

VOLUNTEER AND JUDGE PACK

CPPUG Power Platform Hackathon | Saturday, October 10, 2026 | Arrive 8:30 AM for the briefing

Volunteers: your job in one line

Greet people like they belong. Guide teams, but do not build for them. Keep the room tidy. Look for anyone who seems lost, alone, or stuck. Ask an organizer when unsure.

The day

Time	What happens
8:30 AM	Volunteer briefing. Set up tables, signs, power, and the check-in desk. Test Wi-Fi and the projector.
9:00 AM	Doors open. Bring people up from the lobby. Check-in, name tags, and free-agent matching.
9:30 to 9:55 AM	Welcome, rules, and challenge briefing.
10:00 AM	Build starts. Mentors roam. Free agents get matched.
12:30 PM	Lunch. Teams can eat at their tables.
1:45 to 2:00 PM	Teams hand in summary cards and set up demos. Judges meet for 10 minutes.
2:00 to 3:40 PM	Team demos until 3:15, then judges score while everyone networks. Collect score sheets.
3:40 to 4:00 PM	Awards, photos, and closing.
4:00 PM	Cleanup. Clear tables, signs, and trash. Check for lost items. Leave the room spotless.

Role cards

Role	Before doors open (8:30 to 9:00)	During the event
Door and elevator	Learn the door plan at the briefing.	Bring people up from the lobby. Let people back in after washroom trips. Never prop the door open.
Setup and cleanup	Tables, chairs, signs, check-in desk, power strips, projector test.	Fix room issues. At 4:00 PM: clear tables, trash, signs, and lost items.
Check-in	Registration list, name tags, role labels, free-agent area.	Greet people. Note no-shows. Send free agents to matching. Ask each competitor quietly: 'If you won a PPCC26 pass, could you book travel within about a week?' Mark yes on the list.
Team matcher	List of free agents with skill levels.	Mix skill levels. Ask advanced makers if they will anchor a team of beginners.
Mentor	Read the challenges and the rules in the Participant Pack.	Roam. Ask 'What are you trying to do?' Point to the next step. Do not build it for them.
Food lead	Confirm meal times and dietary options. Set up the food table.	Meet the delivery. Keep the table clean and stocked.
Timekeeper	Demo order sheet. A timer the presenters can see.	Announce time checks. Warn each team 2 minutes before the end of its slot.
Judging assistant	Print score sheets. Open the Judge Form link.	Hand out sheets, collect them, and tell judges which team is next.

Who to ask

Problem	Go to
Safety, conduct, or anyone who feels unwelcome	An event lead, right away
Wi-Fi, power, projector, or building access	The Microsoft liaison
Tenant or login problem, or a challenge question	The technical lead

Organizer names and phone numbers are on the check-in sheet at the desk. Fill in at the 8:30 briefing: Wi-Fi _____
Lunch spot _____ Volunteer channel _____

Judges: how to score

Score each team on 4 criteria with a whole number from 1 to 5. Points = score x 6, 7, 5, and 2. The most points possible is 100. Teams have the same rubric on page 3 of their Participant Pack.

Functionality (30%, score x 6 points)

Does the solution do what the team said it would do? Judges compare the live demo with the core features on the team summary card.

Score	What the judge sees
5	All listed core features work live. No errors. The team also shows one edge case handled well (for example, an empty field or a wrong entry).
4	All listed core features work live. One small glitch at most.
3	Most listed core features work live (for example, 2 of 3). Some bugs.
2	Fewer than half of the listed core features work live (for example, 1 of 3). The team needs workarounds.
1	No core feature works live, or the demo fails.

Effective use of Power Platform (35%, score x 7 points)

Did the team pick the right Power Platform parts and use them well? Judges count only what the demo shows working. Parts are Power Apps, Power Automate, Power BI, Power Pages, Copilot Studio, AI Builder, a data store (Dataverse or SharePoint list), and connectors (such as Outlook or Teams).

