KANSAS CITY CORPORATE CHALLENGE

CHALLENGE MANAGER GUIDE FOR

COMPANY COORDINATORS

KCCC Challenge Manager Guide for

Company Coordinators

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Getting Started

Activating Your User Account

You will receive an email invitation to create your Company Coordinator profile. Please follow the instructions provided to join and create a new user account.

IMPORTANT: Because this email is sent from a "NoReply" account, the invitation oftentimes will land in your spam or junk folders rather than your inbox.

If you did not receive an email invitation, please contact KCCC at 913.831.2222 or email kccorporatechallenge@gmail.com with questions. A preview of the subject line for easy searching is shown below:

Wed 9/21/2016 12:18 PM

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 upcoming 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 KCCC age is based on your age as of December 31, of current year.**

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.

Understanding Your Challenge Manager Dashboard

Navigation Menu

Dashboard	Clicking on Dashboard is a shortcut that will take you to your Challenge Manager Dashboard. The dashboard will include news from KCCC, and other items pertinent to your company's participation.
My Contact Info	Update your *personal* account password and other general information. Your company password can be set using the Manage Company tab if you are a Company Coordinator.
Express Interest in Events	Find a listing of all events in which you're eligible to participate, and indicate your interest in participating
Coordinators	This tab will include all Company Coordinators and Event Coordinators along with their email addresses.
Event Coordinator	Clicking on Event Coordinator is a shortcut that will take you to your Challenge Manager Dashboard. If you are assigned as the Event Coordinator for a particular event, you will be tasked with managing participation.
Set Competitors	*This function is for your internal use only.* KCCC will NOT access or use this info in any way. Setting/publishing competitors notifies your participants that you are planning for them to represent your team in an event.
Email Participants	As an Event Coordinator, this allows you to email participants that have expressed interest in various events. Select multiple events by either holding down the "shift" or "ctrl" keys while clicking.
Company Coordinator	Clicking on Company Coordinator is a shortcut that will take you to your Challenge Manager Dashboard
Event Participation	Select events in which your company will be participating. This notifies KCCC of your intent to compete in a given event. This is the tab you will use to meet the Event Participation Deadlines.
Manage Company	Update your company's information at any time and create questions specific to your company that appear on each participant's profile page. Use this tab to create your company password that you will share with your employees so they are able to join your team in Challenge Manager when creating accounts.
Volunteer Preferences	Use this tab to select your company's 4 event preferences of which to volunteer. You can also indicate scheduling preference and additional requests on this tab. Submission of your preferences will timestamp your selections and assignments will be made on a first-come, first-served basis.
Event Coordinators	Assign event coordinators to help manage participation for individual events
Manage Employees	Invite people at your company to participate in the games by triggering an email invite to join. If users come to the site directly and create a user account, they will need your company password to join your company. You also have the ability to reset your participant's password utilizing this tab.
News Item	View anything you have communicated to your company's participants or make edits as necessary.
Create News Item	Post announcements everyone at your company can see (deadlines, company-specific events, great news about people/teams who perform well, etc.)

DASHBOARD

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Event Coordinators
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Create News Item

Welcome, Lacey!

Questions? **Contact KCCC Office**

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Latest News From KCCC Office

Let's safely reignite in 2021!
KCCC is taking several steps to enhance the health and safety of the event for participants, volunteers, and staff: Masks: all athletes, volunteers, and staff will be required to wear masks at all times during event, unless facility guidelines specify otherwise. Physical Distancing: maintain at least a 6-foot distance between each other. Cleaning and Disinfecting: extra handwashing and hand sanitizer stations will be available at the event. Facility Guidelines: KCCC events will adhere to all safety protocols required at each of our host facilities. Spectators: To adhere to all facility capacity limits, maintain proper social distancing, and limit contact tracing, NO spectators will be allowed at the event. If anyone is experiencing symptoms consistent with COVID-19, they will abstain from the event (including but not limited to: fever, chills, cough, sore throat, and shortness of breath).

5 View Reports

6 Event Coordinators

7 Sign up for events

2

News From Your Company Coordinator

KCCC OFFICE - SIGN UP SOON!
Sign up for KCCC starting on January 17. Don't miss out!!

3

Your Events

Event	Event Date	Entered	Date Added	Participants

You have not signed up for any events.

