

## EVENT PARTICIPATION

**Please read the information below carefully.**

- **Event Participation** - Notifies KCCC of your intent to compete in a given event. Event Participation will be the ONLY category required to communicate entries with KCCC.
- **Set Competitors** – This function is for internal use only. Publishing competitors will notify participant if they are / are not representing your team in an event.

### **When does KCCC need Event Participation?**

Please use the following grid to stay organized about when your Event Participation should be complete so KCCC can access. (NOTE: For events marked as “Not Required” remember this is for KCCC purposes. You will still need to notify your participants of their status):

<u>EVENT</u>	<u>EVENT PARTICIPATION</u> (by 5:00 pm in all cases)
5K	<i>Not required for this event</i>
3on3 Basketball	March 7
Bike Race	<i>Not required for this event</i>
Bowling	March 28 (Yes or No) June 1 (Names of Participants)
Darts	March 7
Disc Golf	March 7
Dodgeball	March 7
Duathlon / Team Du	<i>Not required for this event</i>
Fishing	March 7 (Yes or No) April 30 (Names of Participants)
Flag Football	March 7
Golf (Men)	March 7 (Yes or No) April 13 (Names of Participants)
Golf (Women)	March 7 (Yes or No) April 27 (Names of Participants)
Half Marathon	<i>Not required for this event</i>
Horseshoes	<i>Not required for this event</i>
Long Jump	<i>Not required for this event</i>
Pickleball	March 7
Pool	March 7
Racquetball	March 7
Shot Put	<i>Not required for this event</i>
Soccer	March 7
Softball	March 7
Swim Meet	<i>Not required for this event</i>
Table Tennis (Singles)	March 7
Table Tennis (Doubles)	March 7
Tennis (Singles)	March 7
Track Meet	<i>Not required for this event</i>
Trap Shooting	March 28
Tug of War	March 28

Volleyball	March 7
Walk	<i>Not required for this event</i>
Weightlifting	March 28

## How to Set Event Participation

- ✓ From your Challenge Manager Dashboard, select Event Participation from the left-hand navigation menu.
- ✓ From here, you will find a listing of all events.
  - ABOUT AGE-SPECIFIC EVENTS (Example: Track or Swimming): These events have been created so that when a participant indicates interest, only the age group they are eligible for will appear. You will need to manage your slots for each age group.
  - ABOUT WILD CARDS: For a sport that allows wild card entries from any age group (Example: Duathlon), Wild Card will be an option in addition to a participant's given age category. To be considered as a Wild Card, the participant must sign up for the Wild Card event so that you can then select them when managing event participation.
- ✓ Based on the event, you will have the option to choose Yes/No or to select a participant(s). To select more than one participant (when necessary), hold the CTRL button on your keyboard and select all athletes you wish to enter.
- ✓ Once you have made your selections, save these choices at the bottom of the page.
- ✓ Seeding Information cannot be added to the KCCC rosters. As always, the KCCC office will use last year's results to seed teams and individuals. For the Track and Swim Meet events, please let your competitors know they may submit a seed time for their event at check-in. Seed times are mandatory to ensure the best possible Meets. Last year participant times are available on the KCCC website in the "Results" section.

**THE KCCC OFFICE WILL DOWNLOAD THE EVENT PARTICIPATION YOU SET DIRECTLY IN CHALLENGE MANAGER.**

**ANY CHANGES OR ADDITIONS MADE AFTER THE ABOVE DEADLINES WILL NOT BE RECEIVED. INFO MUST BE COMPLETED AND CORRECT ON CHALLENGE MANAGER BY THE DEADLINES ABOVE!**

*To make sure we are able to meet our deadline of posting schedules on the KCCC website, the KCCC Games Directors must begin the scheduling process the morning after each deadline. We cannot interrupt the scheduling process to accommodate the receipt of late rosters, therefore those companies who fail to submit their information by the deadline in accordance with the above guidelines will not be entered into events.*