

# Sample Email for your Employees

## Example email

- Below is a sample email to be used to share your company password and promote Challenge Manager sign-up to your participants. A Word document with a sample email (which you can copy) can be found on the KCCC website by clicking on the “Event Information” link on the KCCC homepage.

KCCC Participant,

Welcome to the 2018 Kansas City Corporate Challenge presented by NAIC & NIPR! We will be using a web application called Challenge Manager to keep track of our Kansas City Corporate Challenge participation.

To get started, please visit [www.kccorporatechallenge.com](http://www.kccorporatechallenge.com) and click on “Create Account” (a link can be found on the top right side of the KCCC homepage). When creating an account, you will be asked for our company password and it is: \_\_\_\_\_

After you have created your profile, please sign the electronic waiver. You will then be able to sign up for events in which you have interest. You can return to the website anytime and sign-in by simply clicking on “Sign-In” from the Kansas City Corporate Challenge homepage (with the username and personal password you created on your first visit).

At the site you can:

- ✓ See event rules and dates
- ✓ Sign-up for events
- ✓ Modify your contact information
- ✓ Submit your interest to volunteer for your company