

# GETTING STARTED - COMPANY COORDINATOR/PARTICIPANT SIGN-UP

## Company Coordinator Sign-Up

- You will receive an email invitation to create your Company Coordinator profile. If you did not receive an email invitation, please contact KCCC at 913.831.2222 or email [kccorporatechallenge@gmail.com](mailto:kccorporatechallenge@gmail.com). A preview of the subject line for easy searching is shown below:

Wed 9/21/2016 12:18 PM

[noreply@kccorporatechallenge.com](mailto:noreply@kccorporatechallenge.com)

**KC Corporate Challenge – Company Coordinator Invitation**

After clicking the link provided in the email invitation, you'll be prompted to fill out your user profile information and sign your electronic waivers for the 2018 Games.

Please note: birthdate is a required field in Challenge Manager. This will enable your event sign-up page to include all relevant age-group events (based on age) and include them in the appropriate age category. **REMEMBER: Your 2018 KCCC age is based on your age as of December 31, 2018.**

With Company Coordinator privileges, you can sign up for events, easily communicate with participants, as well as assign Event Coordinators to manage participation from your company.

## Participant Sign-Up

- Participants may now sign-in using Challenge Manager (a link can be found on the top right of the KCCC homepage) at [www.kccorporatechallenge.com](http://www.kccorporatechallenge.com). Participants will be required to sign an electronic waiver before they are able to select events in which they have interest. As a Company Coordinator, you have two ways in which you are able to invite participants to create an account in Challenge Manager:
  - 1) Send an automatically generated email through Challenge Manager.**

Select the “Manage Employees” feature in your Company Coordinator Dashboard and enter the email addresses of employees you wish to invite. Use commas between addresses when inviting multiple participants. By selecting “Invite,” participants will automatically receive an email providing further instructions on how to create an account.
  - 2) Create a company password**

Company Coordinators have the ability to create a password that will allow participants to join the company’s team in Challenge Manager. Select the “Manage Company” feature in your Company Coordinator Dashboard. Create and enter a company password into the accompanying field and select “Save.” Share the password with employees to be used when creating an account from the KCCC homepage. We have included in this Rules Book a sample email that can be used to share your company password and promote Challenge Manager sign-up to your participants
- As a Company Coordinator, you will be able to sign up competitors who don't have internet access. A paper KCCC waiver must be turned in for all of those participants by 5:00 PM on March 28, 2018.

The 2018 KCCC participant waiver is available in this book and can be duplicated. The Hard Copy Waiver List, a complete list of all participants within your company that need to submit a hard copy waiver to the KCCC Office, is available in Challenge Manager. Hard Copy Waiver Lists can be accessed by selecting the “View Reports” icon on the right side of your Company Coordinator Dashboard.

- **Age is a required field in Challenge Manager; participants must include their birth year.** This will enable their event sign-up page to include all relevant age-group events (based on age) and include them in the appropriate age category. Please remember, your age is based on December 31, 2018.
- As a Company Coordinator, you have the ability to delete profiles for your participants. If a participant needs to be removed or a former participant has left your company, you can delete them out of Challenge Manager by selecting “Manage Employees” from your Company Coordinator Dashboard.