AWS Jam Documentation

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Jam Overview

AWS Jam is an immersive experiential learning platform that helps learners develop the skills to build on the AWS Cloud through simulated real-world use-cases. Learners form teams to solve a series of challenges and engage in friendly competition to get the top position on the leaderboard. AWS Jam delivers an engaging experience through several gaming elements such as collaboration, competition, real-time scoring, and relevant in-scenario clues. Learners can get their hands dirty with 200+challenges on topics such as security, DevOps, AI/ML, data analytics, migration tooling, serverless, application modernization, IoT, and more.

AWS Jam not only has the ability to identify whether the goals were achieved, but can also programmatically validate that the solution implements best practices that are known to scale effectively. This ensures that participants are learning established best practices which can then be taken back and implemented within their organizations.

How AWS Jam works

AWS Jam challenges individuals and teams to apply their AWS Cloud skills to solve real-world, open-ended problems using AWS services. Engage in a gamified learning environment that helps you develop your AWS Cloud skills through simulated use cases in an AWS Management Console sandbox. Select challenges by technical domain or role and by difficulty level. Clues are available to help navigate the challenges if needed.

Definitions

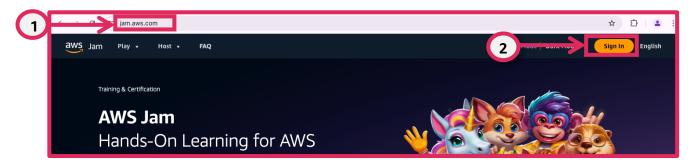
- **Event**: A learning experience that is scheduled and time bound. During an event teams of participants attempt to solve a set of challenges (1-14) within an allotted time and compete against other teams to score the highest points. A majority of events are held in a physical location but virtual is also used.
- **Event owner:** The event owner is person responsible for planning, configuring the event parameters, selecting the challenges, hosting the live event, and reviewing the event statistics.
- **Experience:** A pre-configured event that contains a set of challenges. The challenges within an experience are typically aligned to the experience scenario theme and technical domain.
- **Campaign:** This is a type of Jam event that runs over multiple days. The challenges can be solved over a period of time.
- **Challenge:** A challenge is a key component of an event. It is a problem scenario that relates to common use cases, domains, and roles.
- **Challenge set:** A curated set of challenges that can be used to quickly add to an event during planning.
- **Facilitator:** A facilitator is a role in an event. The facilitator is responsible for delivering the event presentation and explains how a Jam works to

- participants. They may also help participants answer questions during the challenge solution session and solve technical issues.
- **Participant:** A participant is someone that takes part in an event to attempt to solve challenges as a team. A participant is invited by the event owner to take part in a live event with multiple participants. A participant may take part in an on demand event by themselves.

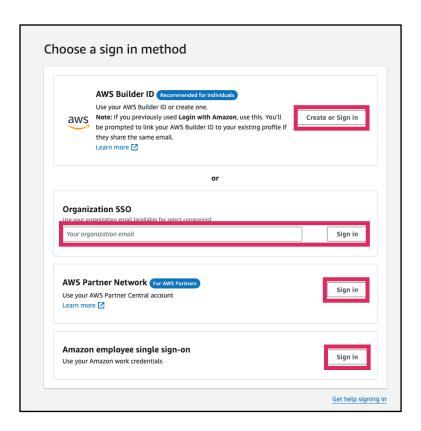
Accessing the Jam console

As an AWS Jam event owner, you'll have to access the AWS Jam console. **Note**: All Amazonians have access to the Jam console. Everyone else needs a Skill Builder Team Subscription (SBTS) to access the Jam console. See the section: *Accessing the Jam Console from Skill Builder*.

- 1. Open a web browser, and in the address bar enter the URL: https://jam.aws.com.
- 2. In the Jam home page, select **Sign In** on the top right of the page.



3. Choose a sign in method for your account and select **Sign in**.

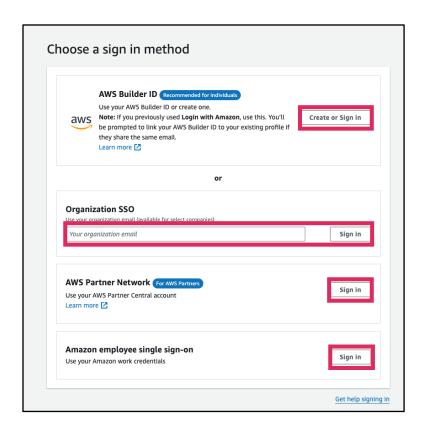


4. Enter your **username** and **password**. After logging in you can see the Jam home page. Skip the next section if you are not logging in using Skill Builder Team Subscription or Skill Builder Individual Subscription.

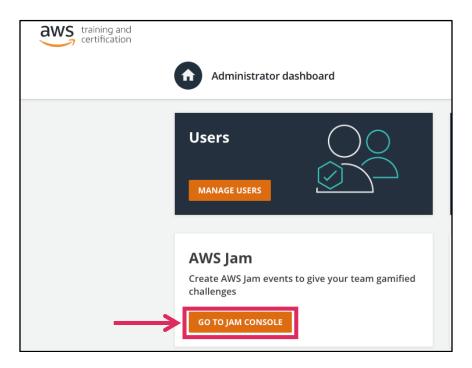
Accessing the Jam Console from Skill Builder

If you have SBTS you can access Jam from the Skill Builder Admin Dashboard.

- Open a web browser and in the address bar enter the URL: https://skillbuilder.aws
- 2. Choose a sign in method for your SBTS enabled account and select **Sign in**.



3. In the Administrator Dashboard, find the *AWS Jam* panel. Then choose **GO TO JAM CONSOLE**.



4. The page displays the Jam home page.

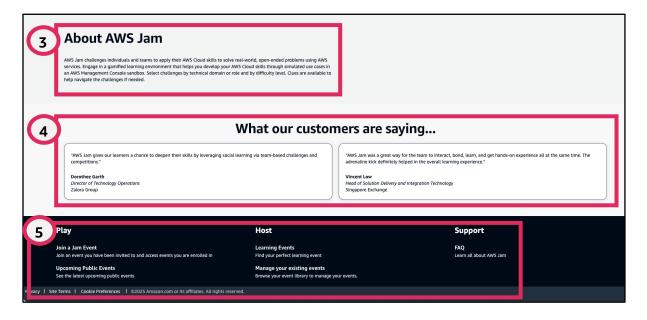
Jam home page

The Jam home page is where someone can participate in an AWS Jam AWS, create and manage events, and build challenges. The Jam home page has five main areas.

- 1. The Jam home page has a navigation menu on the top.
- 2. Below the navigation, you can join an event.



- 3. The lower half of the homepage has an About AWS Jam section.
- 4. There are also customer comments about Jam.
- 5. The very bottom has navigation to Play, Host, get Support, and legal links.



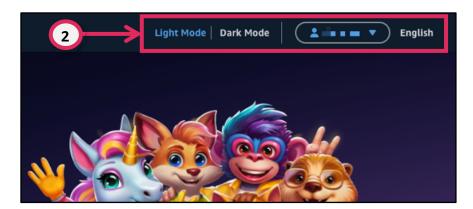
Navigation

 The top left of the navigation has menus for Jam participants, organizers, and builders to interact with events, challenges, and to learn more about Jam.
 There is the Jam home button, Play, Host, Build, and FAQ menu items.

Note: The Host and Build menus are not displayed for someone that is just a participant of an event.

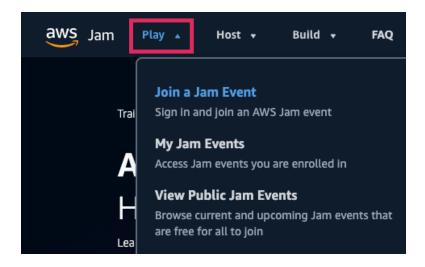


2. The top right of the navigation is where you can customize your user experience. You can choose **Light Mode** or **Dark Mode**, access your **Profile**, **Sign Out**, and set your preferred language with **Set Language**.



Play menu

A participant will find most of what you need to do in the play menu. The play menu is where someone can join an AWS Jam event, access Jam events they are enrolled in, and browse current and upcoming event that are free for all to join.

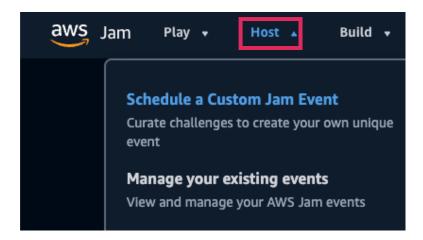


The Play menu includes the following items:

- Join a Jam Event: Join an AWS Jam event
- My Jam Events: Access Jam events you are enrolled in
- **View Public Jam Events**: Browse current and upcoming Jam events that are free for all to join.

Host menu

An event organizer will find most of what they need to do in the Host menu. The host menu is where an event organizer can browse curated experiences, schedule a Jam event, create a custom Jam event, manage their AWS Jam events, or create a campaign. The host menu does not display for participants.

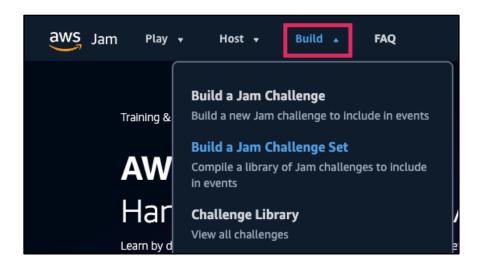


The Host menu includes the following items:

- Schedule a Custom Jam Event: Curate challenges to create your own custom event.
- Manage your existing events: Browse current and upcoming Jam events that are free for all to join.

Build menu

A challenge builder will find most of what they need to do in the build menu. The build menu is where a challenge builder can build a Jam challenge, build a Jam challenge set, and view all challenges in the library. The build menu does not display for users that do not have challenge builder privileges. You must request challenge builder privileges if you want to build a challenge.

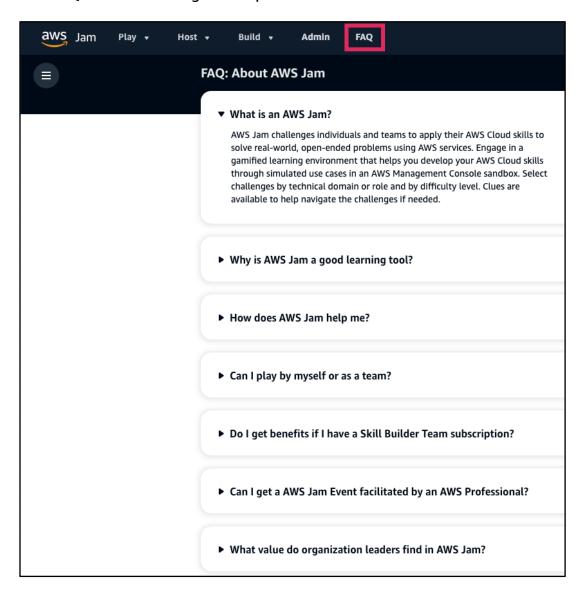


The Build menu includes the following items:

- Build a Jam Challenge: Build a new Jam challenge to include in events.
- **Build a Jam Challenge Set**: Compile a library of Jam challenges to include in events.
- Challenge Library: View all challenges.

FAQ

The FAQ shows a list of general questions and answers about AWS Jam.



Event Owners Guide

This section covers how to create, manage, and run a Jam event.

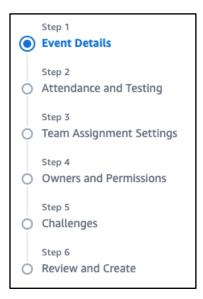
Creating events

You must be logged in to the Jam admin console. If you do not see the **Host** menu then your account has not been assigned the event creator role. If you are an Amazonian, you will have event creator access and will not need to request access. If you are external to Amazon, you need to have a current Skill Builder team subscription.

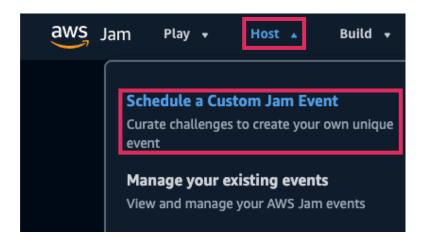
IMPORTANT: A Jam learner must be a Skill Builder Team Subscriber in order to participate in a Jam event.

