

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.

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 waiver 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/Event Coordinator/Company Coordinator 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 password and other general information – questions specific to your company will also populate to this page.
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 will populate with a list of all Company and Event Coordinators for your team.
Event Coordinator	Clicking on Dashboard/Event Coordinator/Company Coordinator is a shortcut that will take you to your Challenge Manager Dashboard. If you are assigned as the Event Coordinator for an event, you will be tasked with managing participation for that event.
Set Competitors	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.
Email Participants	This feature allows you to send emails through Challenge Manager. Use the drop menu beneath Participant Type, Events, and Gender to customize your recipient list.
Company Coordinator	Clicking on Dashboard/Event Coordinator/Company Coordinator is a shortcut that will take you to your Challenge Manager Dashboard
Event Participation	Use this page to let the KCCC Office know you would like for your team to be scheduled for an event. Once you have made your selections, click 'save.'
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 by utilizing the Competitor Questions tab. Use this function to set the company password that you will share with your colleagues in order to join your team's page in Challenge Manager.
Volunteer Preferences	Select your company's volunteer preferences. The KCCC Office assigns on a first-come, first-served basis so be sure to make your selections early!
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 can also reset a participant's password by clicking on the "edit" icon.
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

Dashboard

My Contact Info

Express Interest in Events

Coordinators

Event Coordinator

Set Competitors

Email Participants

Company Coordinator

Event Participation

Manage Company

Volunteer Preferences

Event Coordinators

Manage Employees

News Items

Create News Item

1 Welcome, Lacey!

2 Latest News From KCCC Office

3 News From Your Company Coordinator

4 Your Events

5 Event Interest

Questions?

Contact KCCC Office

5 View Reports

6 Event Coordinators

7 Sign up for events

1 Welcome, Lacey!

2 Latest News From KCCC Office

3 News From Your Company Coordinator

4 Your Events

5 Event Interest

5 View Reports

6 Event Coordinators

7 Sign up for events

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.
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'.

To select multiple participants, press Control/Command and left click.

Events

Event	Interested	Participating	Participants
5K - Men 19-24	0	No participants interested	
5K - Men 25-29	0	No participants interested	
5K - Men 30-34	1	2 Yes	2b Mr Fisher
5K - Men 35-39	0	No participants interested	
5K - Men 40-44	1	Yes	Matt Rusher

1

Company Coordinator

Event Participation

Manage Company

Volunteer Preferences

Event Coordinators

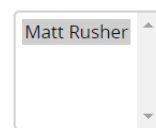
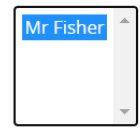
Manage Employees

News Items

Create News Item

2

2b



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).
4. Select from the list of people that display as options.

User

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.

MANAGE EVENT COORDINATORS

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

EDIT EVENT COORDINATOR

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. For example, if you are ordering company t-shirts and need to know shirt sizes, THIS IS THE PLACE TO DO IT.

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.

MANAGE COMPANY

The screenshot displays the 'MANAGE COMPANY' interface. On the left is a navigation menu with categories: Dashboard, Event Coordinator, and Company Coordinator. The 'Manage Company' option under 'Company Coordinator' is highlighted with a green box and a large green number '1'. The main content area has tabs for 'Info', 'Volunteer', and 'Competitor Questions', with the 'Competitor Questions' tab selected and marked with a green number '2'. Below the tabs, there are four question fields: 'Question #1: Do you want to be an Event Coordinator?', 'Question #2: Will you attend the Kick Off Walk & Tailgate?', 'Question #3: Will you attend the Awards Celebration?', and 'Question #4' (empty). Below the questions is a 'Shirt Sizes' section with a red asterisk. It contains five input fields with the values 'S', 'M', 'L', 'XL', and an empty field. A note below the fields reads: 'Add shirt sizes you want your participants to choose from during signup. For example: S, M, L or Women's Small, Women's Medium, Men's Medium, Men's Large.' At the bottom, there are three buttons: 'Add another item', 'Save', and 'View changes'. The 'Save' button is highlighted with a green number '3'.

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

1 Volunteer Preferences

2 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.

