# EVENT PARTICIPATION
## Please read the information below carefully.

➢ **Event Participation** – Notification is required to be scheduled in 19 of the events.  **The deadline to select those events to participate in is 5pm on February 27, 2025.**  Company Coordinators use the event participation page of Challenge Manager to let the KCCC Office know which of the below events you would like to be scheduled for.  Please select "Yes" or "No" and once you have made your selections, click "save."

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| Adventure Race (Coed) |
| Archery (Men's & Women's) |
| 3 vs 3 Basketball (Men's & Women's) |
| Bowling (Men's, Women's, & Coed) |
| Cornhole |
| Darts (Men's & Women's) |
| Disc Golf (Men's & Women's) |
| Fishing |
| Flag Football (Coed) |
| Golf (Men's & Women's) |
| Kickball (Coed) |
| Pickleball (Men's, Women's, & Coed) |
| Pool (Men's & Women's) |
| 4 vs 4 Soccer (Coed) |
| Softball (Coed) |
| Table Tennis (Men's, Women's, & Coed) |
| Tennis (Coed Doubles) |
| Trap Shooting (Men's & Women's) |
| Volleyball (Men's & Women's) |
| Weightlifting (Coed) |

Participation registration for the 5K, 10K, and Half Marathon is done by packet pick-ups.  Please refer to each event's rules page for more information on packet pick-up times and locations.

Participation registration for the Bike Race, Horseshoes, Track Meet, Long Jump, Shot Put, and Swim Meet is done on the day of and at location of the event.  Please refer to each event's rules page for more information on check-in times and deadlines.

Tug-of-War registration is done at participant weigh-in.  Please check the rules page for information on weigh-in locations and times.

### How to Set Event Participation

✓ From your Challenge Manager Dashboard, select Event Participation from the left-hand navigation menu.
✓ The Manage Event Participation page will show a column with the events, a column showing the number of people who have expressed interest in the event, and a participating column.
✓ Select "Yes" or "No" in the participating column next to each event.
✓ Once you have made your selections, save these choices at the bottom of the page.

✓ Seeding Information cannot be added into Event Participation. The KCCC office will use 2024 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. Participant times from 2024 are available on the KCCC website in the "Results" section.

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**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 IN CHALLENGE MANAGER BY THE DEADLINES ABOVE!**

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*To make sure we can 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 Event Participation submissions, therefore, those companies who fail to submit their information by the deadline in accordance with the above guidelines will not be entered into events.*