

Event Participation Guide

Overview

Company Coordinators are required to submit participation selections for **18 events** through **Challenge Manager** by the official deadline: **5:00 p.m. on Thursday, February 26, 2026**

This submission ensures your company is scheduled for the events you intend to compete in.

Events Requiring Advance Notification

Company Coordinators must indicate participation for the following events in Challenge Manager:

- Adventure Race (Coed) – **Need 4 people to participate.**
 - Archery (Men's & Women's) – **1 male & 1 female.**
 - 3 vs 3 Basketball (Men's & Women's) – **Minimum of 2 to start.**
 - Bowling (Men's, Women's, & Coed) – **Max of 4 people per team. Can participate with less than 4.**
 - Cornhole – **Need 2 people to participate.**
 - Darts (Men's & Women's) – **1 male & 1 female.**
 - Disc Golf (Men's & Women's) – **2 person teams. Can participate with only 1.**
 - Fishing – **2 person teams. Can participate with only 1.**
 - Flag Football (Coed) – **Minimum of 2 men & 2 women to start.**
 - Golf (Men's & Women's) – **2 person teams. Can participate with only 1.**
 - Pickleball (Men's, Women's, & Coed) – **Need 2 people per team to participate.**
 - Billiards (Men's & Women's) – **1 male & 1 female.**
 - 4 vs 4 Soccer (Coed) – **Minimum of 3 to start. 1 of the 3 must be female.**
 - Softball (Coed) – **Minimum of 4 men and 4 women to start.**
 - Table Tennis (Men's, Women's, & Coed) – **1 male, 1 female, & 1 coed 2-person team.**
 - Tennis (Coed Doubles) – **Need 1 male & 1 female to participate.**
 - Trap Shooting (Men's & Women's) – **1 male & 1 female.**
 - Volleyball (Men's & Women's) – **Minimum of 4 to start.**
 - Weightlifting (Coed) – **Max of 3 people per team with 1 female. Can participate with less than 3.**
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Events with On-Site or Alternate Registration

Some events do not require advance registration through Challenge Manager. Please refer to each event's rules page for details on packet pick-up, check-in, and weigh-in procedures.

- **Packet Pick-Up Registration:**
5K, 10K, Half Marathon
- **On-Site Registration (Day of Event):**
Bike Race, Horseshoes, Track Meet, Long Jump, Shot Put, Swim Meet
- **Tug-of-War:**
Registration occurs at participant weigh-in

How to Set Event Participation in Challenge Manager

1. Log in to your **Challenge Manager Dashboard**.
2. Select **Event Participation** from the left-hand menu.
3. On the **Manage Event Participation** page, review:
 - Event names
 - Number of participants who have expressed interest
 - The “Participating” column
4. Select **“Yes”** or **“No”** next to each event.
5. Once complete, click **Save** at the bottom of the page.

Seeding Information

Seeding information **cannot** be entered into Challenge Manager.

- The KCCC Office will use **2025 results** to determine team and individual seeds.
- For **Track** and **Swim Meet** events, competitors may submit seed times during event check-in. Seed times are required to ensure accurate and fair heats.
- 2025 results can be viewed on the KCCC website under the **Results** section.

Important Deadlines and Data Accuracy

The KCCC Office will download all Event Participation data **directly from Challenge Manager** after the February 26 deadline.

Late submissions, changes, or additions will not be accepted.

All participation information must be **complete and accurate in Challenge Manager** by the deadline.

Scheduling Process

To meet the publishing timeline for event schedules on the KCCC website, Games Directors begin creating schedules **the morning after the deadline**.

Because of this timeline, **late submissions cannot be accepted**.

Companies that fail to submit participation selections by the deadline will **not be entered into events**.