HeroX Team Instructions



U.S. DEPARTMENT OF ENERGY

Thank you for your interest in an American-Made Challenges prize competition!

- This guide is to provide instructions and a walkthrough on creating a team on HeroX and submitting to a prize.
- Notice – You can submit as an individual to most prizes, even if they require a team or company to enter. The HeroX teaming function is a HeroX.com function, not a requirement of our prizes. There are benefits to using the teaming function, but if you elect to submit as an individual, you can always list team members on your submission form. This is what is reviewed by Review Panels and factors into judging and selection. The teams built using the HeroX team function are NEVER reviewed.
- If you are selected as a winner, and submitted as an individual, you will not be able to create/join a team using the HeroX team function and continue in the next phase with that team. You will only be able to submit as an individual.

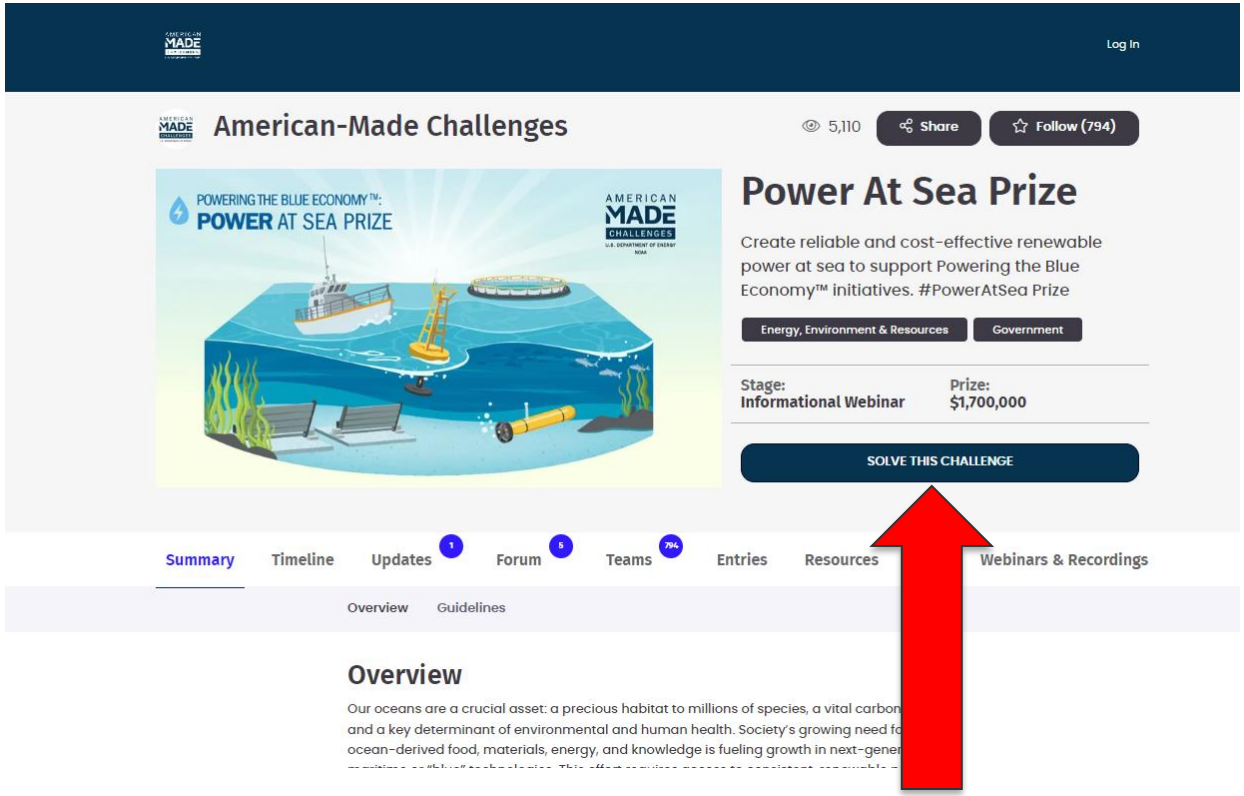
Before Starting a Submission:

Because of the functionality of HeroX, please consider the following regarding whether you should create a team or submit as an individual. **Reminder – regardless of if you build a team on HeroX, your team is reviewed through the "Team" section of the submission form and not the team built with HeroX as described in this guide.**