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Event Interest

Last Name	First Name	Email Address	Event	Actions

Dashboard Information

1.	**Latest News from KCCC Office**	Announcements from the KCCC Office to all companies
2.	**News from Your Company Coordinator**	Announcements you have posted, visible to participants at your company only
3.	**Your Events**	Events you personally have signed up to participate
4.	**Event Interest**	A listing of all people at your company who have expressed interest in participating in your company's selected events
5.	**View Reports**	Access information about your company's participants and export reports into Excel documents for easy sorting/filtering.
6.	**Event Coordinators**	Same as EC Dashboard menu: Assign event coordinators to help manage participation for individual events
7.	**Sign up for Events**	Same as Express Interest in Events menu: Find a listing of all events in which you're eligible to participate and indicate your interest in participating.

Company Coordinator Functions

How to submit your company's Event Participation

1. From your Challenge Manager Dashboard (log in to view), select Event Participation from the left-hand navigation menu. Changes can be made up until the Event participation Deadline.
2. Indicate whether your company will be participating in a given event by selecting 'Yes' or 'No' from the dropdown menus next to the event name.
   a. In order to have the option to select 'yes' or 'no,' there MUST be someone 'interested' in participating in the event (even if they don't plan to participate on event day). TIP: For team events, if you know that your team plans to participate, as a Company Coordinator, you can 'Express Interest in Events' beforehand, therefore giving you the option for the drop-down menu.
   b. For events requiring seeding, you'll first select 'yes' or 'no' and then be prompted to select a name. Anyone who has expressed interest in the event will be shown in the participants column. In order to make a selection, you MUST click the box next to a name. **REMINDER: As in past years, seeding in individual events will only occur if you enter last year's participant. He/she will be seeded based on their previous year's finish in that event.**
3. After changes have been made, scroll down and click Save at the bottom of the page.

MANAGE EVENT PARTICIPATION

Use this page to let the KCCC Office know you would like to be scheduled for an event. Once you have made your selections, click 'save'.

Event	Interested	Participating	Participants
3-on-3 Basketball - Men June 4 & 5	1	--Select--	
3-on-3 Basketball - Women June 4 & 5	2	--Select--	
4v4 Soccer May 21-26	3	--Select--	
Bowling - Coed June 18	3	Yes	
Bowling - Men's June 18	1	--Select--	
Bowling - Women's June 18	2	--Select--	
Cornhole April 4 - 7	3	Yes	
Darts - Men's April 18-29	1	--Select--	
Darts - Women's April 18-29	2	Yes	☐ Mr Fisher ☑ Lacey Fisher

Left navigation menu:

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Company Coordinator
Event Participation
2022 Kickoff Registration
Manage Company
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How to assign Event Coordinators

1. From your Challenge Manager Dashboard (log in to view), select Event Coordinators from the left-hand navigation menu.
2. Click + Add Coordinator button.
3. Type the participant's last name (the user must already be registered with a user account on the website).

User

| waters |

lindsay waters (lwaters) [2346]

5. Select which events you'd like to assign to the Event Coordinator.
   a. To select multiple events:
      i. On a PC: Hold down the Ctrl button on your keyboard and click on each event name you'd like to assign.
      ii. On a Mac: Hold down the Command button on your keyboard and click on each event name you'd like to assign.

Events

| 3-on-3 Basketball |
| 3v3 Soccer |
| 5K |
| Bike Race |
| Bowling |
| Darts |
| Disc Golf |
| Dodgeball |
| Duathlon |
| Fishing |
| Flag Football |

Submit

6. When you're finished making changes, click the Submit button. The Event Coordinator will be sent a notification email with a listing of all events assigned to them.

How to assign more events to Event Coordinators

1. From your Challenge Manager Dashboard (log in to view), select Event Coordinators from the left-hand navigation menu.
2. Find his or her name and click the pencil icon to make change
3. Select which events you'd like to assign to the Event Coordinator (see the previous section for steps on how to select multiple events).
4. When finished, click Submit.