How to schedule a custom Jam event

You would schedule a custom Jam event if you want to choose specific challenges for your own unique Jam event. This process has six steps: *Event details*, *Attendance and Testing*, *Team Assignment Settings*, *Owners and Permissions*, *Challenges*, and *Review and Create*.



1. In the Jam landing page navigation, choose **Host**, then **Schedule a Custom Jam Event**.

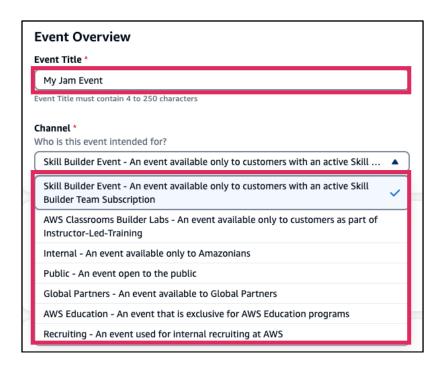


Step 1 Event Details (How to enter event dates and times)

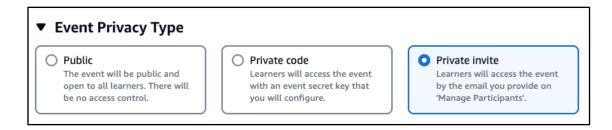
The *Event Details* page is displayed. The first step to scheduling a custom Jam event is to complete basic details for it. You will set up basic information such as the title, who the event is for, how learners will access the event, and event times.



- 1. In the *Event Overview* panel, complete the following:
 - a. **Event Title**: Enter a title for your event between 4 and 250 characters.
 - b. **Channel**: Choose from one of the following as the audience of the event.
 - i. **Skill Builder Event** An event available only to customers with an active Skill Builder Team Subscription.
 - ii. **SBTS Learner Created Event** An event available only to customers with active Skill Builder Team Subscriptions.
 - iii. **AWS Classroom Builder Labs** An event available only to customer as part of Instructor-Led-Training.
 - iv. Internal An event available only to Amazonians.
 - v. **Public** An event open to the public.
 - vi. Global Partners An event available to Global Partners.
 - vii. **AWS Education** An event that is exclusive for AWS Education programs
 - viii. **Recruiting** An event used for internal recruiting at AWS.

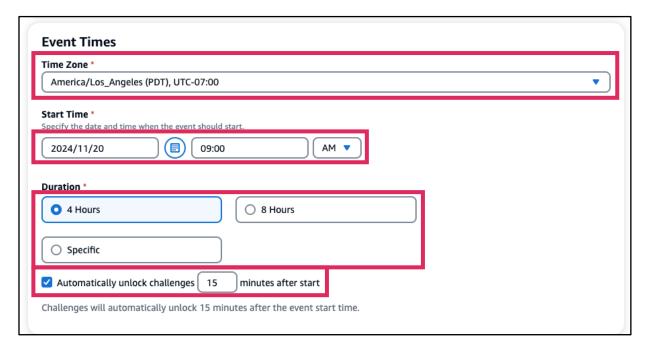


- 2. In the *Event Privacy Type* panel, choose one of the following:
 - a. **Public** You will hold a public event that is open to all learners. There will be no access control.
 - b. **Private code** You will configure an event secret key for learners to access the event with.
 - c. **Private invite** You will provide an email in *Participant Management* for learners to access the event.

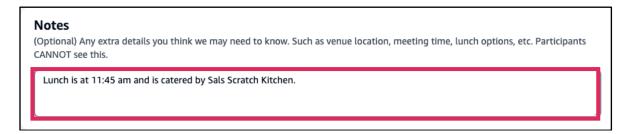


- 3. In the *Event Times* panel, complete the following:
 - a. **Time Zone**: Choose the time zone where your event is located.
 - b. **Start Time**: Enter a start date in the format **YYYY/MM/DD** or choose calendar icon to pick a date. Then enter the start time in the format **hh:mm** and then, choose **AM** or **PM**.
 - c. **Duration**: Choose from **4 Hours**, **8 Hours** or **Specific**. **Note**: A duration over 8 hours will require a manual approval. If you anticipate this schedule your event weeks in advance to anticipate a delay in approval.
 - d. **IMPORTANT** (Optional) **Automatically unlock challenges**: By default a facilitator must manually unlock the challenges during the event. You can automatically unlock challenges by enabling this feature. **Check** the

box then enter a **number** of minutes the challenges should be automatically unlocked after the event starts. **Note**: 0 minutes will automatically unlock the challenge at the event start time.



4. **(Optional)** In the *Notes* panel, enter any **details** you and facilitators need to know at the event. Participants will not see your notes.



5. When done entering event details, choose **Next**.

Step 2 Attendance and Testing (How to set the number of participants and team size)

The Attendance and Testing page is displayed. This second step is where you configure your estimated number of participants and the team size. Your estimate should be as accurate as possible. Also, this is where you choose if this is a live event or test event.

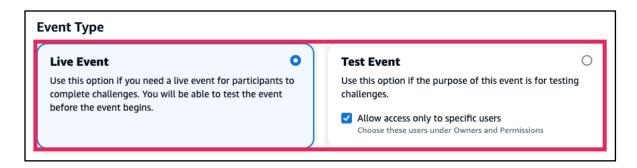
IMPORTANT: A Jam learner must be a Skill Builder Team Subscriber in order to participate in a Jam event.



- 1. In the *Attendance* panel complete the following:
 - a. Number of expected participants: Enter the lowest number of participants you expect and the higher number of total participants.
 Note: A number above 100 participants will require a manual approval.
 - b. **Team size**: Enter a number of participants per team. **Note**: Keep the size limits between 3 and 6 participants. Anything outside the limits could delay the approval of the event.



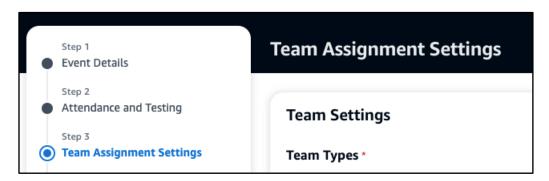
- 2. In the *Event Type* panel, choose one of the following types:
 - a. **Live Event**: Choose this for a live event where participants will complete challenges. A test event will be made available for a live event.
 - b. **Test Event**: Choose this if you want to run an event only to test challenges. (Optional) **Check** *Allow access only to specific users* to enable this feature. You can choose who to allow in *Owners and Permissions*.



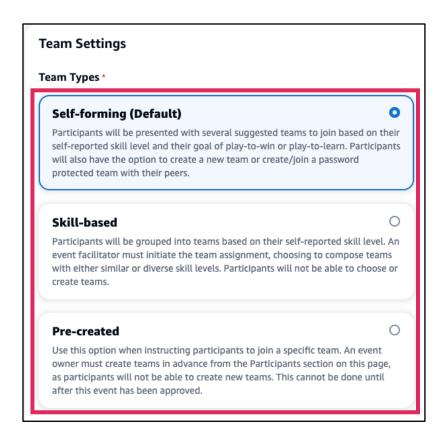
3. When done with Attendance and Testing details, choose **Next**.

Step 3 Team Assignment Settings (How to configure team settings)

The *Team Assignment Settings* page is displayed. This third step is where you configure how teams are formed, the team size, when teams can be formed, and if you want to allow team renaming.



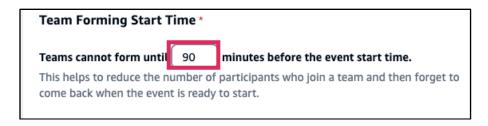
- 1. In the *Team Assignment Settings* panel choose one of the **Team Types**:
 - a. **Self-forming (Default)**: This option presents participants with system suggested team to join based on their self-reported skill level and their goal of play-to-win or play-to-learn. Participants will also have the option to create a new team or create and join a password protected team with their peers.
 - b. **Skill-based**: Participants will be grouped into teams based on their self-reported skill level and will not be able to choose or create teams. An event facilitator must initiate the team assignment and compose teams with either similar or diverse skill levels.
 - c. Pre-created: Use this option when instructing participants to join a specific team. An event owner must create teams in advance from the Participants section on this page as participants will not be able to create new teams. Note: This cannot be done until after this event has been approved.



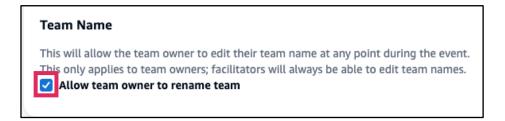
2. In *Team Size* enter a number of participants per team. **Note**: Keep the size limits between 3 and 6 participants. Anything outside the limits could delay the approval of the event.



3. The *Team Forming Start Time* setting helps to reduce the number of participants who join a team and then forget to come back when the event starts. In **Teams cannot form until**, enter a **number** in minutes before the event start time.



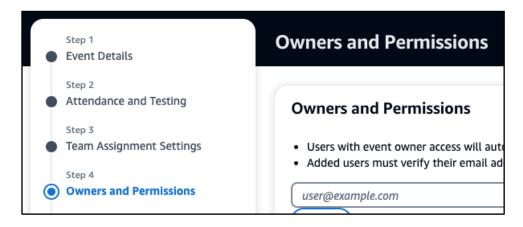
4. The *Team Name* setting controls the ability of the team owner to edit their team name anytime during the event and only applies to team owners. Facilitators will always be able to edit team names. To enable the changing of team names by the team owner **check** to **Allow team owner to rename team**.



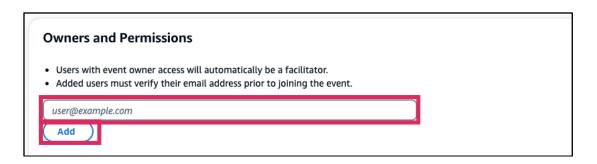
5. When done with *Team Assignment Settings*, choose **Next**.

Step 4 Owners and Permissions (How to add owners and permissions)

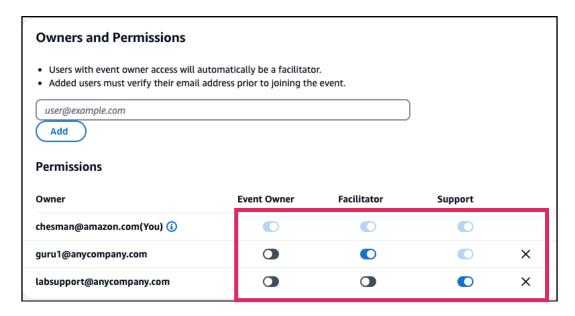
The Owners and Permissions page is displayed. This fourth step is where you can add event team members and set permissions. This is also where you can enable messaging between facilitators and participants, enable chat support, and enable team members chat and create meetings.



 The Owners and Permissions panel used to add event team members and manage their permissions. In the input field enter the email address of the user you want to add to the event, then select Add. The added users will receive an email to verify their email address prior to joining the event.

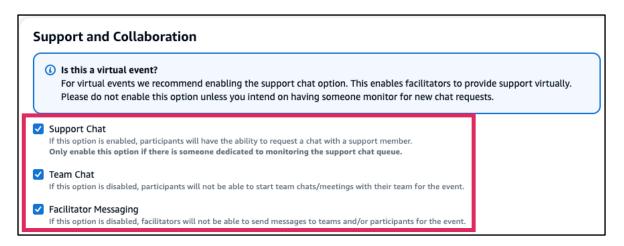


2. The Permissions section shows all event team members you have added to the event and their permissions. You can select a member's permissions by toggling on the role that is in the same row as their email. To remove a user choose X on the users row. Note: The original event owner has all three roles by default and cannot be removed. You can choose only one role per member. The order of permissions from most to least is: Event Owner, Facilitator, and Support. When you choose a role, the user gets all of permissions below that also. For example if you choose the Facilitator that member also gets Support permissions.