Submitting as an Individual		Submitting as a Team	
Functions	Benefits	Functions	Benefits
An individual's account holds/manages the entries. No one else on a team or another HeroX account will be able to access, view, or edit the submissions.	If you are on a team, but only one person will submit for your team for the entirety of the prize, you can submit as an individual. If you plan to switch submitters, you should use the team function.	Only the designated Captain can submit/edit submissions; All team members should be able to view	If one person on the team starts a submission during Phase 1, they can swap captains to another team member to submit in later phases. You can do this by clicking the "Edit" button on your team profile.
You can add a profile nickname to represent your team without using the team function	Go to your user profile, and under "edit" you can add a nickname for your team; if you are selected, this will display as the winning team name	You can change a Captain on your team profile	
		Team Name can be modified in the team profile	Team Name can be changed

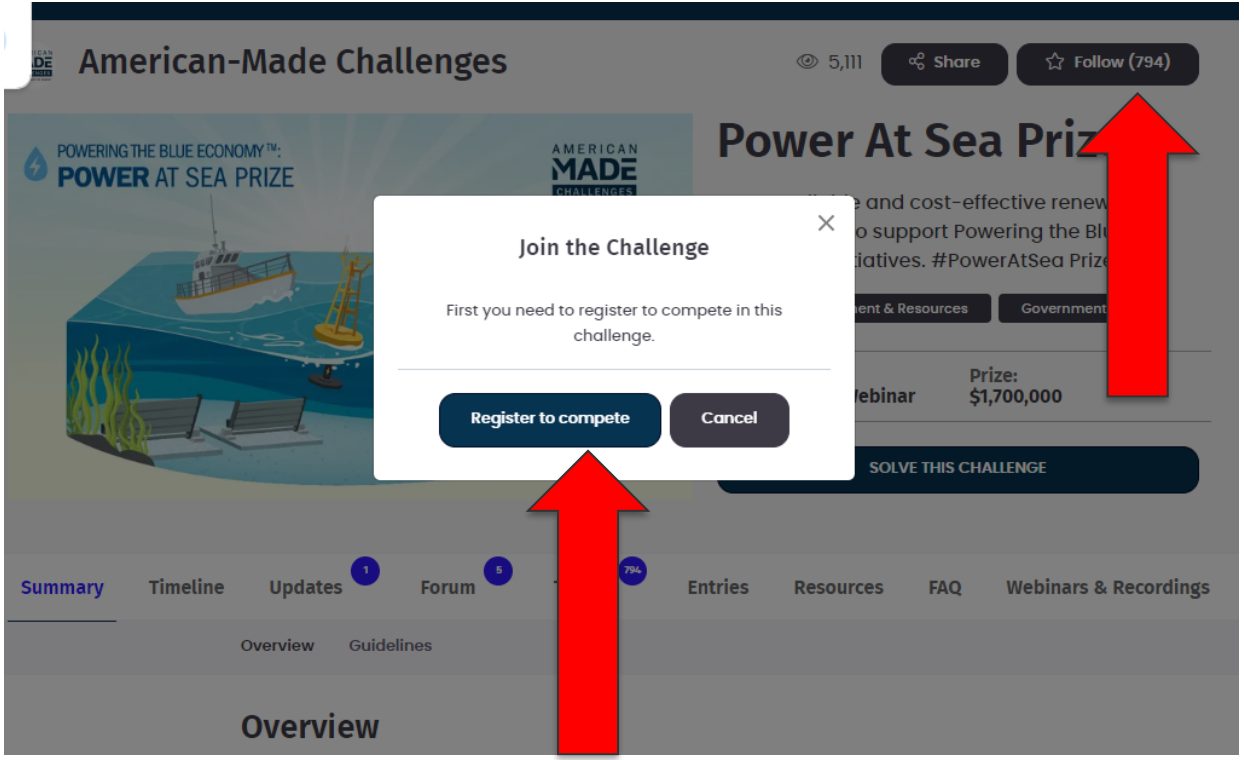
Step 1a

When you find a prize you are interested in competing in, you'll see this page. If it is open to public submissions, you can click "Solve this Challenge" which will click to get to the submission form.



