

Onboarding Guide

OpenLAN

openlan@telecominfraproject.com

Thank you for your interest in OpenLAN. Outlined below is the process to join TIP, access our Project Group (“PG”), and leverage the TIP tools we use.

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1. Points of Contact

Any of the individuals below can be reached by contacting the PG’s email account, listed above.

Project Group Community Coordinator (PGCC)

The PGCC provides administrative support to Chairs and Leads for PG activities.

- Megan Skinner, *Telecom Infra Project*

Technical Team

The Technical Team, including TIP’s Technical Program Managers (TPMs), provides technical support to help drive the PG’s agenda within the PG, among TIP PGs, and external to TIP.

- Khetan Gajjar, *Telecom Infra Project*
- Jaspreet Sachdev, *Kinara Systems*
- Firas Shaari, *Telecom Infra Project*

Project Group Chair

Chairs are responsible for driving the activities of the PG. The PG Chair is also the default person who leads PG calls, initiates voting, and interfaces with TIP employees and contractors (e.g. TIP support, legal, marketing, etc.) and TIP Committees (e.g. recommends proposals for adopting Final Deliverables to the TC or TVC). They may delegate their responsibilities to TIP PG Staff, if present.

- Jack Raynor, *Meta*

2. Account Sign-up

All members of TIP PGs must belong to one of our participant organizations.

Applying for your organization to join TIP

To gain access to Hivebrite, whether your organization is a current or new member, you will need to submit a membership application for your organization by submitting this application [form](#).

The rest of the process continues as follows:

- Fill out the form and complete all necessary fields (please note that the person who completes this form should have signing authority on behalf of your organization, meaning that they should be authorized to bind your organization to legal agreements with TIP).
- Your application will be reviewed by our Membership team, who will then approve or reject your application. They may reach out to you directly for additional information prior to a decision being made. Applications are typically reviewed and processed within 1-2 business days, excluding US holidays. If your organization has already completed this step and your application is a duplicate, then we will notify you via email and you may proceed to create your Hivebrite account following the instructions in the next section.
- If approved, you will receive an invoice for your organization's participation dues within 1-2 business days, excluding US holidays. **This invoice must be paid prior to entry into Hivebrite, our Project Group collaboration tool and community platform where participants stay engaged and get involved.**
- When your organization's payment is received, you will receive an invitation from Hivebrite to complete your profile.
- At this point, your organization's email domain will be authorized on our platform, and the rest of your team can head to Hivebrite to sign up and create their own profiles by following the [existing organization process](#).

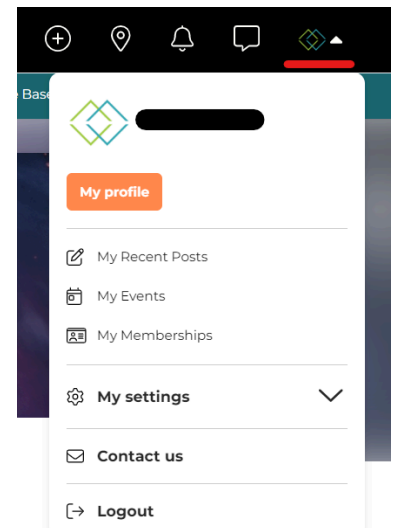
Creating a profile under an existing participant organization

If your organization has already been approved, all you will need to do is verify your email and create your profile in [Hivebrite](#).

Sign up with your authorized domain address

Email

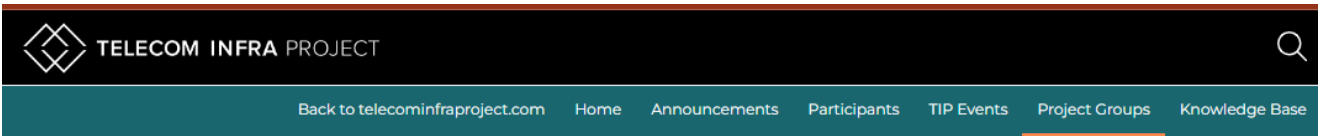
- Go to the section on the signup form titled **Sign up with your authorized domain address**.
- Type your email alias into the **Email** box, as pictured above.
- Select your organization's email domain from the dropdown on the right (if you do not see your email domain, please contact support@telecominfraproject.com.)
- Click **Send me an invitation**, and you will receive a verification email within a few moments.