- 3. The *Support and Collaboration* section is where you enable the support and team collaboration using chat and meetings. You can enable/disable the following based on your event requirements:
 - a. Support Chat: This option is disabled by default. If this option is enabled, participants can request a chat with a support member. Note: For virtual events we recommend enabling the chat support option. This enables facilitators to provide support virtually. Only enable this option is there is an event team member dedicated to monitoring the support chat queue.

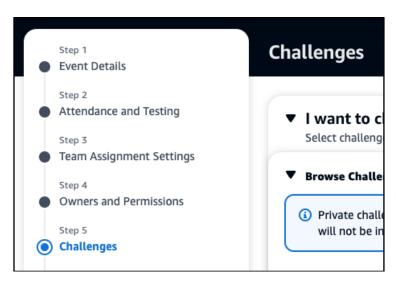
- b. Team Chat: This option is enabled by default. If this option is disabled, participants will not be able to start team chats/meetings with their team for the event.
- c. Facilitator Messaging: This option is enabled by default. If this option is disabled, facilitators will not be able to send messages to teams and/or participants for the event.



4. When done with *Owners and Permissions* settings, choose **Next**.

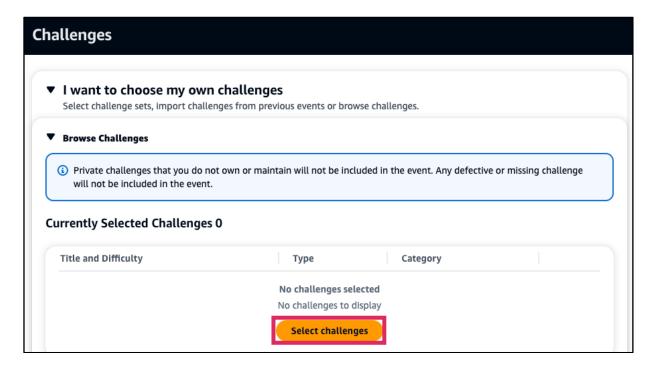
Step 5 Challenges (How to add challenges to an event)

The *Challenges* page is displayed. In this fifth step, you choose what challenges you will have for participants to solve. You can choose it individually, use curated challenge sets, or use challenges from a past event.

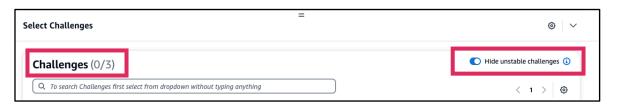


1. In the *Challenges* page the **I want to choose my own challenges** panel is maximized and shows the **Browse Challenges** panel, which is also maximized.

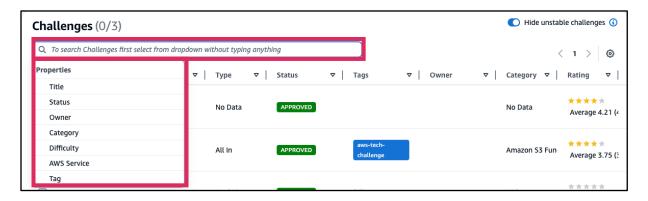
Choose **Select challenges** to browse the challenge library and to pick challenges to use for your event.



2. The Select Challenges panel shows the challenge library. To the right of the Challenges title the count of challenges you have chosen out of the available challenges to choose from the list below that. The count changes based on your filters. The **Hide unstable challenges** is enabled by default. You can toggle on/off this option to hide/show unstable challenges.



3. Choose the *search* field without typing anything to show the *Properties* panel. You can filter challenges based on its properties. The available properties are the following: **Title**, **Status**, **Owner**, **Category**, **Difficulty**, **AWS Service**, and **Tag**.



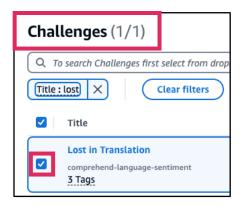
- 4. Choose a property to show *Operators* which are used to find more specific challenges. You can choose between two operators as follows:
 - a. `=` **Equals**. This operator is used to find a string of text exactly as you typed in the challenge property.
 - b. `:` Contains. This operator is used to find a string of text that is found anywhere in the challenge property.



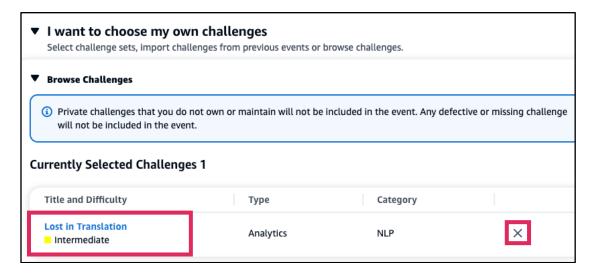
Type the text after the operator and it will automatically update with a list of challenges that are available. If the list is empty, start your search over this time using new search terms. If the challenge list is empty again, the challenge probably does not exist. **Note**: In this example the word "lost" is searched within **Title** of all the challenges with the `:` **Contains** operator.



The *Challenges* panel shows a list of challenges with your specific filters applied. If you want to add a challenge to the event, **check** the box to the left of the *challenge title*. The *Challenges* count is updated with the number of challenges selected from the available shown.



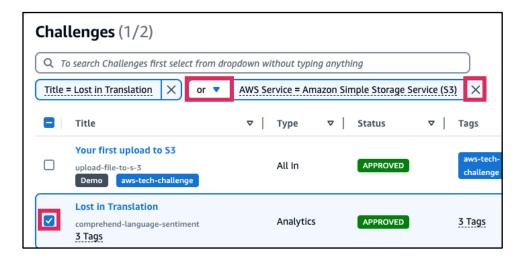
The *Currently Selected Challenges* section is also updated and shows all your chosen challenges. You can remove the challenge by choosing **X**.



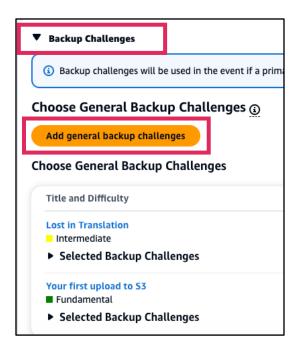
You can narrow down challenges by applying additional filters in *search* in the *Challenges* panel of the *Select Challenges* section. In this example "s3" is typed and the value "AWS Service = Amazon Simple Storage (S3)" is chosen.



You can change the filter logic of two or more *filters* by choosing **and/or** found on the left of a second **filter** and later filters. You can remove filters by choosing **X** to the right of each filter. **Note**: If your search returns empty, you can try improve your results by removing individual filters and/or changing the filter logic using **and/or** operators. Add a **check** next to the challenge name of the challenge(s) that you want to add.



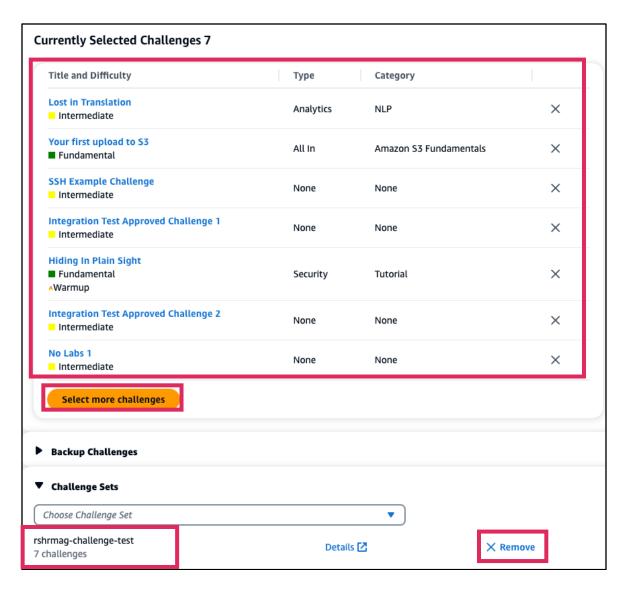
5. You can add backup challenges which are used in the event if a primary challenge has a problem deploying. Choose **Backup Challenges**, then choose **Add general backup challenges** to open the Select Challenges section and use the search challenge steps shown earlier to find backup challenges.



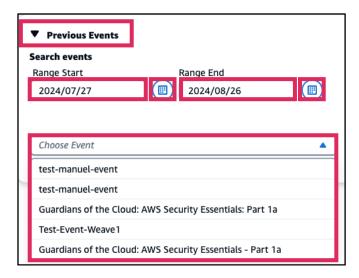
6. You can also use challenge sets which are preset challenges to use to populate your selected challenges list. Choose **Challenge Sets**, then choose an **set** in the *Choose Challenge Set* dropdown.



7. When you choose a challenge set, it will replace any previously selected challenges and will populate it with all the challenges belonging to the set. You can remove an individual challenge of the set by choosing **X**. You can add more challenges by choosing **Select more challenges**. You can remove the entire challenge set by choosing **X Remove** to the left of the challenge set name in the *Challenge Sets* panel.



8. You can select challenges from a past event you hosted or participated in by choosing **Previous Events**. In *Search events* select a *Range Start* and *Range End* by entering a date in the format **YYYY/MM/DD** or choose a calendar icon to pick a date. Then, choose an event in the *Choose Event* dropdown. **Note**: If no event shows up check the Range Start and Range End dates to make sure the past event falls between your chosen dates.



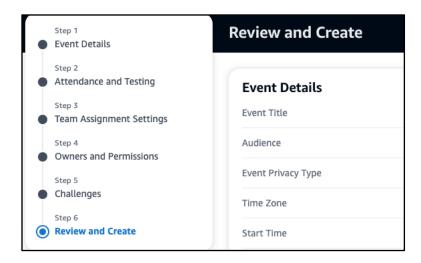
9. The past event your selected will populated the *Currently Selected Challenges* with all the challenges from the past event. You can see the past event name you selected. If you don't want to use the previous event, choose **X Remove**.



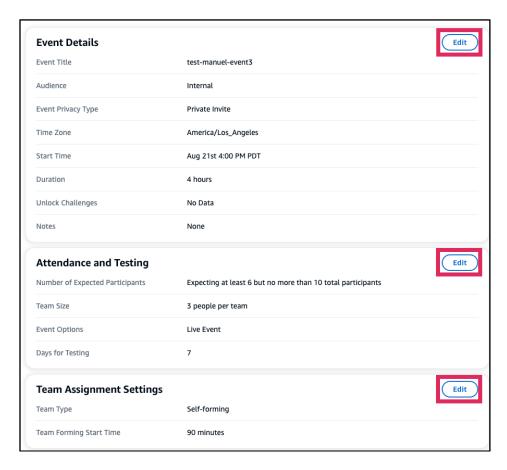
10. When done selecting challenges, choose **Next**.

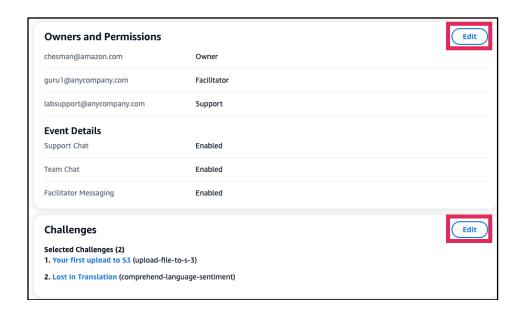
Step 6 Review and Create (How to review event details and create the event)

1. The Review and Create page displays. This sixth and final step shows the details of all the steps you completed for your review.



2. You can review the details for each step. If there is a setting see that you need to change in a certain category choose **Edit**.

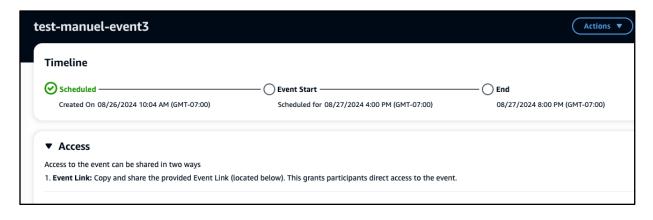




3. When you are done reviewing the all the event steps, choose **Create Event Request**.



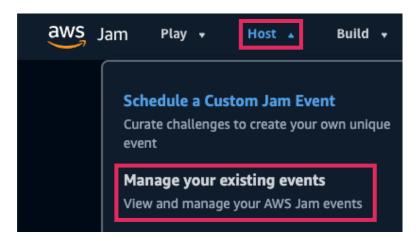
4. The event page is shown with important information such as the timeline, access, event overview, team settings, and preparation guide. You can see the event name at the top.