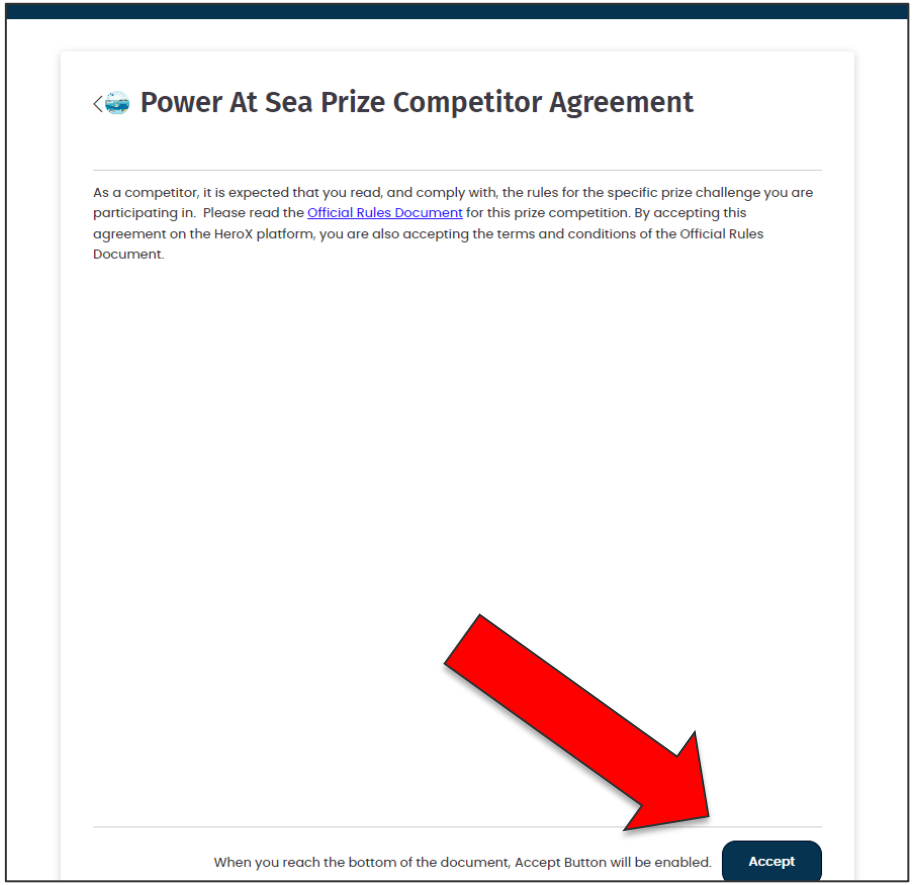
Step 1b

If you did not follow the challenge first, you will be asked to “Register to compete”.



Step 2

After clicking “Register to compete”, you’ll be sent to the Competitor Agreement. Please review it and click Accept, if you accept the terms of the prize.



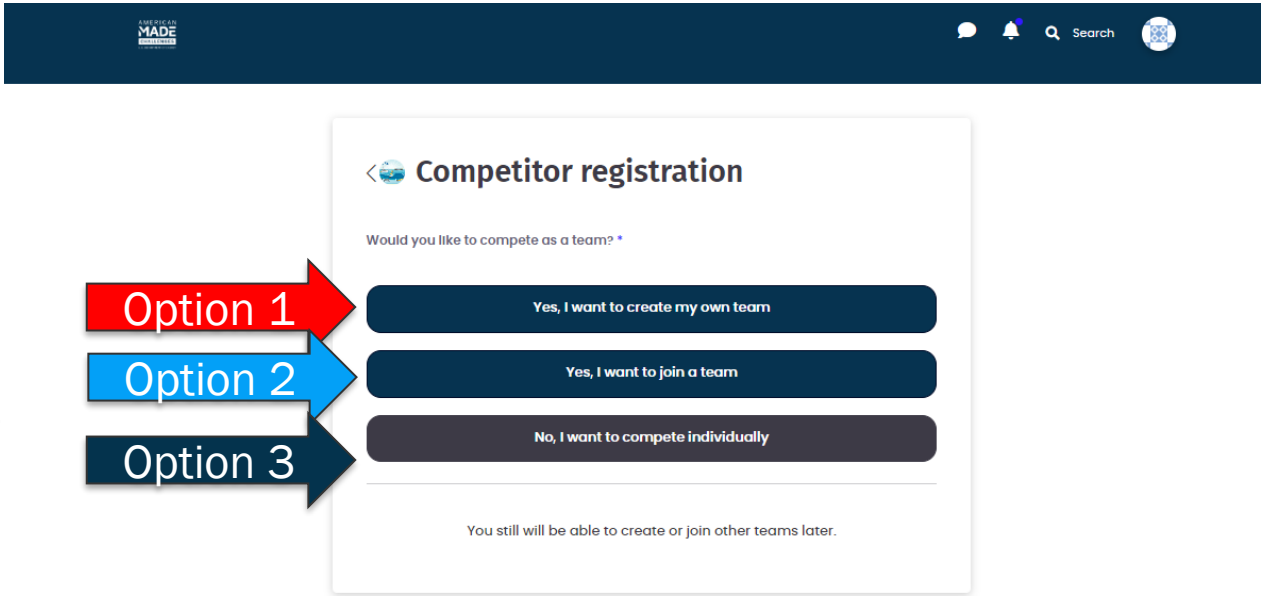
Step 3

Next you'll see three options for how you would like to compete. You can change this before you submit but not after completing a submission.