Score	What the judge sees
5	3 or more parts work together as one solution. The team explains why they chose each part. At least one platform strength is used (for example, approvals, shared data, a connector, or AI).
4	3 or more parts work together and each one fits the problem.
3	2 parts, and both fit the problem (for example, an app plus a flow).
2	1 part with basic use only, or 2 parts where one does not fit.
1	No Power Platform part is central, or the tools do not fit the problem.

Design and user experience (25%, score x 5 points)

Did the team think before they built, and is the result easy to use? Judges count how many of these 5 items the team shows: (A) Idea: how they chose it, such as the user need or the options they weighed. (B) Plan: a sketch, wireframe, mock-up, or flow diagram made before building (paper, whiteboard photo, or sticky notes all count). (C) Match: the built screens follow the plan, and the team says what changed and why. (D) Use: a new user could finish the main task with no explanation. (E) Polish: the layout is consistent and the text is easy to read.

Score	What the judge sees
5	All 5 items shown (A, B, C, D, E).
4	4 of the 5 items shown.
3	3 of the 5 items shown.
2	2 of the 5 items shown.
1	1 item shown, or none.

Presentation quality (10%, score x 2 points)

Did the team cover the 4 required parts: (1) the problem and who it helps, (2) a live demo, (3) the Power Platform parts used, (4) what the team learned?

Score	What the judge sees
5	All 4 parts covered, inside the time limit, and the team answers questions clearly.
4	All 4 parts covered, inside the time limit. Answers to questions are adequate.
3	3 of the 4 parts covered.
2	2 of the 4 parts covered, or the team cannot answer most questions.
1	1 part or none covered.

Judge score sheet: one per judge, all teams

Judge name: _____ At 1:45 PM, judges meet for 10 minutes to agree on how to read 'core features', 'parts used', and what counts as a plan. Read each team's summary card before its demo and score what works live. Score alone and do not discuss scores until all are in. Skip any team you have a conflict with (work tie, personal tie, or heavy mentoring) and tell an organizer. Add a short reason to any 1 or 5 in the notes column.

Criterion	5	4	3	2	1
Functionality: 30%, score x 6	All listed core features work live, no errors, plus one edge case handled well	All listed core features work live. One small glitch at most	Most core features work (for example 2 of 3). Some bugs	Fewer than half work (for example 1 of 3). Needs workarounds	No core feature works, or the demo fails
Effective use of Power Platform: 35%, score x 7	3+ parts work together. Team explains each choice. Uses a platform strength (approvals, shared data, connector, AI)	3+ parts work together and each fits the problem	2 parts, both fit the problem (for example an app plus a flow)	1 part with basic use, or 2 parts where one does not fit	No Power Platform part is central, or the tools do not fit
Design and user experience: 25%, score x 5	All 5 items shown: A Idea (how they chose it), B Plan (sketch before building), C Match (screens follow plan), D Use (new user finishes main task alone), E Polish (consistent, readable)	4 of the 5 items	3 of the 5 items	2 of the 5 items	1 item, or none
Presentation quality: 10%, score x 2	All 4 parts (problem, live demo, parts used, what they learned), on time, clear answers	All 4 parts, on time. Answers adequate	3 of the 4 parts	2 of the 4 parts, or cannot answer most questions	1 part or none

#	Team name	Conflict? (skip)	Function 1 to 5 (x 6)	Effective use 1 to 5 (x 7)	Design 1 to 5 (x 5) circle A B C D E	Present. 1 to 5 (x 2)	Total points (max 100)	Standout member for a pass, and notes
1					A B C D E			
2					A B C D E			
3					A B C D E			
4					A B C D E			
5					A B C D E			
6					A B C D E			
7					A B C D E			
8					A B C D E			
9					A B C D E			
10					A B C D E			

Total = Function x 6 + Effective use x 7 + Design x 5 + Presentation x 2. Hand this sheet to an organizer when demos end. Organizers average the totals. Ties: higher Effective use points, then Functionality points, then the judges decide. Passes are placed after scoring, from the pass-eligible list.