RASPBERRY PI TRANSLATION
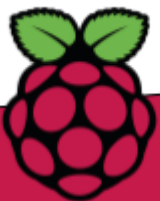
HACKATHON GUIDE

Your complete guide to running your own translation hackathon event

Raspberry Pi

code club

CoderDojo

Table of contents

Introduction

The Raspberry Pi Foundation is a UK-based charity that works to put the power of computing and digital making into the hands of people all over the world. We do this in three ways:

- We provide low-cost, high-performance computers that people use to learn, solve problems, and have fun.
- We provide outreach and education to help more people access computing and digital making.
- We develop free resources to help people learn about computing and making things with computers, and train educators who can guide other people to learn.

Our numbers:

17,000+ coding clubs worldwide

32,000+ volunteers worldwide

260,000+ young people regularly attending clubs

250+ free online learning resources

1.6+ million visitors to the Raspberry Pi Foundation website monthly

25+ million Raspberry Pi computers sold

Hundreds of thousands of young people regularly use our engaging, detailed, and free educational resources to learn computing and digital making skills. To reach even more young people, especially in communities that may not have access to high-quality computing education, we need to translate the resources into as many languages as possible.

We make the most of what technology has to offer, so computer-assisted translation tools and machine translation are integral parts of our work. However, volunteer translators are at the heart of our translation efforts. They make sure that the translations produced with the help of technology are accurate and suitable for our audiences of young people.

raspberrypi.org/translate

What is a translation hackathon?

A translation hackathon is an event that brings together volunteer translators who want to collaborate to make the Raspberry Pi Foundation's learning resources available to other people who speak their language.

You could either translate and review as many resources as possible, or work on a specific set of resources, depending on the organiser's needs or ambitions. For example, a Code Club leader who plans to give her students participation certificates that have not been translated into her language might want to focus on translating club resources. Or, a CoderDojo champion might want to translate all three Guide to my country projects to be able to teach young people the basics of web development without having to worry about the language barrier.

Who can organise a translation hackathon?

Anyone can organise a hackathon — all you need is a venue, volunteers, and a clear goal. This guide will help you to plan and run the event, and our Translation team will offer you support along the way.

You will be asked to read our online information pages, which explain our translation workflow and the tools that we use, and you will be invited to one of our **Getting started with translation** webinars. This will help you to feel confident to support your volunteers on the day of your hackathon.

What do you need to run a translation hackathon?

Once you understand the translation processes and tools, you will need to decide on a few things:

1. What do you want to achieve?

You will need to decide what your goal is for the hackathon. For example, do you want to translate [module 1 of Python](#), or perhaps a whole set of resources for when your club or Dojo launches?

Speak to our Translation team to find out what has already been translated into your language and what is still missing. If we do not have any resources in your language yet, the Translation team will set up a new language on the platform.

2. How many volunteers will you need?

Some of our resources take longer to translate than others, so the number of volunteers that you will need depends on the goals that you have set for your hackathon. For example, a project such as [Boat race](#) or [About me](#) might take between 2 and 4 hours to translate, while a Code Club participation certificate should take no longer than 15 minutes. Also, projects often include short generic tutorials that are stored outside of the actual project and need to be translated separately, so it will take longer for the project to be ready for publication.

Once you know what your goals are, you will be able to decide how many volunteers you will need. You could invite:

- The existing members of our translation community. If possible, invite at least one experienced volunteer translator. It will help you provide more support to any new volunteers on the day.

- Your friends, family, colleagues, or anyone you know who speaks very good English.

- Local educators (schools, colleges, universities), members of language groups, library staff.

You could also spread the word on social media — we will share your announcements to help reach people in your area who may want to participate.

3. Where do you want to hold the event?

There are three things you need to keep in mind when looking for a venue:

➔ Location: make sure that your venue is in a central location and easy to access via public transport. It's good to choose somewhere that is near to some shops, cafes, or restaurants for volunteers who don't bring food and drinks with them.

➔ Working space: make sure that the space is large and comfortable, and that it has tables and chairs that volunteers can use, and plenty of charging points for phones and laptops.

➔ WiFi: it is very important that the venue has a good, free WiFi connection because you and the volunteers will need internet access.

How to run your hackathon

This section contains some practical advice about how to plan and run your event, and some follow-up actions for after your event has ended.