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Name	Events		Actions	
Keri Sanborn	Fishing, Horseshoes		✏ Edit	🗑 Delete
Rylie Lawrence	Walk, Dodgeball, Pickleball, Swim Meet, Weightlifting		✏ Edit	🗑 Delete
Lacey Fisher	Bowling, Darts, Disc Golf, Dodgeball		✏ Edit	🗑 Delete

+ Add Coordinator

EDIT EVENT COORDINATOR

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Events *

5K
Basketball Skills Competition
Bike Race
Bowling
Darts
Disc Golf
Dodgeball
Fishing
Golf
Half Marathon

Submit

How to ask competitor questions

This option allows you to gather information specific to your company. <u>For example, if you are ordering company t-shirts and need to know shirt sizes, THIS IS THE PLACE TO DO IT.</u>

1. From your Challenge Manager Dashboard (log in to view), select Manage Company from the left-hand navigation menu.
2. Toggle to the Competitor Questions tab.
3. You can ask up to 10 questions that appear on each participant's profile page. Simply type in a Question field and hit Save.
   Please note: these fields are not mandatory for participants to answer and clicking Preview or View Changes will not allow you to view the question as a participant.

How to manage volunteers

1. From your Challenge Manager Dashboard (log in to view), select the View Reports icon from the right-hand side.
2. This will provide you with a list of various reports that are available. Select Participation By Event then select Volunteering from the dropdown menu. By clicking the Filter button, a list will generate of each participant that has expressed interest in volunteering for your company. Please Note: Participants can express their interest in volunteering in the same manner they express interest in participating in any other event.

How to submit your volunteer event request

1. From your Challenge Manager Dashboard (log in to view), select Volunteer Preferences from the left-hand navigation menu.
2. Submit your volunteer preferences by selecting event names from the dropdown menus. These are time sensitive and taken in the order received. Any changes will affect the time-stamp given.
3. When finished, click Save.

MANAGE VOLUNTEER PREFERENCES

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Event Preference #1
--None--

Event Preference #2
--None--

Event Preference #3
--None--

Event Preference #4
--None--

Scheduling Preference
--None--

Additional Requests

If you would like to be more specific about requested Volunteer location, dates, etc. please use the space above.

3 Submit

How to manage employees

1. From your Challenge Manager Dashboard (log in to view), select Manage Employees from the left-hand navigation menu.
2. Use the Invite Employee(s) feature to send emails to your participants that have not yet created an account. You can include multiple email addresses by separating each with a comma.
3. When finished, click Invite. Employees will receive a notification email prompting them to create a user account on the website and sign the necessary electronic waivers.
   Please Note:
   a. Invited employees will be added to the list of Active Employees when their user accounts are activated (i.e. the employee clicks a link from their notification email, completes their profile on the website and signs their electronic waiver).
   b. If an employee goes directly to the website to register for a user account rather than following a link sent via email through your invitation, they will need the company password to join your company. You can set the company password by going to Manage Company from your Challenge Manager Dashboard and saving a value in the Employee Password field.

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Invite Employee(s)   + Add Employee

Active Employees ⓘ

Actions
--Select--   Go

	Last Name	First Name	Email Address	Role	Age	Gender	Actions
☐	Fisher	Mr	lacey.fisher@jocogov.org	CC	34	M	⚷ ✎ 🗓 🗑
☐	Fisher	L	laceyfisher25@gmail.com	CC	34	F	⚷ ✎ 🗓 🗑
☐	Fisher	Lacey	kccorporatechallenge@gmail.com	CC	34	M	⚷ ✎ 🗓 🗑
☐	Fisher	Lacey	lacey_jayne05@hotmail.com	P	34	F	⚷ ✎ 🗓 🗑
☐	Rusher	Matt	matt.rusher@jocogov.org	CC	43	M	⚷ ✎ 🗓 🗑
☐	Sanborn	Keri	Keri.Sanborn@jocogov.org	CC	45	F	⚷ ✎ 🗓 🗑

Inactive Employees ⓘ

Actions
--Select--   Go

	Last Name	First Name	Email Address	Role	Age	Gender	Actions
☐	Combs	Nick	nick.combs@jocogov.org	CC	38	M	⚷ ✎ 🗓 🗑 📄
☐	Fanty	Maurice	jayhawkmo@gmail.com	CC	52	M	⚷ ✎ 🗓 🗑 📄
☐	Fisher	Lacey	fishelac@uni.edu	CC	34	F	⚷ ✎ 🗓 🗑 📄