- You will be prompted to create a password and enter some basic information for your TIP profile. You can always edit this information by going to the menu under your profile picture, at the top right of any Hivebrite screen (see screenshot to the right).
- **You're in! Welcome to TIP!**

3. Project Group Collaboration in Hivebrite

TIP's Project Group spaces in Hivebrite are where the community collaborates. Navigate to the **Project Groups** tab, and you can start joining any PGs that interest you.

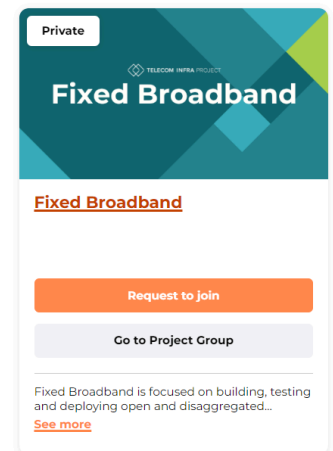


PLEASE NOTE:

Your organization's Primary Contact/Authorized Signer may have restricted your team from participating in PGs, based on policies within your organization that may conflict with a particular PG Charter. If you request access to a PG and are denied, please email support@telecominfraproject.com to discuss next steps.

Joining a Project Group

1. On the Project Groups & Committees page, you can see all of TIP's PGs and their Subgroups.
2. Choose the PG you are interested in and click **Request to join**.
3. A pop-up will appear that asks you to agree to adhere to the PG Charter Agreement.
 - a. Click **Yes** to be considered for access.
 - b. Clicking **No** will result in your request being denied.
4. Click **Send**, and then your request will be sent to the PG team for consideration.
5. Please allow up to 1-3 business days (excluding US holidays) for your request to be processed.
6. You will receive an email with the PG's decision. If you were approved, you can now access the PG space!
7. In the future, you can visit the PG space by clicking **Go to Project Group**.



Joining a Subgroup

The process for joining subgroups is identical to joining parent PGs. Please utilize the above information to join OpenLAN's subgroups:

- OpenWiFi
- OpenLAN Switching
- OpenLAN Business

4. Access to TIP's Apps

TIP uses various peripheral platforms to enhance your collaboration with other members.

Atlassian

Our OpenLAN community is the only PG that uses Confluence and Jira. Upon approving your request to join the PG, the PGCC will ensure your access is activated.

GitHub

If you do **not** have a GitHub username, you can create one [here](#). Your PGCC will provision your access to TIP's repositories as needed once you've been approved to join the PG.

Slack

If your PG uses Slack, you will be able to join channels from the **Apps We Use** tab in the PG's Hivebrite space.

Kibana

Directions TBD

FileCloud

Each PG's Hivebrite space has links to FileCloud, where documentation, deliverables, and roadmaps are stored, and where primary document collaboration takes place. Within 3 business days of joining each PG, you can expect to receive an email invitation directly from FileCloud, to the email address you use to complete your Hivebrite registration to join. If you do not receive an email invitation within 3 business days, please check your spam folder or contact support@telecominfraproject.com.

For an overview of how to get started and use FileCloud, click [here](#).

5. What's Next?

Be sure to join the PG's community calls

Go to the Meetings tab under each PG to RSVP and add meetings to your calendar

Leverage the PG's tools to see the community's progress

Atlassian
GitHub
Slack
Kibana
FileCloud

Engage with the community to contribute

Create and interact with posts in the PG's Forum
Network with and message other TIP members in Hivebrite
Engage with TIP on LinkedIn, YouTube, and X

6. Helpful Links

Operations

TIP Support: support@telecominfraproject.com

Membership

TIP Membership: membership@telecominfraproject.com

Marketing & Events

TIP Marketing: marketingteam@telecominfraproject.com

TIP Events: events@telecominfraproject.com

Press Inquiries: press@telecominfraproject.com

FYUZ 2024: fyuz@telecominfraproject.com