Before your event

We recommend that you start to plan your event 8 weeks before it is due to take place. This will give you enough time to organise everything.

8 weeks	Complete the hackathon interest form.	➔ We will get in touch with you to discuss your goals.
7 weeks	Decide on your goals, the length of your hackathon, and the number of volunteers required. Create a list of people to invite. Look for a venue.	
6 weeks	Book the venue and finalise the date. Send out invitation emails to prospective volunteers. You can use the template available here.	➔ Make sure that you let us know the date. ➔ You could use services like Eventbrite or Meetup to create an event and manage the registration

process.

➔ Tag the Raspberry Pi Foundation social media accounts so that we can help share the event.

If you like, spread the word on social media.

5 weeks	Go to our task management system to assign yourself to the tasks that you want to work on during your hackathon.	➔ You will need to keep the Jira board up to date on behalf of the hackathon volunteers. Add the translator's and reviewer's names in the comments for each Jira task — if they decide to continue volunteering for us, we can then assign them to these tasks.
	Create a list of tasks.	➔ Share this list with us — we will add your name to the list of managers. On the day, your volunteers will choose their tasks from this list and you will send Crowdin invitations.
4 weeks	Complete one of our translations to make sure that you have a good understanding of the processes and tools.	➔ Let us know when you complete it and we will give you some feedback.

3 weeks	Finalise your volunteer list and send out confirmation emails.	➔ You can use the [template available here](#).
2 weeks	Send out email reminders to volunteers.	➔ You can use the [template available](#) here.
	Prepare all materials and printouts.	➔ This could include schedules, guidelines, a list of tasks, or anything else you might find useful.
1 week	Confirm all arrangements at the venue.	➔ This could include: ◆ A microphone, and a laptop with a projector so that you can address the group ◆ Post-it notes, paper or a whiteboard, pens
	Stock up on supplies.	

During your event

Your agenda will depend on the length of your event and on your goals, but we recommend that you include the following at least:

Duration	Task	Details
45 minutes	Setup	• Set up the projector and laptop • Test the WiFi • Unpack your materials and hackathon pack

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Raspberry Pi Foundation, UK registered charity 1129409

45 minutes	Volunteer arrival	- Welcome the volunteers - Check their names against the participant list - Check that they agree to photos being taken - Guide them to the workstations - Give them the WiFi password
15 minutes	Welcome address	Welcome everyone and set the agenda
30 minutes	Introductions	Ask everyone to introduce themselves to get to know each other
30 minutes	Translation demonstration	- Ensure that everyone has a Crowdin account - Demonstrate how to use Crowdin in translation mode - Point participants to the translation guidelines on Jira or in the printouts
15 minutes	Review demonstration	Demonstrate how to use Crowdin in proofreading mode
30 minutes	Task selection	- Share your list of tasks with volunteers: volunteers could choose one task each, or a group of volunteers may want to work on one task together - Go to the Crowdin project and send invitations to volunteers

Here is an example agenda for a full-day event:

Time	Agenda item
7:30	Arrive at the venue Begin setup
8:15	Participants arrive
9:00	Welcome address
9:15	Introductions
9:45	Translation demonstration
10:15	Review demonstration
10:30	Break
11:00	Task selection
11:30	Translation session
13:00	Lunch break
14:00	Translation session
15:30	Break
16:00	Review session
18:00	Discussion and closing
18:30	Tidy up

Don't forget to take photos and share updates on Twitter, Facebook, or Instagram using the hashtag **#RPiTranslate**.

Happy translating!

After your event

There are a few things that we would like you to do after your hackathon:

→ Check the tasks that your volunteers worked on to make sure that they followed our guidelines. Make corrections if needed.

→ Update your language board in Jira to let us know which tasks have been completed and are ready to be published. In each task, please list the names of people who worked on them so that we can credit them in the live version of the project.

→ Send all participants a thank you email. You can use this [template email](#) if you like.

→ Complete the [organiser feedback form](#). We will use some of your comments in a blog post.

We will contact you to let you know that the translations completed during your hackathon have been published. You can then contact your volunteers to let them know the results of their hard work are now available for everyone to use for free!

Thank you

Thank you so much for organising a translation hackathon for the Raspberry Pi Foundation. With your help, we are able to put the power of computing and digital making into the hands of many more people around the world.

Together, we are breaking down the language barriers in computing education.