

COMPANY COUNT INFORMATION

Company Count Submission – Due by 5:00 p.m. on Thursday, February 12, 2026

All company counts must be submitted to the KCCC office by 5:00 p.m. on Thursday, February 12, 2026.

Please submit your total company count on official company letterhead and ensure it is notarized. Only the total number of eligible employees is required—you do not need to list individual names. This number will serve as your company's official count for determining 2026 KCCC divisions.

Your company count should reflect the total number of KCCC-eligible employees who could participate, not just those planning to compete.

- Full-time employees must be included.
- If using part-time employees that are eligible to participate, include *all* part-time employees, not only those intending to compete.

Refer to the KCCC Eligibility Requirements for complete details when finalizing your count.

To submit:

1. Log in to the Challenge Manager website.
2. From your dashboard, go to Manage Company under your Company Coordinator listing.
3. Open the Company Count Letter & Profile tab.
4. Click Choose File to select your notarized Company Count Letter, then click Upload.
5. After uploading, click Save to complete your submission.