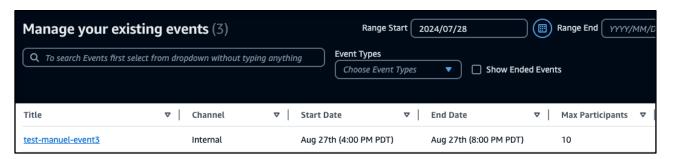
How to manage existing events

A list of your existing events page displays the name of each event. In the event admin page you can review your settings and make changes as needed.

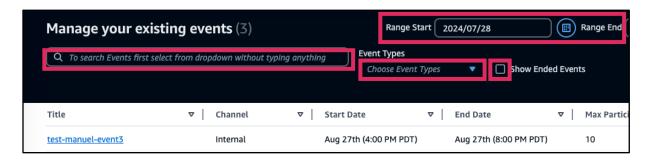
 In the Jam landing page navigation, choose Host, the choose Manage your existing events.



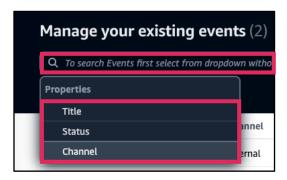
2. A list of your existing events page is shown. You can see the *title*, *channel*, *start date*, *end date*, *max participants*, and *status* of an event(s).



3. You can narrow your search by property, date range, event types, and ended events.



4. Choose **search**, then choose a property from the dropdown without typing anything.



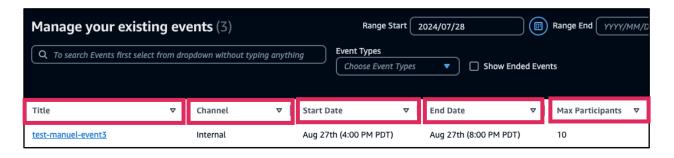
5. You can search by date range. Choose a *Range Start* and *Range End* by entering a date in the format YYYY/MM/DD or choose a calendar icon to pick a date.



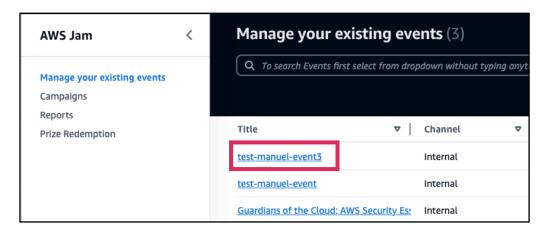
6. **Check** the box **Show Ended Events** to show ended events. You will see events with *ENDED Status*.



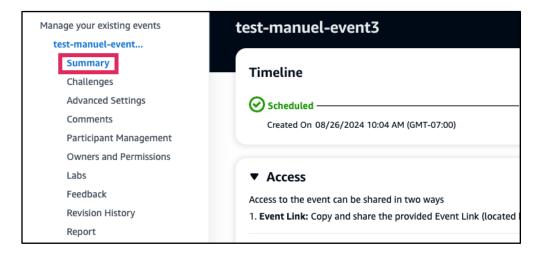
7. Choose the **column title** to change between **ascending** and **descending** sort order.



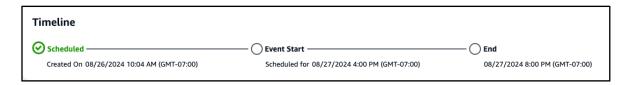
8. Choose the **title** of the event you want to manage.



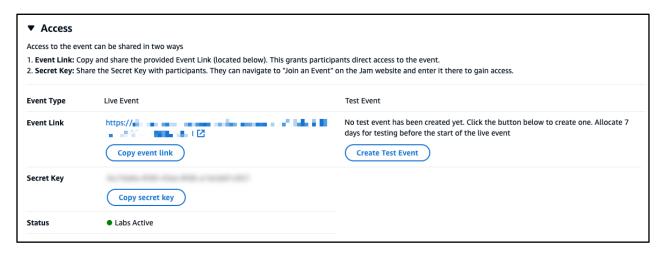
9. The event admin page shows a summary of your event such as timeline, event access, event overview, team settings, and preparation guide.



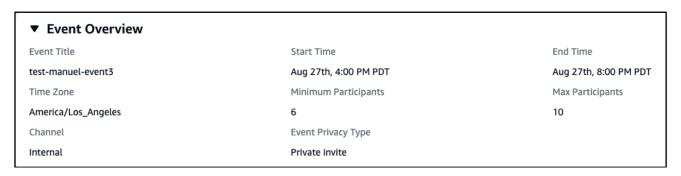
10. The *Timeline* shows important dates and time about your event.



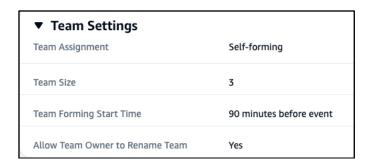
11. The Access panel shows the event link that you can share with participants.



12. The Event Overview panel shows details about the event such as title, start and end times, number of participants, channel, and privacy type.



13. The *Team Settings* panel shows information about the team assignment, size, forming start time, and ability to rename teams.



14. The *Preparation Guide* section shows links to **FAQ** pages for the following: *For Event Owners, For Facilitators,* and *For Learners*.



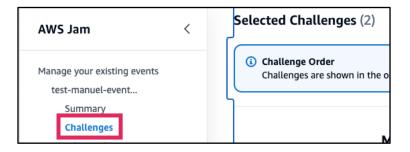
- 15. Choose **Actions** on the top right of the page to show the actions you can choose to take for the event:
 - a. **Unlock Challenges**: This option unlocks the challenges when the event starts. **Note**: A facilitator must unlock the challenges manually if you did not set it to automatically unlock.
 - b. **Book this event again**: This option enables you to create this event again using all the settings and challenges selected in it.
 - c. Cancel Event: This option enables you to cancel the event if needed.



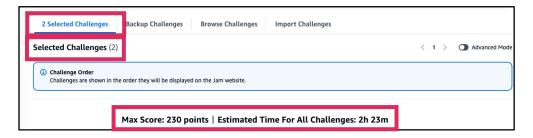
16. Choose **Edit**, if you need to make changes to any setting in the *Event Overview* or *Team Settings* panel.



17.On the left menu choose the **Challenges** link to manage your selected challenges.



18. The Selected Challenges tab and the Selected Challenges page shows the total number of selected challenges next to it. You can see the Max score points and how long the event is estimated to take in the Estimated Time For All Challenges.



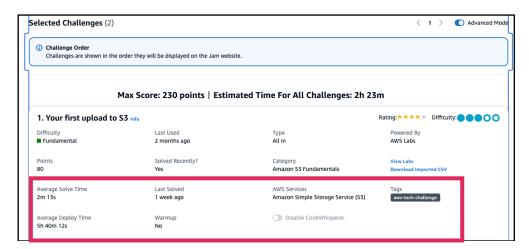
19. You can also see the challenges below that with basic information in each individual challenge.



20. You can see more information about each challenge by choosing to turn **on Advanced Mode** located on the top right side of *Selected Challenges* page title.



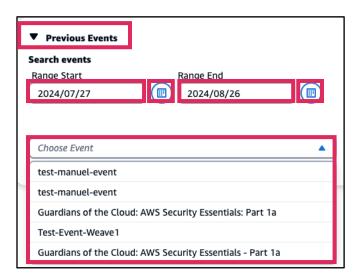
21. Advanced Mode shows additional information about a challenge such as Average Solve Time, Last Solved, AWS Services, Tags, Average Deploy Time, and Warmup.



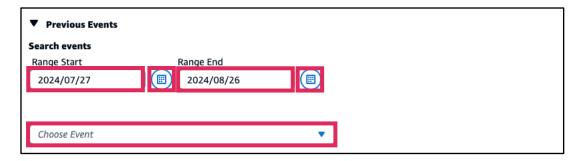
How to book a past event

You can select challenges from a past event you hosted or participated in for the *Schedule a Custom Jam Event* task.

- 1. In the Jam landing page navigation, go to **Host**, then select **Create a Custom Jam Event**.
- 2. Complete all the steps until you get to the *Challenges* step or skip the earlier steps and go directly to the *Challenges* step.



3. Scroll down to the Previous Events panel and choose it. In *Search events* select a *Range Start* and *Range End* by entering a date in the format YYYY/MM/DD or choose a calendar icon to pick a date. Then, choose an event in the *Choose Event* dropdown. Note: If no event shows up check the Range Start and Range End dates to make sure the past event falls between your chosen dates.

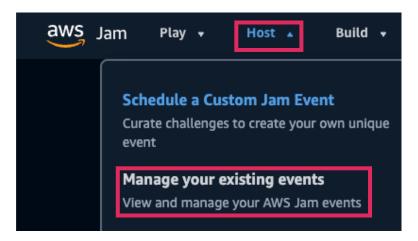


4. The past event your selected will populated the *Currently Selected Challenges* with all the challenges from the past event. You can see the past event name you selected. If you don't want to use the previous event, choose **X Remove**.

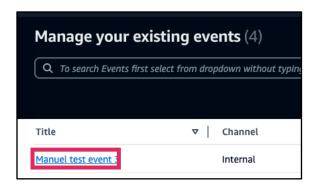


How to access your event

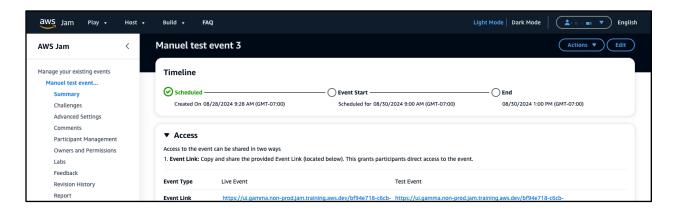
1. In the Jam homepage navigation, choose **Host**, the choose **Manage your** existing events.



2. A list of your existing events page displays the name of each event. Choose the **event title** you want to access.



3. The event admin page is displayed.

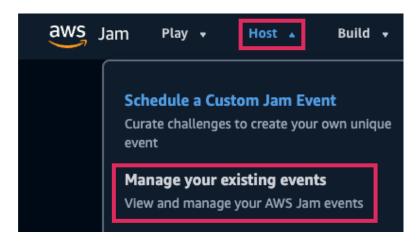


How to invite participants to an event

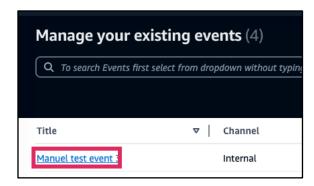
For events that have been configured as *Private invite* for the event privacy type, then you would to invite participants by email. If a participant has not been added to the *Invited Participants* list, they will not be able to enter the event. **Note**: For events that have been configured as *Private Code* participants can enter events using the *event link* or by entering the *secret key* in **Join an Event** in the Jam homepage navigation **Play** menu.

IMPORTANT: A Jam learner must be a Skill Builder Team Subscriber in order to participate in a Jam event.

 In the Jam homepage navigation, choose Host, the choose Manage your existing events.



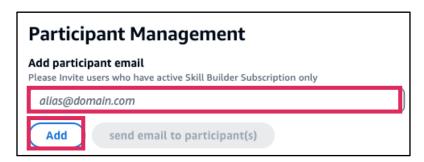
2. A list of your existing events page displays the name of each event. Choose the **event title** you want to access.



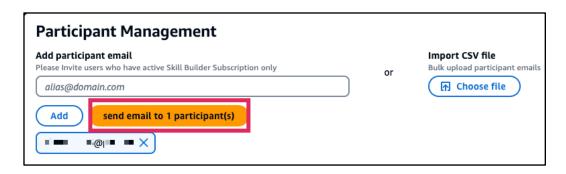
3. The event admin page is displayed. In the event management menu on the left choose **Participant Management**.



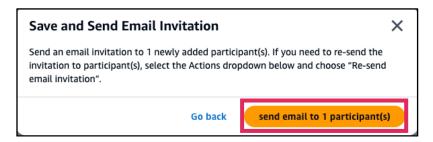
4. The Participant Management page is where you can add participants. In Add participant email, type only one **email** at a time, then choose **Add**.



