

Uchaguzi Participant Checklist & Guide

Uchaguzi Getting Started:

1. If you completed training, great. Please see uchaguzi.co.ke. Also see [Uchaguzi Access Chart](#)
2. If you encounter any issues, let Heather or Angie know. Or, post to [github](#) or our [tracking spreadsheet](#).
3. Connect with the Uchaguzi Community General Skype chat - say hi, give your name, location and interest. There are [Uchaguzi Skype workflows](#) by teams. You can only join if you did training.



Uchaguzi Participant Checklist

This wiki page is your starting point. Thanks for your interest in joining a Community Working Group and/or an Online Digital Team.

1. Did you **CONFIRM** your registration? (only those who did training)
2. Review our [Uchaguzi Code of Conduct](#)
3. ~~Participate in a Training session (in Nairobi or online) Last training is March 3 at 12:00 EAT~~
4. Review the [Uchaguzi Privacy and Security Guidelines](#)
5. Review the [Uchaguzi Categories](#) definitions for reports
6. Review the [Uchaguzi Background](#)
7. Create your member account on uchaguzi.co.ke (Advise your colead and the general chat to be upgraded.)
8. We will add you into team skype chats and give you login to the software once you have completed training and signed off on the code.
Note: learn more about the [Uchaguzi Access Chart](#) and who can see and do what.

Tools you will need to participate for digital teams:

- Laptop/Desktop
- Internet
- Skype account or IRC
- login for Uchaguzi.co.ke
- Email account
- Google Docs account
- Ushahidi wiki account (recommended)

We will work with you to schedule times for your participation.

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Participants in Nairobi and DC, please arrive a few minutes ahead of your session for security checks and registration. Teams will be allocated areas to cowork in the ihub and OpenGovHub.

All participants: At the beginning of your scheduled Digital Time slot:

1. Log into Skype. You should have been allocated a team skype window.
2. Open your team wiki window with instructions
3. Check in with your team co-lead and advise that you are ready to get started.
4. Get a status update from our Blog on any items to watch
5. Login to uchaguzi.co.ke (Your team and role will have assigned levels of access)
6. Start reviewing.
7. When ready to end your shift, notify your team co-lead and the rest of the team.

A few process notes:

- Please always tell your team which report you are working on. Cite the Report Id in your skype window
- If you need help, please don't hesitate to ask. Believe me, this is all a work in progress and you are helping make it happen

Thanks for joining the Uchaguzi project!