- 3. [Attend/watch](#) the "What You Need to Know About Your Video Submissions" webinar to get more information regarding your final submissions.**
 - a. Review the follow-up webinar blog post and assets on SAS Hacker's Hub: "[Get the down low on the video storytelling](#)"

- 4. Plan (storyboard/script) your two video submissions.**
 - a. What story do you want to tell?
 - b. Review the [judging criteria](#).

- 5. Record your two video submissions.**
NOTE: The cloud environment will close and be deleted at the end of the hack.
Make sure to record/save/export your information before Oct. 11, 2024.

- 6. Upload your two video submissions to BOTH required locations.**
 - A. Video SharePoint site: Each team lead will receive an email invitation to upload the team's two video submissions to the video SharePoint site at least two weeks before the deadline.
 - B. Team Profile on SAS Hacker's Hub.

- 7. Upload your team photo to the video SharePoint site.**

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Resources

- 1. Mentor**
Your assigned team mentor is your team's first resource.

- 2. SAS Hackathon Learning Portal**
Log in to the provided SAS Hackathon Learning Portal. Every registrant received an email soon after you submitted your registration form with instructions on how to access this FREE resource. Registrants can access the learning portal through Oct. 31, 2024.

- 3. Webinars**
Review the FREE webinars content for more learning information. There are two series of webinars available from the [SAS Hackathon Webinars web page](#):
 - SAS Viya Week Webinars
 - Countdown Week Webinars

- 4. Technical Issues? Submit a ticket via email:**
Teams using the SAS Hackathon environments and experiencing technical issues should submit a ticket via email:

To: SASHackathon@sas.com

CC: Team Mentor(s)

Subject: "SAS Hackathon / Team Name"

Include the following information in your email:

- Team name
- Mentor name(s)
- Environment URL
- Environment Type/Technology:
 - SAS Viya Enterprise (Incl. Model Cards)
 - SAS Viya Advance (Incl. Model Cards)
 - SAS Viya Copilot
 - SAS Data Maker
 - SAS Viya Workbench
 - SAS Visual Investigator
 - SAS Analytics for IoT
 - SAS Anti-Money Laundering
 - SAS Fraud Decision
 - SAS Risk Modeling
 - SAS Clinical Enrollment Simulation
 - SAS Viya for Learners (Students only)
- Issue (be detailed; give specifics)
 - What product
 - When
 - Data prep
- Screen shots of issues/error messages (full screen screenshot, including URL line)

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