5. The email invite list is shown. When done entering emails, choose **send email to (number) participant(s)**.



6. The Save and Send Email Invitation panel is shown confirming the number of added participants. Choose **send email to (number) participant(s)**.



7. The *Invited Participants* list is updated with the most recent *participant email(s)* invited.

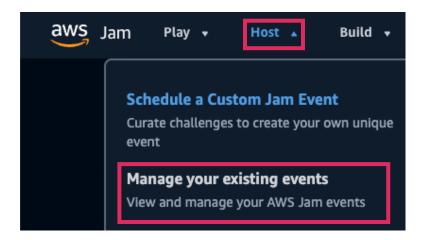


How to invite participants to an event using bulk upload

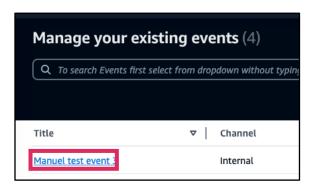
You can invite participants in bulk using a CSV file instead of entering it manually one at a time.

IMPORTANT: A Jam learner must be a Skill Builder Team Subscriber in order to participate in a Jam event.

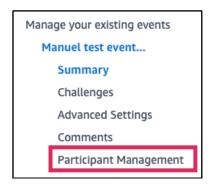
1. In the Jam homepage navigation, choose **Host**, the choose **Manage your** existing events.



2. A list of your existing events page displays the name of each event. Choose the **event title** you want to access.



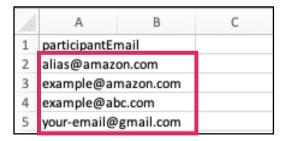
3. The event admin page is displayed. In the event management menu on the left choose **Participant Management**.



4. You can add multiple emails with *Import CSV file*. Choose **Download template** and save the file *InviteParticipantTemplate* somewhere in your computer filesystem.



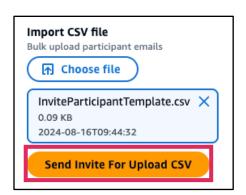
5. Open the InviteParticipantTemplate.csv file and type in the **emails** of your invitees. **Save** the csv.



6. Choose file, locate and Open the csv file.



7. You will see the *CSV* name, size and date information. Choose **Send Invite For Upload CSV**.

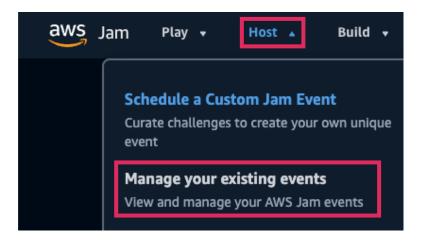


8. The *Invited Participants* list is updated with the most recent *participant email(s)* invited.

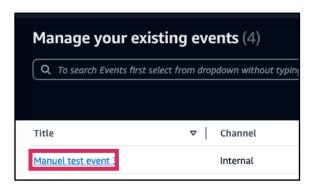


How to share the event links

1. In the Jam homepage navigation, choose **Host**, the choose **Manage your** existing events.

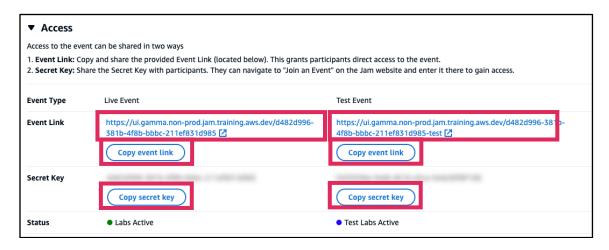


2. A list of your existing events page displays the name of each event. Choose the **event title** you want to access.



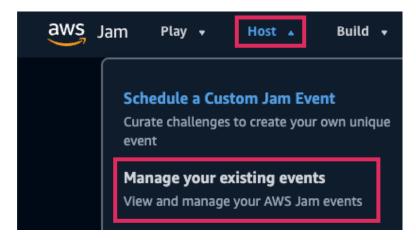
3. In the event summary navigate to the *Access* panel to find the event link. *Event Link* shows the URLs which grants participants direct access to the live event or testers to the test event. Choose **Copy event link** and share it to your invitees or testers using your choice of method.

The Secret Key is displayed if the event was configured as Private code for the event privacy type. Copy the secret key and send to participants or testers for so they can enter the event using the "Join an Event" in the Jam homepage navigation.



How to change the number of participants in an event

 In the Jam homepage navigation, choose Host, the choose Manage your existing events.



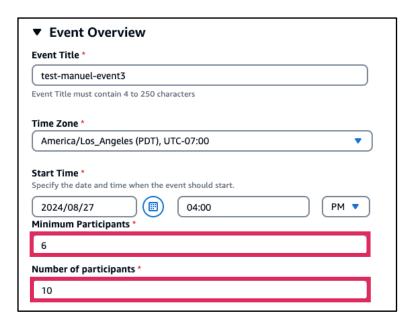
2. A list of your existing events page displays the name of each event. Choose the **title** of your existing event.



3. In the event page select **Edit**, on the top right of the page.



4. In *Event Overview*, go to *Number of participants* and change the **number** in **Minimum participants** and **Number of participants** as needed.

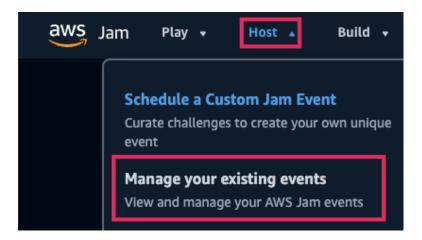


5. When done, choose **Save**, on the top right of the page.



How to change the time and date of an event

1. In the Jam homepage navigation, choose **Host**, the choose **Manage your** existing events.



2. A list of your existing events page displays the name of each event. Choose the **title** of your existing event.



3. In the event page select **Edit**, on the top right of the page.



4. In Event Overview panel, go to Start Time and change the date and start time.

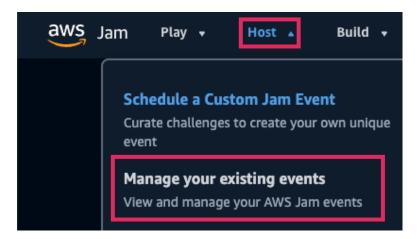


5. When done, choose **Save**, on the top right of the page.

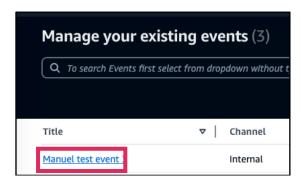


How to test a Jam event

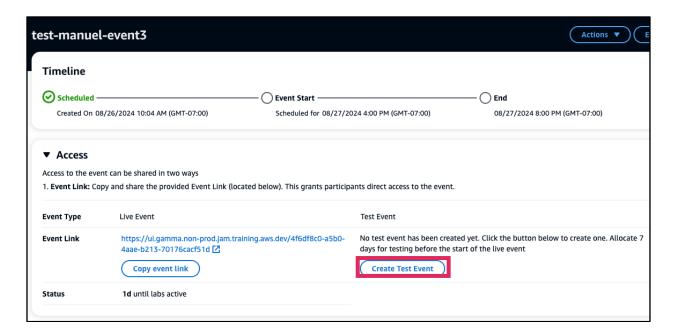
1. In the Jam homepage navigation, choose **Host**, then **Manage your existing** events.



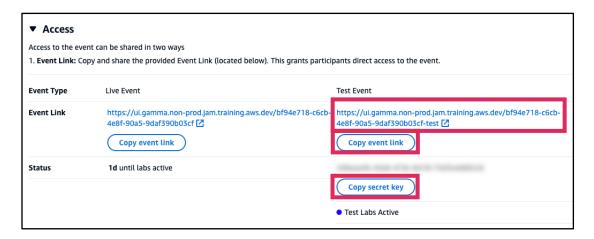
2. A list of your existing events page displays the name of each event. Choose the **event title** of your existing event to open the event admin page.



3. Go to the *Access* panel to see the test *event link*. The Event Link shows the event link of the Test Event. If there is no link, choose **Create Test Event**.

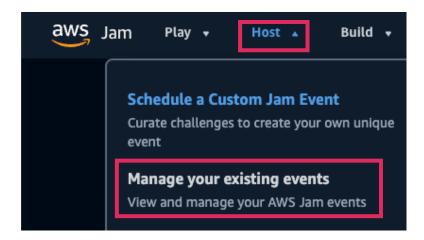


4. A test event link will be made and will display. Choose the **test event link** to open the test event in a new browser tab or window. Choose **Copy secret key** to send to testers. You can see the *Test Labs Active* status color below the *Copy secret key* pill. **Note**: A tester must be invited by the event owner to access the test event.



How to know more about a challenge

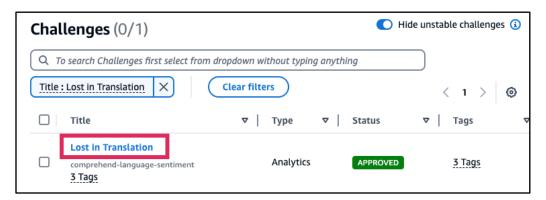
 In the Jam homepage navigation, choose Host, the choose Manage your existing events.



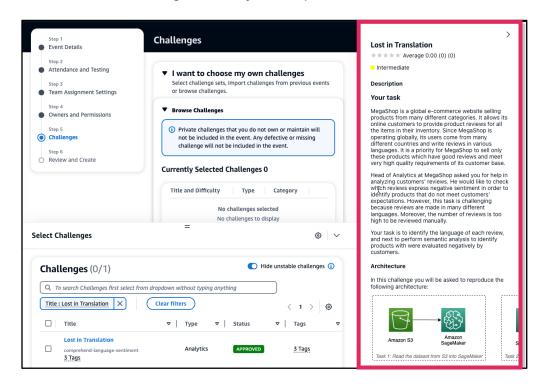
2. A list of your existing events page displays the name of each event. Choose the **event title** of your existing event to open the event admin page.



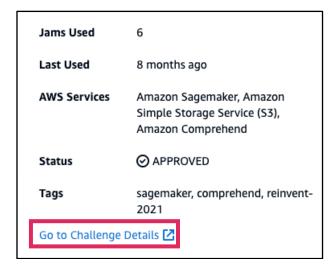
3. At the Challenges step browse for challenges. For any challenge you want to know more about choose the **challenge title**.



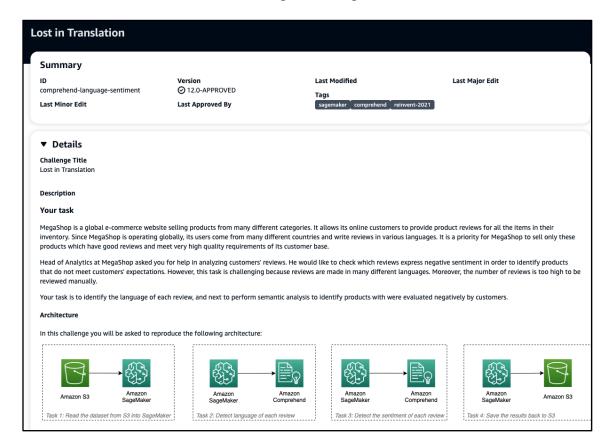
4. The challenge information panel will display on the right side. You can know more about the rating, difficulty, description architecture, and more.



5. To see the challenge details in a larger view scroll down on the challenge information panel and choose **Go to Challenge Details**.



6. The *challenge details* page opens in a new browser window. You can see additional details about the challenge in a larger view browser window.



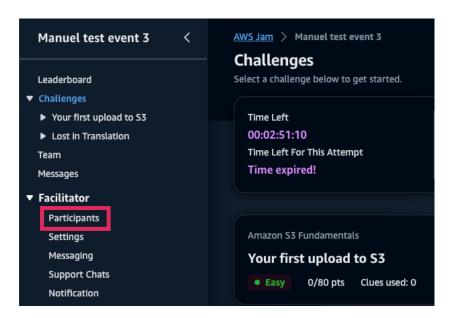
Facilitators Guide

This section covers how to use the facilitator features for a Jam event. An event owner should have given the facilitator role to the same account to which you are logging in to Jam. Ask the event owner if they have added your email as a facilitator. **Note**: An event owner has the facilitator role by default.