Option 1: You'll create your own team, where you can add members and set your status for other people to request to join your team. You'll be able to manage a team page and will be auto designated as the captain.

Option 2: You will technically not be part of a team but will appear as an innovator looking to join a team.

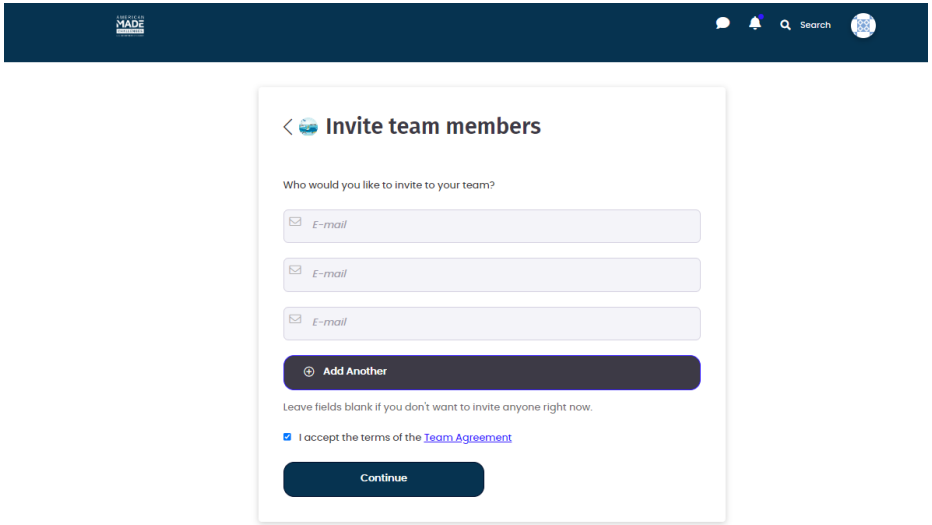
Option 3: You will be competing as an individual.

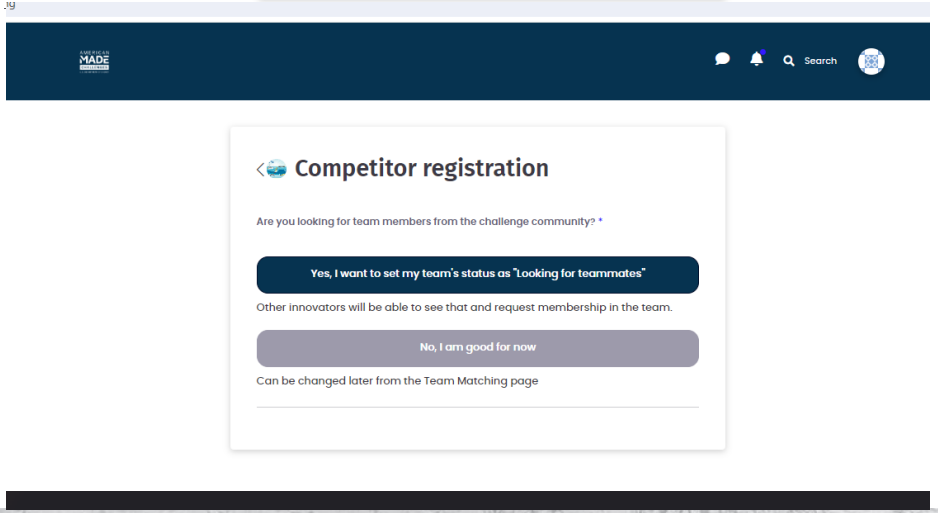


Option 1. Step 4

If you selected option 1, you'll see the next two screens to complete your registration. The first is to invite any members you already have by email. The second screen will be to set your status if you're looking for team members.

You can always change these later.



