

Company Coordinator & Participant Sign-Up Guide

Company Coordinator Sign-Up

You'll receive an **email invitation** to create your Company Coordinator profile.

If you don't receive the invitation, please contact KCCC at **913-831-2222** or email

kccorporatechallenge@gmail.com.

Tip: The subject line of the invitation email will include **"KCCC Company Coordinator Invitation"** to make it easier to find.

After clicking the link in your invitation, you'll be prompted to:

1. **Complete your user profile**
2. **Sign your electronic waiver** for the 2026 Games

Note: Birthdate is a required field in Challenge Manager. This ensures your event sign-up page includes all eligible **age-group events**, based on your age as of **December 31, 2026**.

With **Company Coordinator access**, you can:

- Register for events
 - Communicate directly with participants
 - Assign **Event Coordinators** to help manage company participation
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Participant Sign-Up

Participants can register using **Challenge Manager**, accessible via the link at the top right of the **KCCC homepage** at www.kccorporatechallenge.com.

All participants must **sign an electronic waiver** before selecting events.

As a Company Coordinator, you have **two options** to invite participants:

Option 1: Send Email Invitations

1. Log in to your **Company Coordinator Dashboard**.
2. Select **"Manage Employees."**
3. Enter the email addresses of employees you wish to invite (use commas between multiple addresses).
4. Click **"Invite."**

Participants will automatically receive an email with instructions for creating their account in Challenge Manager.

Option 2: Create a Company Password

1. From your **Company Coordinator Dashboard**, select **"Manage Company."**

2. Create a **company password** and click **“Save.”**
3. Share this password with employees so they can join your company’s team when registering from the KCCC homepage.

A sample email template for promoting Challenge Manager sign-up is included in the Rules Book.

Additional Information

- **Birth Year Required:** Participants must enter their **birth year** to ensure they’re placed in the correct age category.
- **Age Determination:** Participant age for the 2026 Games is based on their age as of **December 31, 2026.**
- **Managing Participants:** As a Company Coordinator, you can **remove participants** who are no longer with your company by selecting **“Manage Employees”** in your Dashboard.