How to use the Participants page

The Participants page is where you manage teams and participants. Here, you can manage team names, reset a team's password, manage the team members, and remove a participant from the event.

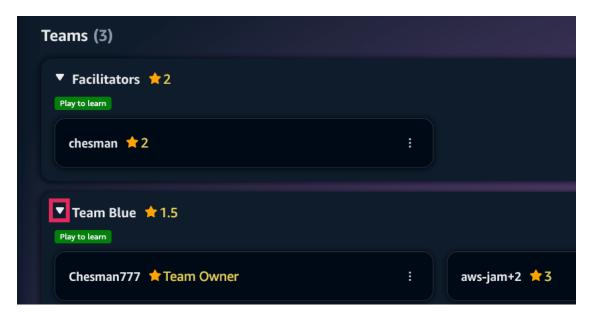
- Access your event using the event link.
- 2. In the event page you will see the challenge navigation menu on the left. Choose the **Facilitator**, then **Participants**.



3. You will see the *Participants* page. The participants page gives you an overview of the number of *teams*, *participants*, and *facilitators*.



4. In the *Teams* section you can see individual users for teams by choosing the **expand** button located to the left of the *team names*.



5. You can see the goals for each team with a label below the team name, which is one of the following: *Play to learn* or *Play to win*.



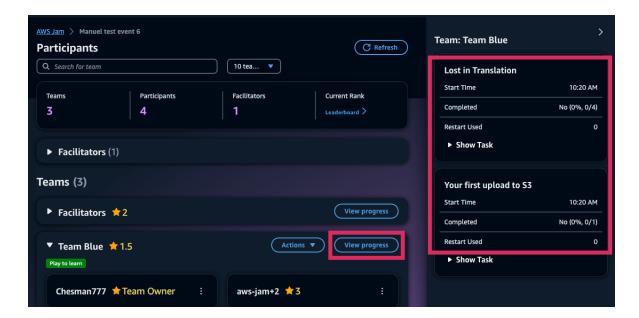
6. You can see who is the *Team Owner*. You can see the skill level of a team and individual users by the level icon (star with number) next to the user names. **Note**: A skill level of 0 will not show the number. The team skill level is determined by taking the average skill level for all the team members.



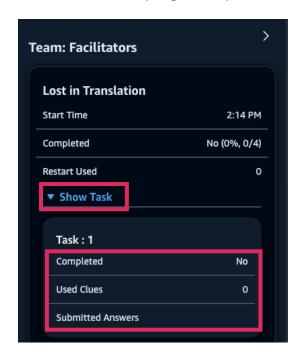
- 7. You can take the following actions for an individual team by choosing **Actions**, the choosing one of the following options:
 - a. **Change team name**: Change a team's name for any reason.
 - b. **Lock team name**: Lock the team name to prevent it from being changed by the team owner.
 - c. **Change team password**: Change a team password for any reason.
 - d. **Remove team password**: Remove a team password so anybody can join the team without having to enter a password.



8. Choose **View progress** in the team panel to view a team's progress. You can see the team's progress for each challenge. For a challenge you can see what time it was started (*Start Time*), how many tasks were finished (*Completed*), and how many restarts were used (*Restart Used*).



9. You can see a team's progress for each task of an individual challenge. Choose Show Task to show the progress report for all the tasks. You can see if it has been completed (Completed), how many clues were used (Used Clues), and the answers submitted (Submitted Answers). When done you can choose Show Task to close the progress report.

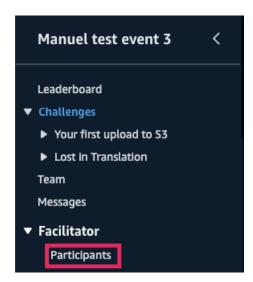


- 10. You can take actions on individual users. Choose the **kebab (three dots menu)**, then pick one of the following options:
 - a. **Change team**: Move a participant to another team. You may do this to balance out a team's skill level compared to the rest of the teams.
 - b. **Remove from team**: Remove a participant from the team. You may remove the participant for inactivity or for any other reason.
 - c. **Make team owner**: Make a participant the team owner. You may want to do this if the current team owner is inactive and someone else volunteers to be the team owner.



How to move a participant to another team

- 1. Access your event with the event link or secret key.
- 2. In the event page you will see the **Facilitator** menu on the left. In the **Facilitator** menu, choose **Participants**.



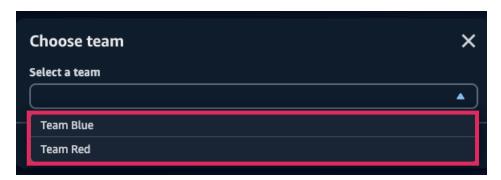
3. Go to the *Teams* section. Then choose the **expand** button located to the left of the team name of the participant you want to move.



4. Locate the participant you want to move. In the username panel choose **kebab** (three dot menu), then Change team.



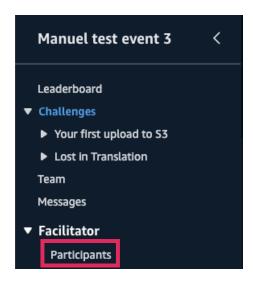
5. Choose **Select a team** dropdown, the choose a different **team** than the one the participant belongs to. Then choose **Submit**.



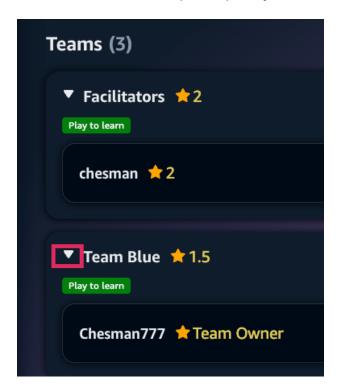
6. The participant will be moved to the new team.

How to remove a participant

- 1. Access your event with the event link or secret key.
- 2. In the event page you will see the **Facilitator** menu on the left. In the **Facilitator** menu, choose **Participants**.



3. Go to the *Teams* section, then choose the **expand** button located on the left of the team name of the participant you want to move.



4. Find the participant you want to move. Choose the **kebab (three dot menu)** in their username panel, then **Remove from team**.



- 5. In the *Please enter removal reason panel* choose one of the following reasons from the **dropdown**:
 - a. Choose Removing for other reasons
 - b. Removing user due to reported inactivity

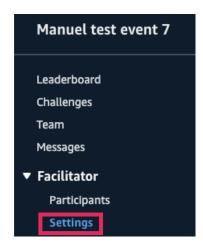


- 6. When done choose **Submit**.
- 7. The participant will be removed from the team.

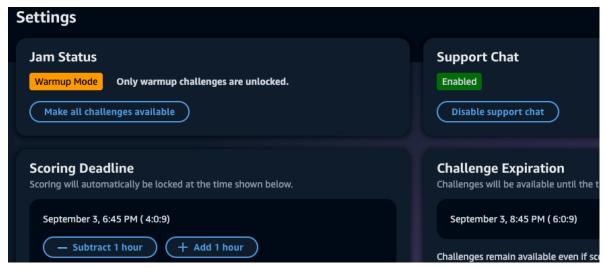
How to use Settings

You can get to the settings page from the *Facilitator* menu in the *event admin page*. The settings page is where you can adjust the settings for the challenges, scoring, and chat.

1. In the event admin page, choose **Facilitator**, then **Settings**. **Note**: If you are a facilitator and you cannot see the Facilitator menu, ask an event owner to give you *facilitator* permissions. Then logout of Jam and log back in.



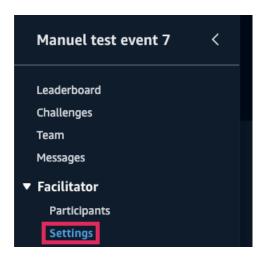
- 2. The Settings shows the following panels:
 - a. Jam Status: This shows the status of the Jam and whether challenges are available. In warmup mode only warmup challenges are unlocked.
 - b. Scoring Deadline: This shows the date and time scoring will be locked.
 - c. Support Chat: This shows if support is enabled or not.
 - d. Challenge Expiration: This show the date and time when challenges will expire. Challenges remain available even if scoring is finalized.



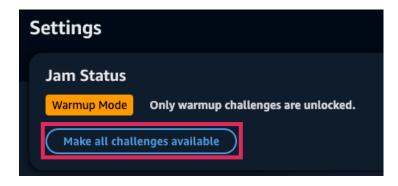
How to use unlock challenges

If your event has begun and the challenges are not available, they will need to be unlocked for participants to work on them. You need to be an event owner or facilitator to unlock challenges.

In the event admin page, choose Facilitator menu, then Settings. Note: If you are a facilitator and cannot see the Facilitator menu, ask an event owner to give you facilitator permissions. Then logout of Jam, then log back in.



2. In the Settings page navigate to the *Jam Status* panel. Choose **Make all challenges available**.

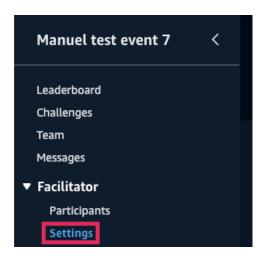


3. All challenges are now available.

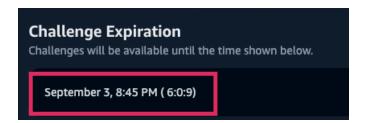


How to see the challenge expiration

1. In the event admin page, choose **Facilitator**, then **Settings**. **Note**: If you are a facilitator and cannot see the **Facilitator** menu, ask an event owner to give you *facilitator* permissions. The log out of Jam, then log back in.



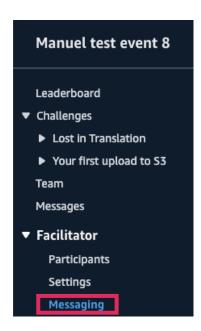
2. In the Settings page navigate to the *Challenge Expiration* panel. You can see the date and time of the challenge expiration. **Note**: Challenges remain available even if scoring is finalized.



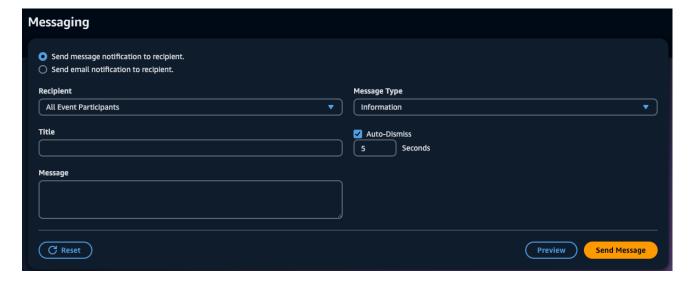
How to use Messaging Tab

The Messaging page is used to send messages to or email event participants.

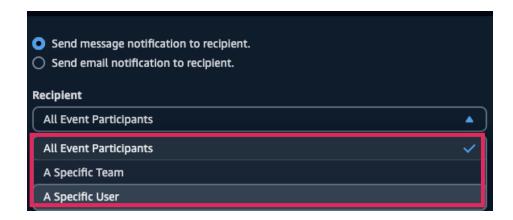
1. In the event admin page, choose **Facilitator**, then **Messaging**. **Note**: If you are a facilitator and cannot see the **Facilitator** menu, ask an event owner to give you *facilitator* permissions. The log out of Jam, then log back in.



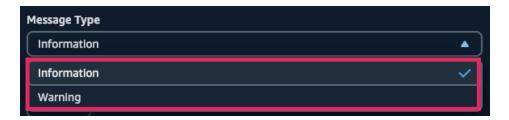
2. The messaging page is where you can send messages and emails to all recipients, a team, or a single participant.