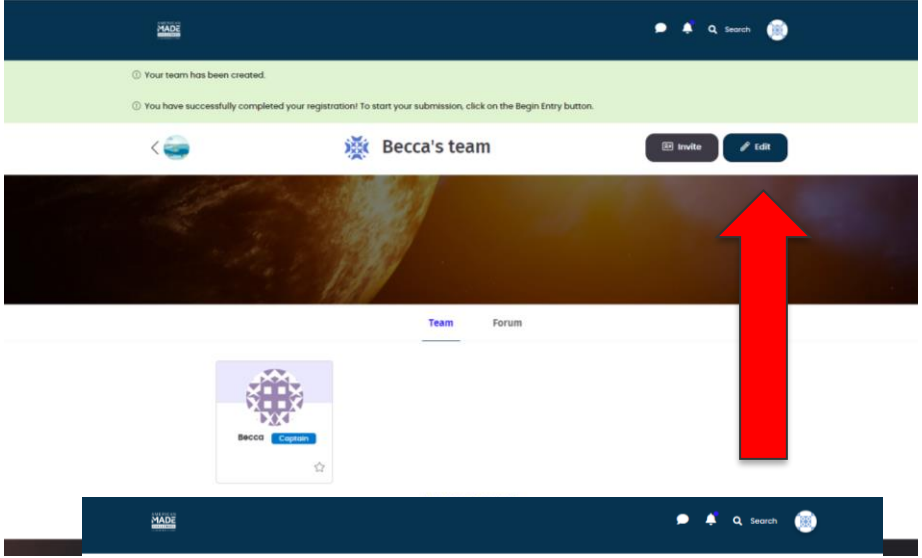


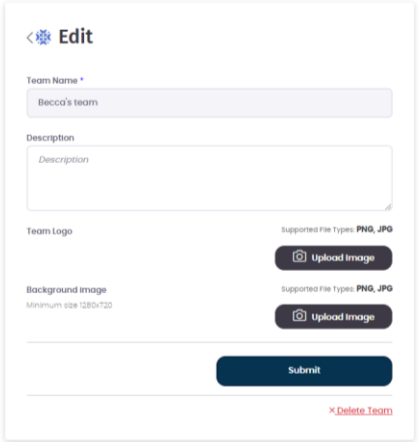
Option 1. Step 5

After you've made your selections, you've created your team for the challenge.

You can edit you team, and that's where you can change your team name, add an image, or delete your team.

You can also invite people from this page.

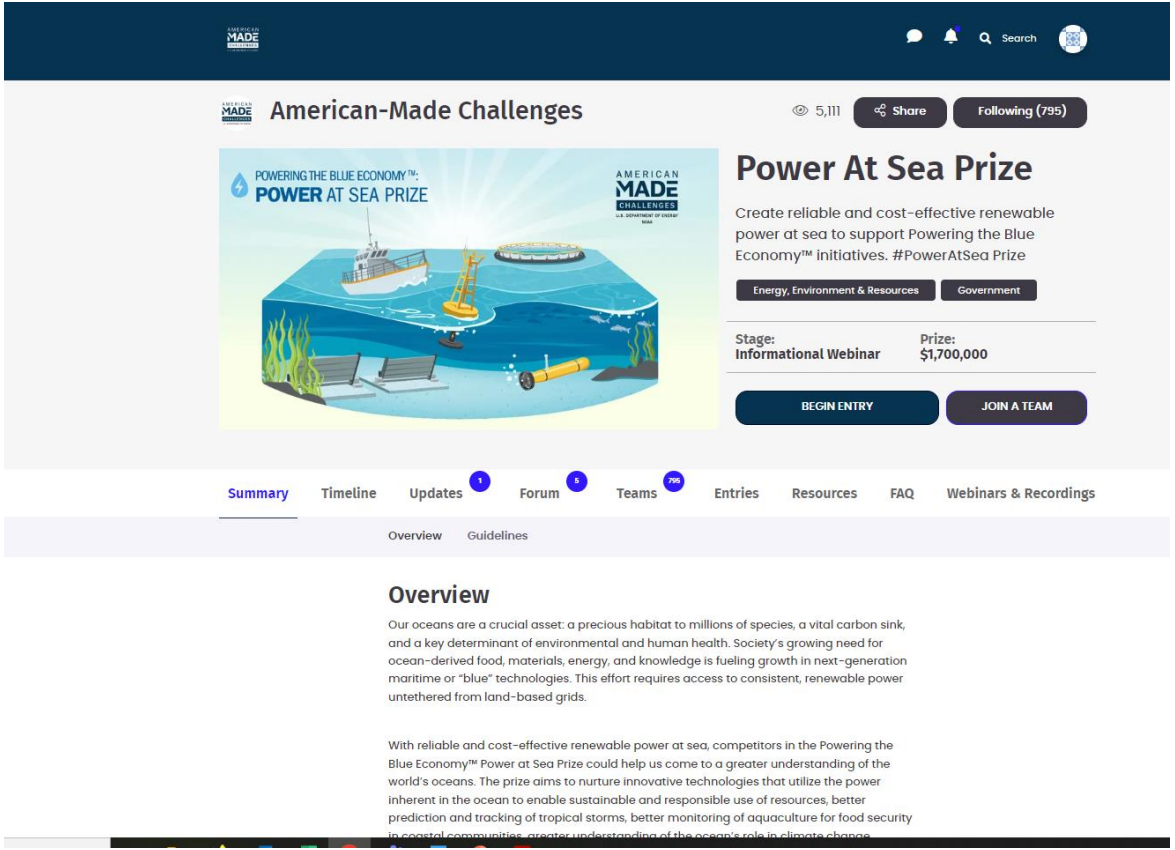




Option 2&3 – Step 3

If you chose option 2 or 3 and didn't create a team, you'll go back to this screen.