How to edit employee information (Reset Password)

1. From your Challenge Manager Dashboard (log in to view), select Manage Employees from the left-hand navigation menu.
2. From here, you can browse the list of employees to look up a participant's personal contact information and the events they have signed up for.
   a. To reset their password, click the Reset Password (key) icon in the Actions column. This will trigger an email notification for them to begin the Password Reset process. **Please note: occasionally this reset email will go to a participant's spam/junk mail folder.**
   b. You can also click the Edit (pencil) icon and manually save a new password for the employee (not recommended unless password is given over the phone).
   c. To sign them up for additional events, click the Events (calendar) icon in the far-right column.

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Create News Item

Invite Employee(s)   + Add Employee

Active Employees ⓘ

Actions   --Select-- ⌄   Go

	Last Name	First Name	Email Address	Role	Age	Gender	Actions
☐	Fisher	Mr	lacey.fisher@jocogov.org	CC	34		🔑 ✏ 📅 🗑
☐	Fisher	L	laceyfisher25@gmail.com	CC	34	F	🔑 ✏ 📅 🗑
☐	Fisher	Lacey	kccorporatechallenge@gmail.com	CC	34	M	🔑 ✏ 📅 🗑
☐	Fisher	Lacey	lacey_jayne05@hotmail.com	P	34	F	🔑 ✏ 📅 🗑
☐	Rusher	Matt	matt.rusher@jocogov.org	CC	43	M	🔑 ✏ 📅 🗑
☐	Sanborn	Keri	Keri.Sanborn@jocogov.org	CC	45	F	🔑 ✏ 📅 🗑

Inactive Employees ⓘ

Actions   --Select-- ⌄   Go

	Last Name	First Name	Email Address	Role	Age	Gender	Actions
☐	Combs	Nick	nick.combs@jocogov.org	CC	38	M	🔑 ✏ 📅 🗑 📄
☐	Fanty	Maurice	jayhawkmo@gmail.com	CC	52	M	🔑 ✏ 📅 🗑 📄
☐	Fisher	Lacey	fishelac@uni.edu	CC	34	F	🔑 ✏ 📅 🗑 📄

How to create and edit News Items

1. From your Challenge Manager Dashboard (log in to view), select Create News Item from the left-hand navigation menu.
2. Create a Title for your announcement. This will show to all company participants on their Challenge Manager Dashboard.
3. Compose your message in the Body area.
4. When finished, click Save.

CREATE COMPANY NEWS

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Company Coordinator
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Volunteer Preferences
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Manage Employees
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4

1 Create News Item

Title *

Body *

Save

Please note: You can delete news items by going to News Items from your Challenge Manager Dashboard, clicking Edit next to the news item (in the Actions column), deselecting the Published checkbox and clicking Save.

COMPANY NEWS

Title	Created	Published	
KCCC OFFICE - SIGN UP SOON!	2018-12-21 12:28	Published	Edit

EDIT NEWS ITEM

Title *

KCCC OFFICE - SIGN UP SOON!

Body *

Sign up for KCCC starting on January 17. Don't miss out!!

☐ Published

Save

How to Set Competitors and utilize the Publish feature

The Set Competitors feature is a tool for you to use *internally* with your company. The KCCC Office does *not* have access to any information published to this page. Set Competitors allows you to organize the interest of your participants. You can view all the participants that have expressed interest in an event.

1. From your Challenge Manager Dashboard (log in to view), select Set Competitors from the left-hand navigation menu.
2. From here, you will find a listing of all events.
   a. ABOUT AGE-SPECIFIC EVENTS (Example: Track or Swimming): These events have been created so that when a participant indicates interest, only the gender/age group they are eligible for will appear. As Company Coordinator, you will need to manage your slots for each age group.
   b. ABOUT WILD CARDS: For a sport that allows wild card entries from any age group (Example: Half Marathon), 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.

MANAGE EVENT ROSTERS

Dashboard
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Event Coordinator

1 Set Competitors
Email Participants

Use this page to let your competitors know that you're counting on them for an event. The KCCC Office does not have access to any information published to this page. It is for internal use only.