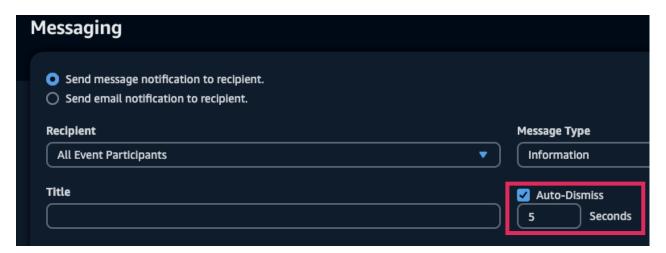
- 3. You can send a message to different type of recipients. In *Recipient* choose **dropdown** and one of the following options:
 - a. **All Event Participants**: The default is to send a message to all event participants.
 - b. **A Specific Team**: Send a message to specific team.
 - c. A Specific User: Send a message to a specific user.



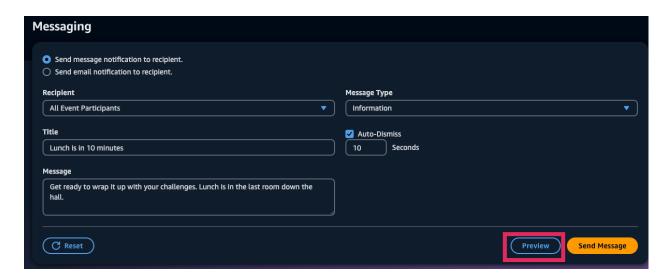
- 4. You can send two types of messages, which is one of the following:
 - a. **Information**: This type is used to send information such as the names of the lab helpers in the room.
 - b. **Warning**: This type is used for when the event is about to end.



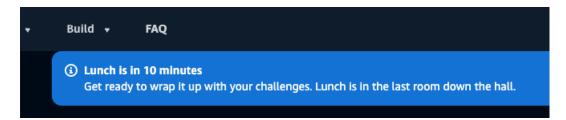
5. The **Auto-Dismiss** is enabled by default. It is used when sending a notification. The notification will automatically clear after the number of **seconds** entered.



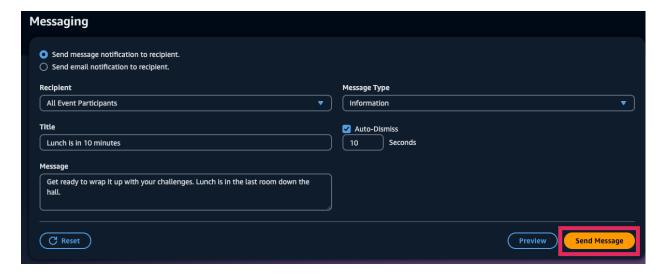
6. Choose **Preview**, after composing a message to see how it would look to recipients.



7. The notification preview is shown in a banner at the top of the page.



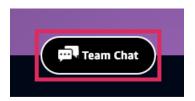
8. When you are satisfied with message and settings choose **Send Message.**



How to use Chat

You can chat with facilitators team members during the live event.

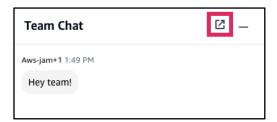
1. In all of the event pages, on the bottom right, choose **Team Chat**.



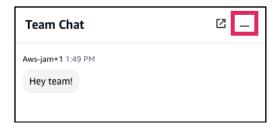
2. Type your message, then choose **Send**.



3. Choose **open in a new browser (i**) icon, to open the chat window in a new browser tab.



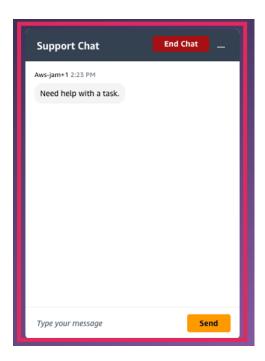
4. Choose **minimize** (_) icon, to hide the chat window and end the conversation with the team.



How to Chat with Participants

When the *support chat* option is enabled while scheduling a custom event, a dedicated support member can chat with a participant needing help. **Note**: The *support chat* option is enabled during the *Owners and Permissions* step in the *Support and Collaboration* panel. The *support chat* option should be enabled only if there is someone dedicated to monitoring the support chat queue.

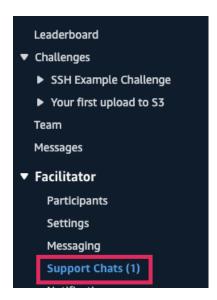
1. When a participants requests chat support, a support team member will see the **Support Chat** window popup at the bottom right of the page.



The support team member and all other members in the facilitators team will see a number in the support chat button on the bottom right of the page indicating how many support requests are in the queue.



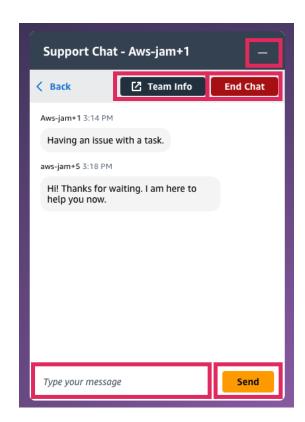
2. The **Support Chats** menu item shows how many support chats are in the queue. Choose **Facilitator**, then **Support Chats** (*number*) to open the queue.



3. The Support Chat Queue shows information about the chat requests in the queue such as time requested, user, and team. Choose **New – begin chat** to start the conversation with the participant.



4. The support chat window displays on the bottom right of the page. You can see the user you are chatting with on the top of the chat window and also in the chat window. Type your message in the Type your message field and then Send. Choose Team Info to see more info about the team in a new browser window. Choose minimize to hide the Support Chat window. When done conversing, choose End Chat.



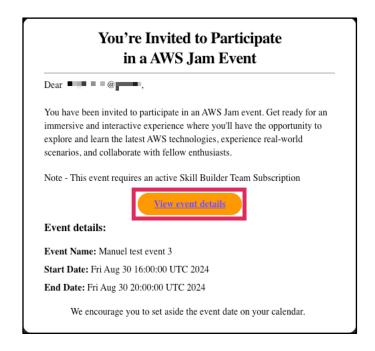
Participant Guide

This section covers how to join, discover, and complete challenges in a Jam event as a participant.

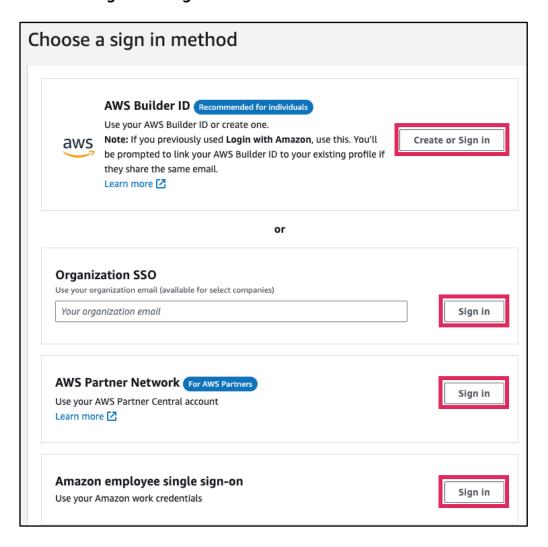
How to Join an Event

There are two ways to join an event, either through an email invitation which contains the event link or by entering a secret key in the Jam homepage. You should have been provided an email invitation or secret key. If you do not have an invitation or secret key, ask the event organizer to send it to you.

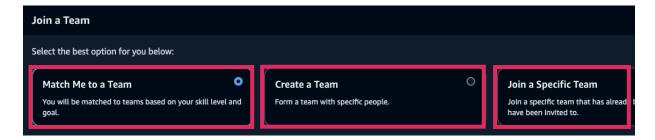
Check your email inbox for an email titled "AWS Jam – Invitation". It will
contain the event details. Open the email and choose View event details. Note:
Read the email carefully for any important notes.



2. Choose a sign in method depending on which account you want to use. Choose **Create or Sign in** or **Sign In**.



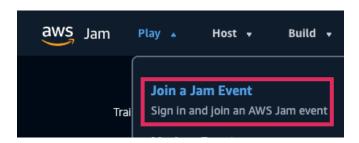
- 3. You will enter the event and be asked to join a team. Choose one of the following options:
 - a. **Match Me to a Team**: You will be matched to teams based on your skill level and goal. **Note**: Your skill level is based on your self-reported skill level in your profile.
 - b. Create a Team: You can form a team with specific people.
 - c. **Join a Specific Team**: You can join a specific team that has already been created or you have been invited to.



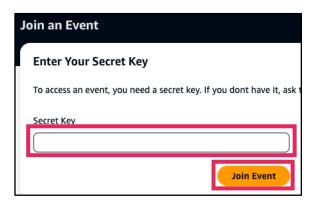
How to Join an Event with a Secret Key

IMPORTANT: You must have the secret key to enter the event. If you don't have it ask the event owner to send it to you.

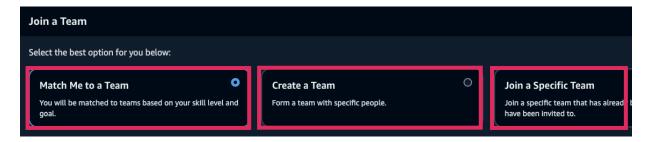
1. In the Jam homepage navigation, go to Play, then choose Join a Jam Event.



2. Enter the secret key in **Secret Key**, then choose **Join Event**.



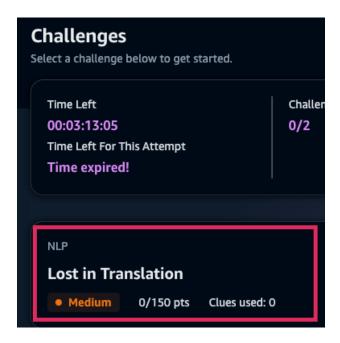
- 3. You will enter the event and be asked to join a team. Choose one of the following options:
 - a. **Match Me to a Team**: You will be matched to teams based on your skill level and goal. **Note**: Your skill level is based on your self-reported skill level in your profile.
 - b. Create a Team: You can form a team with specific people.
 - c. **Join a Specific Team**: You can join a specific team that has already been created or you have been invited to.



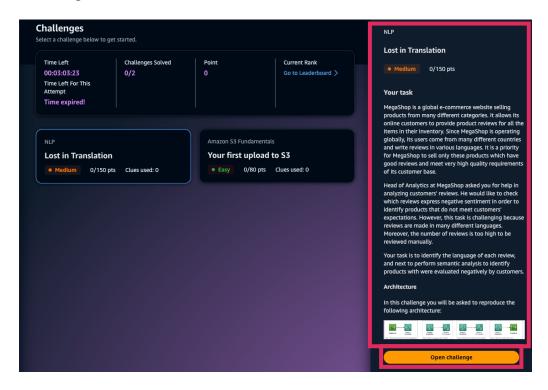
How to Open a Challenge

After accessing an event you will be taken to *Challenges* page where you will see challenges that you can begin to take part in. There are two ways to open it. First you will see the challenge tile method and the second the challenge menu.

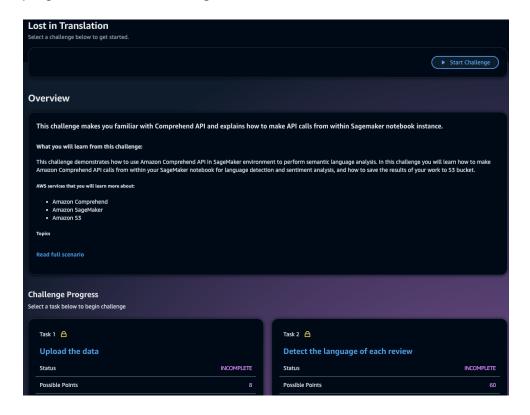
1. In *Challenges* page choose a **challenge name** tile.



2. The challenge description panel shows on the right side. Choose **Open challenge**.

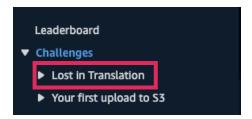


3. The challenge page displays the *challenge name*, *overview* and your *challenge progress* for each challenge.

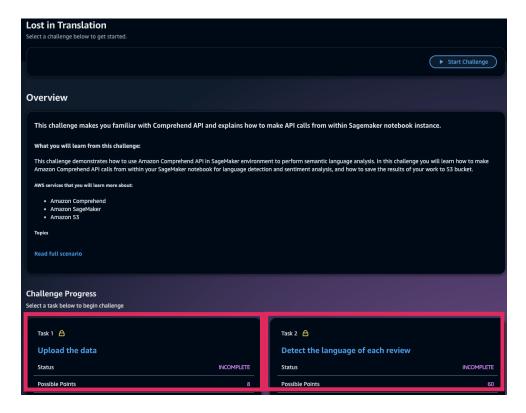


The second method is done with the **Challenges** menu.