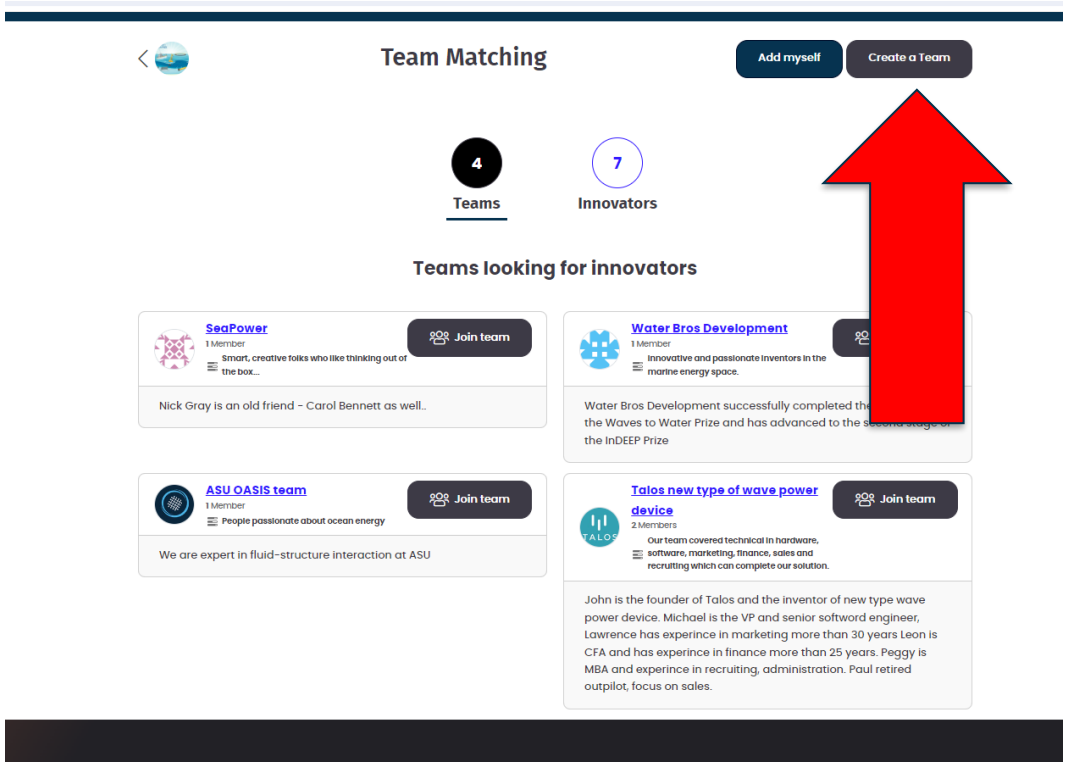
You'll see an option to "Begin Entry" or "Join a Team".



Option 2 – Step 4

If you choose “Join a Team”, it will take you to “Team Matching” options, where you can view teams looking for innovators or innovators looking to join a team.

On this tab, you can also “Create a team”. See Option 1 Steps 3-5.