Published Events

Event	Dates	Published	Slots	Interested	Entered	Actions
5K - Men 30-34	May 1	✔ Published	2	1	1	Edit

Unpublished Events

3. Understanding the Publish feature
   a. Publishing competitors notifies your participants that you are planning for them to represent your team in an event. Publishing is the function that will change their status on their personal dashboard from 'pending' to either a red 'x' or green checkmark.
      i. Select the name of the event you would like to publish.

5K - Men 40-44		May 2	⊘ Unpublished	2	1	1	Publish

This will then display a listing of all individuals that have expressed interest in participating in the event. Select +Add if you would like to utilize the participant for the event. Once added, a green checkmark will display in the Entered column.

EDIT EVENT ROSTER

Last Name	First Name	Email	Date	Entered	Actions
Rusher	Matt	matt.rusher@jocogov.org	01-04-2021		+ Add

ii. When an event has enough Entered participants (i.e. the number in the Entered column matches that in the Slots column), click Publish in the far-right column. Please note: If this number does not match, you will receive an error message.

Event	Dates	Published	Slots	Interested	Entered	Actions
Bike Race - Men 30-39	April 13-14	⊘ Unpublished	2	2	2	Publish

4. You will see a confirmation page. If you're ready to notify your participants, click the Publish button. **Note: You will not be able to make changes once published.**

PUBLISH EVENT?

Once you publish this event, you will no longer be able to make changes to the roster.

This action cannot be undone.

Publish   Cancel

5. After publishing, the event will appear at the top of the Set Competitors page with a green checkmark in the Published column.

MANAGE EVENT ROSTERS

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Email Participants

Published Events

Event	Dates	Published	Slots	Interested	Entered	Actions
5K - Men 30-34	May 1	✔ Published	2	2	2	Edit
Bike Race - Men 30-39	April 13-14	✔ Published	2	2	2	Edit

Participant Functions

How participants Express Interest in Events

1. From their Challenge Manager Dashboard (must be logged in to view), they'll select Express Interest in Events in the left-hand navigation menu or click the Sign Up for Events button.
2. On the Event Sign-Up page, participants can select which events they'd like to express interest in participating by checking the box next to the event title.
3. When finished, they'll click the "Sign up for these events" button at the bottom of the page

DASHBOARD

Dashboard
My Contact Info
1 **Express Interest in Events**
Coordinators

Welcome, Lacey!   Questions? [Contact KCCC Office] [Contact Coordinator]

Latest News From KCCC Office

Let's safely reignite in 2021!
KCCC is taking several steps to enhance the health and safety of the event for participants, volunteers, and staff: Masks: all athletes, volunteers, and staff will be required to wear masks at all times during event, unless facility guidelines specify otherwise. Physical Distancing: maintain at least a 6-foot distance between each other. Cleaning and Disinfecting: extra handwashing and hand sanitizer stations will be available at the event. Facility Guidelines: KCCC events will adhere to all safety protocols required at each of our host facilities. Spectators: To adhere to all facility capacity limits, maintain proper social distancing, and limit contact tracing, NO spectators will be allowed at the event. If anyone is experiencing symptoms consistent with COVID-19, they will abstain from the event (including but not limited to: fever, chills, cough, sore throat, and shortness of breath).

News From Your Company Coordinator

KCCC OFFICE - SIGN UP SOON!
Sign up for KCCC starting on January 17. Don't miss out!!

Your Events   [Sign-up for Events]

Event	Event Date	Entered	Date Added	Participants

You have not signed up for any events.

☐	**Walk**	April 9	👥
2 ☑	**Weightlifting - Coed Team**	April 11	👥

3 [Sign up for these events]

How participants will know when they've been selected to participate in an event

1. From their Challenge Manager Dashboard (must be logged in to view), they'll find a listing of all events in which they've expressed interest in the Your Events area.
2. In the Entered column, they'll see an indicator on whether they've been included in the final event roster:
   - Pending until roster is published
   - Green checkmark if selected for event participation (i.e. included on the final event roster)
   - Red X if not selected for event participation (i.e. not included on the final event roster)

Your Events

Event	Event Date	Entered	Date Added	Participants
5K - Men 30-34	May 1	✔ Entered	01/12/2021	👥
Basketball Skills Competition - Coed	June 5-6	Pending	01/12/2021	👥
Bike Race - Men 30-39	April 13-14	✔ Entered	01/12/2021	👥