1. In the challenge page choose **Challenges** on the left side of the page. Then choose a **challenge name** to open.



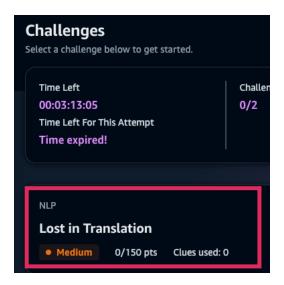
2. The challenge page displays the *overview* and the *challenge progress* section with every single **task**.



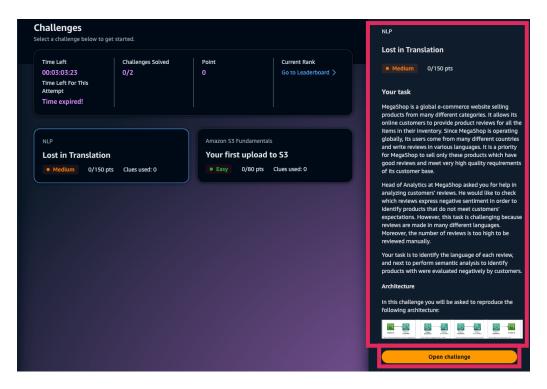
How to Start a Challenge

After accessing an event you are taken to *Challenges* page where you will see the challenges that you can solve.

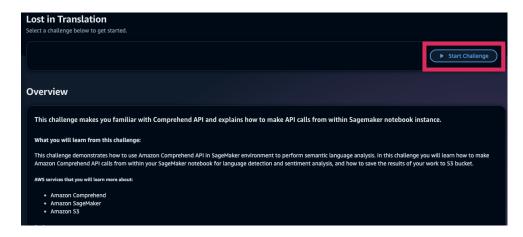
1. In *Challenges* page choose a **challenge name** tile.



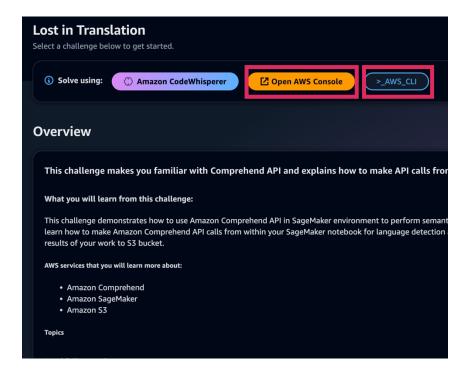
2. The challenge description panel shows on the right side of the page. Choose **Open challenge**.



3. In the challenge page, choose **Start Challenge**.



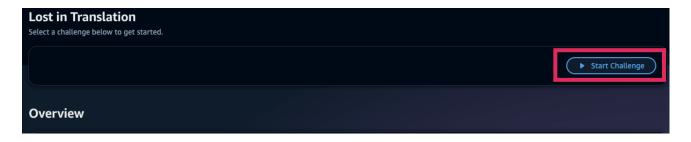
4. You can begin working on the challenge using AWS Console or AWS CLI.



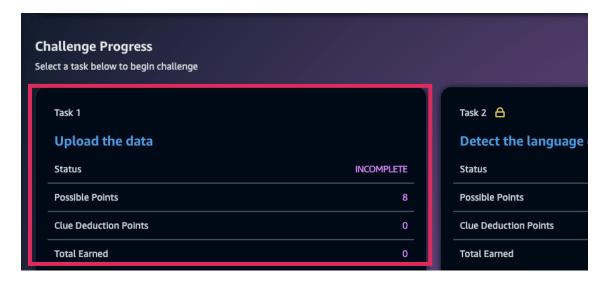
How to Solve a Task

When you are in the challenge page you must ensure that you have started the challenge before you can begin to solve individual tasks.

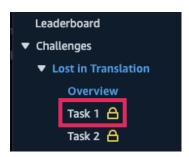
1. In the challenge page, choose **Start Challenge**.



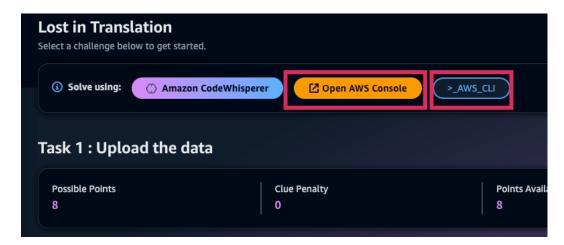
Choose **Task 1**, in the *Challenge Progress* section. **Note**: Tasks are commonly solved in ascending order.



You may also use the menu and choose Challenges, then Task 1.



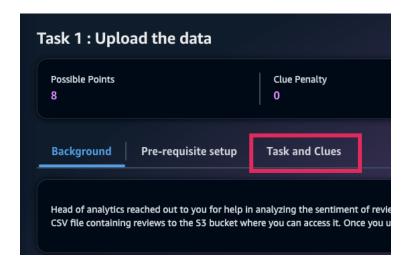
 The task page shows the name, possible points, clue penalty, and points available. You earn points by solving and task. Choose Open AWS Console or AWS_CLI.



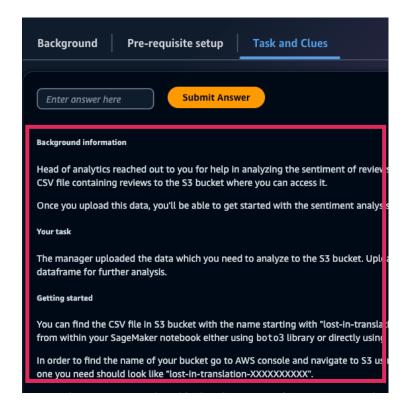
How to Use Clues

You can use clues within in a task if you need help solving it. Keep in mind that using clues may have penalty points and will lower the possible points earned.

1. In the task page, choose Task and Clues.



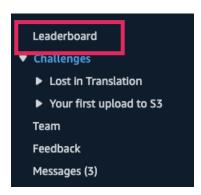
2. The Task and Clues page shows specific steps on how to complete the task.



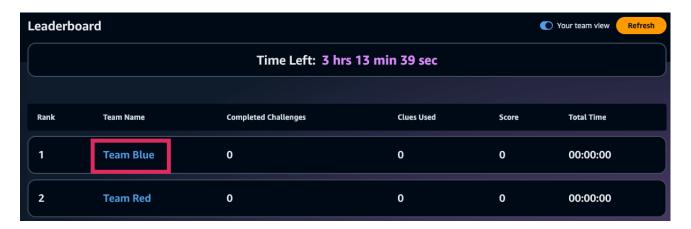
How to view the Leaderboard

The leaderboard shows the real time scores of the competing teams.

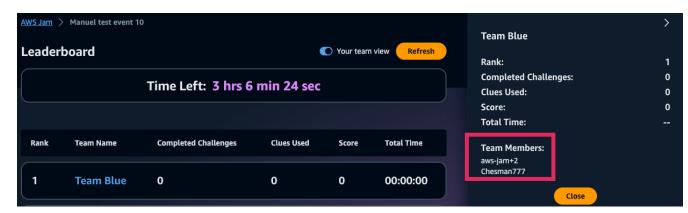
1. In the *challenges* navigation on the left side, choose **Leaderboard**.



2. The leaderboard shows how much time is left for the challenges, team rankings and team statistics. Choose a **team name** to see its team members



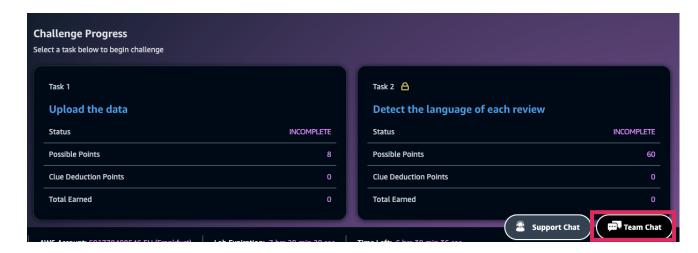
3. The team info shows on the right side. Choose **Close** when done.



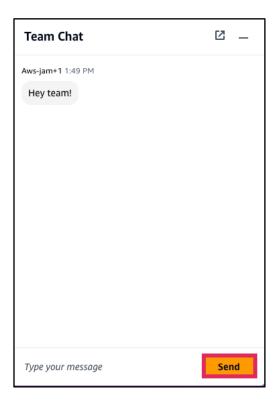
How to Chat with your Team

You can chat with your team to coordinate solving a challenge and for any reason you choose.

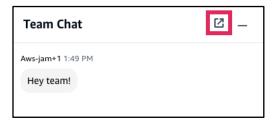
1. In the challenge page, choose **Team Chat**, on the bottom right of the page.



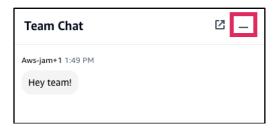
2. Type your message, then choose **Send**.



3. Choose **open in a new browser (i**) icon, to open the chat window in a new browser tab.



4. Choose **minimize** (_) icon, to hide the chat window and end the conversation with the team.



How to Request Support Chat

You can request to chat with a dedicated support team member during the live event.

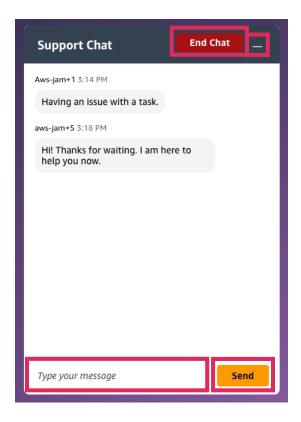
1. Choose **Support Chat** at the bottom right of the page.



2. The **support chat** window displays on the bottom right of the page. Type your message in the *Type your message* field and then **Send**.



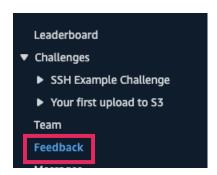
3. A support team member will respond to your request and you can read their response in the support chat window. **Type your message** and **send** as many times as needed. Choose **minimize** to hide the *Support Chat* window. When done conversing, choose **End Chat**.



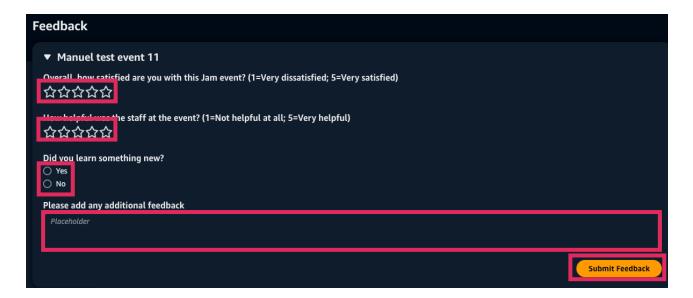
How to Use Feedback

The feedback page is used to record your rating for the event and challenges. A feedback page is shown after you complete a challenge.

1. Choose **Challenges** navigation menu, then **Feedback**



2. To submit event feedback choose a number of **stars**, or **yes** or **no**. Type additional feedback in the **please add any additional feedback** field. When done, choose **Submit Feedback**.



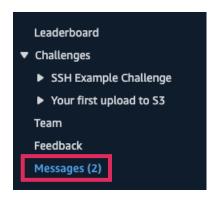
3. For entering challenge feedback choose a number of **stars**, a **number**, or **yes** or **no**. Type additional feedback in the **please add any additional feedback** field. When done, choose **Submit Feedback**.



How to use Messages

Participants can read messages sent by facilitators in the Messages page.

1. The *messages* page shows all the messages you have received. Choose **Challenges** menu, then **Messages (number)**.



2. Choose **expand** (**upside down triangle**) next to the *message title* to show the message body. **Note**: You can receive two type of messages: informational and a warning. A warning type of message has a *warning indicator*.