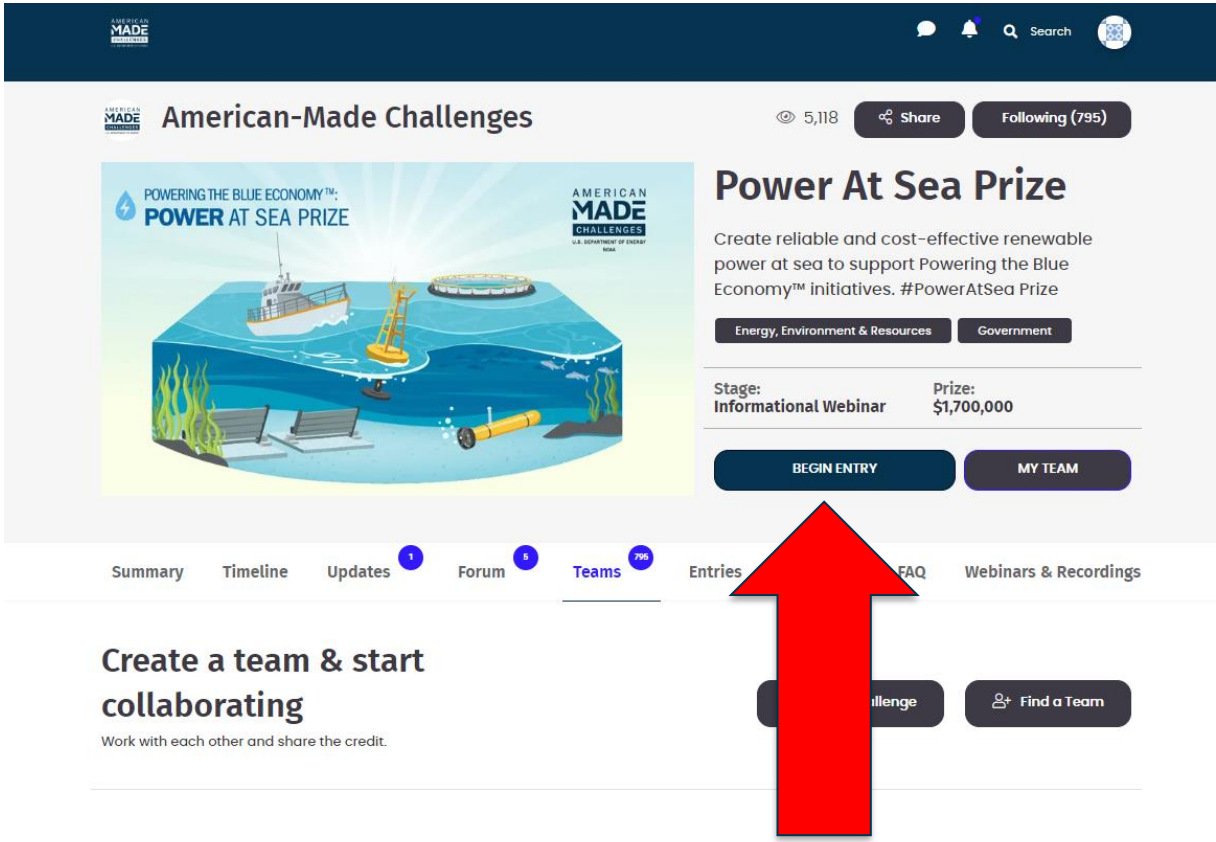


Begin Entry – As a Team

If you are part of a team, you can click “Begin Entry” and start you submission as a team.

If you are selected as a winner, your team name will display as the winner.

You can view your team by clicking “My Team”.