MANAGE EMPLOYEES

1

2

Active Employees

<input type="checkbox"/>	Last Name	First Name	Email Address	Role	Age	Gender	Actions
<input type="checkbox"/>	Fisher	Mr	lacey.fisher@jocogov.org	CC	34	M	
<input type="checkbox"/>	Fisher	L	laceyfisher25@gmail.com	CC	34	F	
<input type="checkbox"/>	Fisher	Lacey	kccorporatechallenge@gmail.com	CC	34	M	
<input type="checkbox"/>	Fisher	Lacey	lacey_jayne05@hotmail.com	P	34	F	
<input type="checkbox"/>	Rusher	Matt	matt.rusher@jocogov.org	CC	43	M	
<input type="checkbox"/>	Sanborn	Keri	Keri.Sanborn@jocogov.org	CC	45	F	

Inactive Employees

<input type="checkbox"/>	Last Name	First Name	Email Address	Role	Age	Gender	Actions
<input type="checkbox"/>	Combs	Nick	nick.combs@jocogov.org	CC	38	M	
<input type="checkbox"/>	Fanty	Maurice	jayhawkmo@gmail.com	CC	52	M	
<input type="checkbox"/>	Fisher	Lacey	fishelac@uni.edu	CC	34	F	

How to edit employee information

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.

MANAGE EMPLOYEES

1

Dashboard
My Contact Info
Express Interest in Events
Coordinators




























Event Coordinator
Set Competitors
Email Participants

Company Coordinator
Event Participation
Manage Company
Volunteer Preferences
Event Coordinators
Manage Employees
News Items
Create News Item

Invite Employee(s) + Add Employee
















Actions
--Select-- Go

Active Employees ⓘ

<input type="checkbox"/>	Last Name	First Name	Email Address	Role	Age	Gender	Actions
<input type="checkbox"/>	Fisher	Mr	lacey.fisher@jocogov.org	CC	34		    
<input type="checkbox"/>	Fisher	L	laceyfisher25@gmail.com	CC	34	F	   
<input type="checkbox"/>	Fisher	Lacey	kccorporatechallenge@gmail.com	CC	34	M	    
<input type="checkbox"/>	Fisher	Lacey	lacey_jayne05@hotmail.com	P	34	F	   
<input type="checkbox"/>	Rusher	Matt	matt.rusher@jocogov.org	CC	43	M	    
<input type="checkbox"/>	Sanborn	Keri	Keri.Sanborn@jocogov.org	CC	45	F	   

Actions
--Select-- Go

Inactive Employees ⓘ

<input type="checkbox"/>	Last Name	First Name	Email Address	Role	Age	Gender	Actions
<input type="checkbox"/>	Combs	Nick	nick.combs@jocogov.org	CC	38	M	    
<input type="checkbox"/>	Fanty	Maurice	jayhawkmo@gmail.com	CC	52	M	    
<input type="checkbox"/>	Fisher	Lacey	fishelac@uni.edu	CC	34	F	    

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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

The screenshot shows the 'CREATE COMPANY NEWS' form. On the left, a navigation menu is visible with 'Create News Item' highlighted in green and labeled with a large green '1'. The form itself has a 'Title' field with a red asterisk and a green '2' next to it. Below that is a 'Body' text area with a red asterisk and a green '3' next to it. At the bottom right of the form is a blue 'Save' button with a green '4' next to it.

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

The screenshot shows the 'EDIT NEWS ITEM' form. The 'Title' field contains the text 'KCCC OFFICE - SIGN UP SOON!'. The 'Body' text area contains the text 'Sign up for KCCC starting on January 17. Don't miss out!!'. At the bottom left, there is a 'Published' checkbox which is checked and highlighted with a green box. Below it is a blue 'Save' button.

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

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.

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
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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

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

- 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.

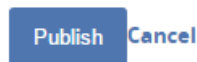
4. You will see a confirmation page. If you're ready to notify your participants, click the Publish button.

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.



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

- Dashboard**
- My Contact Info
- Express Interest in Events
- Coordinators
- Event Coordinator**
- 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	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

The screenshot displays the KCCC Challenge Manager Dashboard. On the left, a navigation menu includes 'Dashboard', 'My Contact Info', 'Express Interest in Events' (highlighted with a green box and a large green number '1'), and 'Coordinators'. The main content area features a welcome message for 'Lacey!', navigation links for 'Questions?', 'Contact KCCC Office', and 'Contact Coordinator', and three news sections: 'Latest News From KCCC Office', 'News From Your Company Coordinator', and 'Your Events'. The 'Your Events' section contains a table with columns for 'Event', 'Event Date', 'Entered', 'Date Added', and 'Participants'. Two events are listed: 'Walk' (April 9) and 'Weightlifting - Coed Team' (April 11). The 'Weightlifting - Coed Team' row has a checked checkbox and a paw print icon. A 'Sign-up for Events' button is highlighted with a green box and a large green number '2'. At the bottom right, a 'Sign up for these events' button is highlighted with a green box and a large green number '3'.

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

Event	Event Date	Entered	Date Added	Participants
<input type="checkbox"/> Walk			April 9	
<input checked="" type="checkbox"/> Weightlifting - Coed Team			April 11	

You have not signed up for any events.


[Sign-up for Events](#)

[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	