

New Admin Guide

Administrator Dashboard + Corporate Games Manager

- Accept Admin Invitation Email
- Set up Personal Account
- Edit Organization
 - Declare Companies Volunteer Interest (Yes/No)
 - Create Custom Questions
- Event Participation – Yes/No
 - (Remember to select how many teams for events that allow more than one.)
 - Review the deadlines for each event
- Volunteer Menu – Preferences must be selected by April 19th.

Employee Communication

- Begin promoting the Corporate Games to employees
 - Use materials on the admin toolkit page on our website as needed
- Assist employees with creating Corporate Games Managers accounts (direct them to the guide/video on the admin toolkit page)

Community Challenges

- Administrators can begin reaching out to ImpactLife to schedule blood drives for the Blood Donation Challenge which will officially begin May 1.
- Administrators can begin reaching out to Meals From the Heartland to schedule mobile packaging events which will officially begin May 1.

Track & Field (Athletic.Net)

- Access and create roster in Athletic.Net. If you have not received an email invitation, please contact Kyle Wagner – kyle.wagner@iowasportsfoundation.org

Burst Your Thirst Challenge

- Corporate Games staff will provide you with your Group ID and Subsidy Code. At that time, you will be able to register teams in Live Healthy Iowa. (Username and Password MUST be identical to that in Corporate Games Manager.)