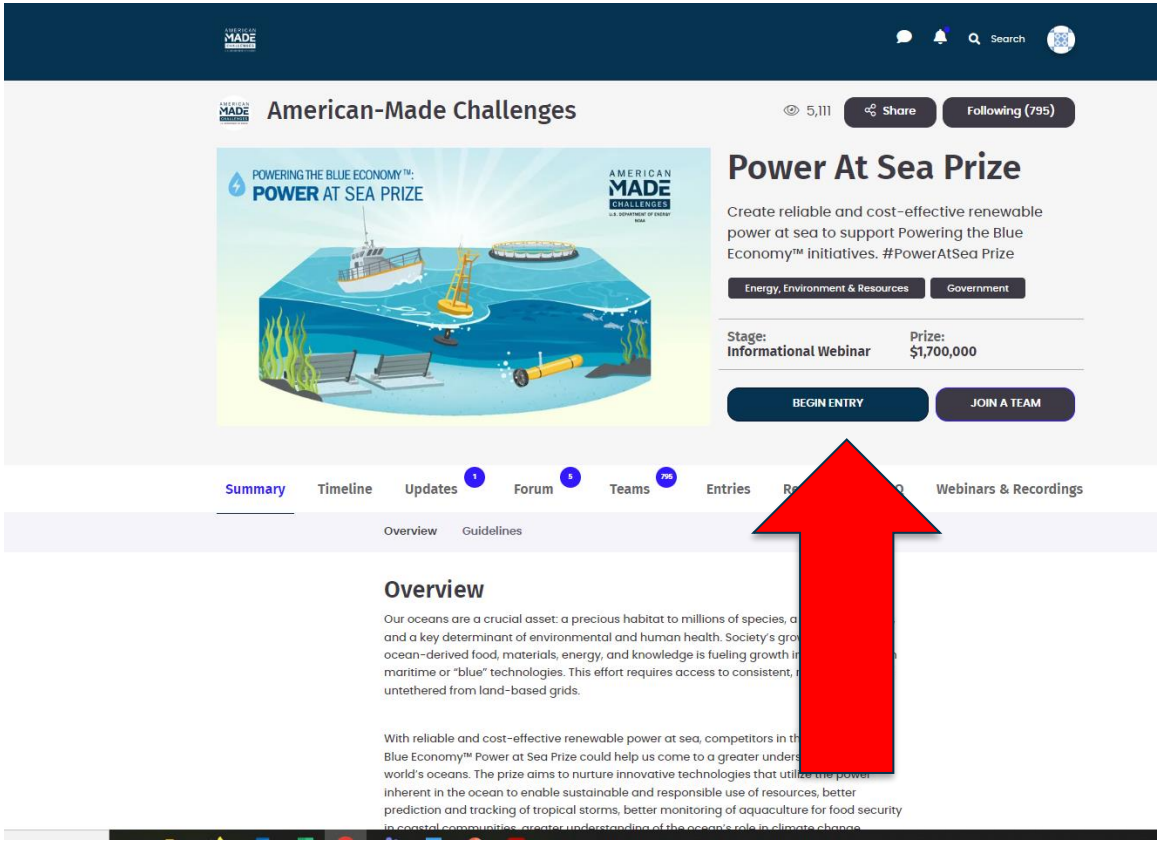


Begin Entry – As an Individual

If you are an individual, you can click “Begin Entry” and start you submission as a individual.

If you are selected as a winner, your profile name will display as the winner.

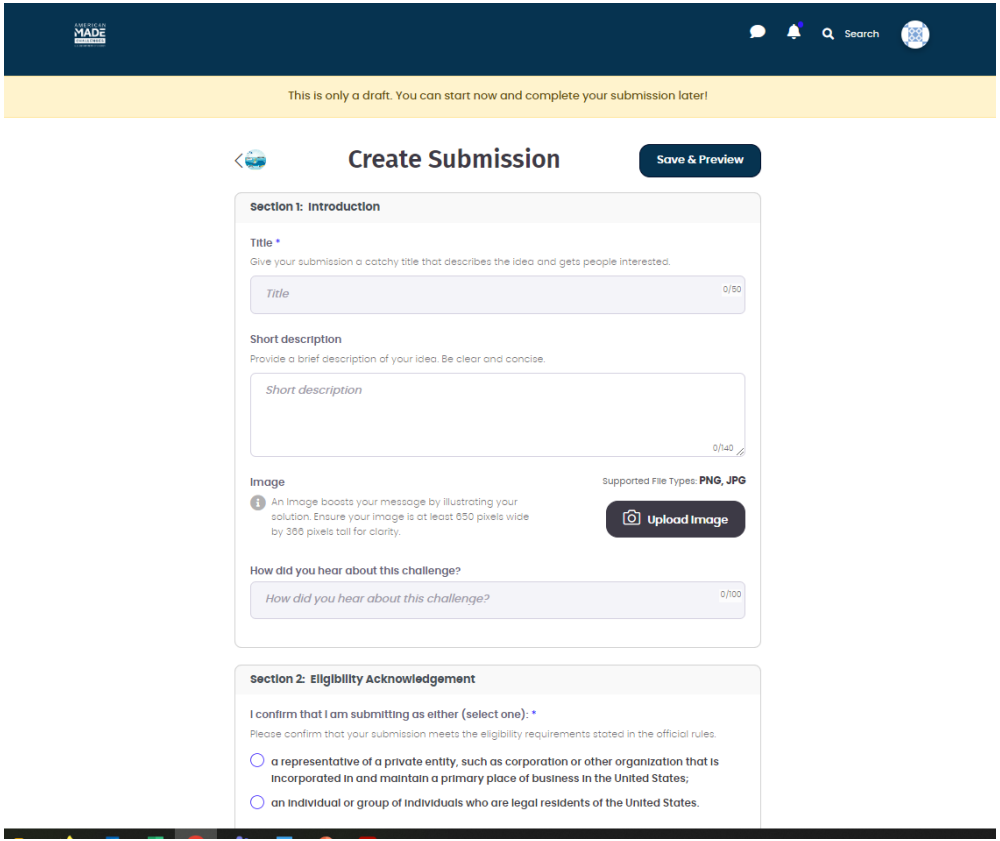
You will have to submit as an individual in later phases, if applicable, and will not be able to create or adjust a HeroX team with access to those later phases.



Final Step - Submission

Regardless of you submit as an individual or team, you can start and submit to a prize.

There is a place in the submission to list your team members. This section of the submission will be reviewed by reviewers and judges.



Questions?

Email: challenge@nrel.gov



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