



# Omaha Corporate Games Company Administrator Guide

Welcome to the OCG Dashboard

## Getting Started

### Activating Your User Account

New Users Only: Upon receiving an email invitation, follow the instructions to create your Company Administrator profile.

If you did not receive an email invitation, please contact the Omaha Corporate Games Staff at 402-471-2544 or email [lmieska@nebraskasportscouncil.com](mailto:lmieska@nebraskasportscouncil.com) with questions.

As a Company Administrator, you hold a pivotal role in facilitating your company's participation in the OCG. Your account comes with special privileges that enable you to sign up for events, manage rosters, and assign Sport Captains, helping you to streamline and optimize your company's engagement with the games.

# Understanding Your Corporate Games Dashboard

## Navigation Menu

Dashboard	Shortcut to the main page of the Dashboard.
My Info	Update your personal details (including password).
Sign Up for Events	Browse events and indicate your interest in participating.
Company Administrator	Shortcut to the main page of the Dashboard.
Event Participation	Indicate your company's participation in events.
Manage Organization	Update your company's information and create custom, company-specific questions.
Manage Captains	Assign Sport Captains to help manage participation and rosters for events.
Manage Employees	Invite employees and manage their information.
Manage News	Post announcements visible to all company participants.
Reports	Access information about your company's participants.

## DASHBOARD

**Dashboard**  
My Info  
Sign Up For Events  
Log Out


**Company Administrator**  
Event Participation  
Manage Organization  
Manage Captains  
Manage Employees  
Manage News  
Reports

### Welcome, Luke


Nebraska Sports Council - Red

#### News From the Corporate Games Staff

Welcome to OCG 2024!  
We can't wait to watch you compete!



View Reports



Sign up for events

### Your Events

Event	Event Dates	Entered	Date Added	Team
Bowling	Aug 12 - Apr 6	✓	04/05/2024	n/a
Fitness Walk	Sep 25 - Apr 6	✓	04/05/2024	n/a <a href="#">Remove</a>

### Your Volunteer Assignments

You do not have any volunteer assignments

## Dashboard Information

*Within your Corporate Games Dashboard, you'll encounter various sections designed to keep you informed:*

News from the Corporate Games Staff	General announcements to all companies.
Your Events	Events you have personally signed up to participate in.
View Reports	Access reports.
Sign up for Events	Browse and indicate interest in events.

## Company Administrator Functions

*As a Company Administrator, you're the key to your company's involvement in the Omaha Corporate Games. Let's explore some key functions and how you can effectively leverage them:*

### How to Indicate Team Event Participation

1. From your Dashboard, select Event Participation from the left-hand navigation menu
2. Indicate whether or not your company will be participating in a given event by selecting YES or NO. Based on your response, a green box with "Yes" or a red box with "No" will appear, providing a visual confirmation of your selection.
  - a. Changes can be made up until the company participation deadline shown with each event. To change the answer, click on the existing green or red box.
  - b. **NOTE:** Pay close attention to the Teams column for events that allow multiple teams. The number of teams listed in this column determines your company's scheduling.
  - c. **NOTE:** Please adhere to the designated participation deadline dates. This ensures proper scheduling and seamless flow of all events.
3. Clicking on the event name allows Sport Captain-level access for Company Administrators to each sport.
4. **TIP:** While no action is required for unlimited and individual events, you can quickly view interested participants for all events. Use the "Team Events" buttons to toggle between event types.

## EVENT PARTICIPATION

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Company Administrator  
**Event Participation**  
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Team Events Individual Events

Show 10 entries

Search:

Event	Deadline	Slots	Teams	Interested	
Bowling	Apr 10 @ 5:00PM	5	1	1	Yes <input checked="" type="checkbox"/>
Disc Golf	Apr 12 @ 5:00PM	4	0	0	No <input type="checkbox"/>
Electronic Darts	Apr 12 @ 5:00PM	4	-	0	Yes <input type="checkbox"/> No <input type="checkbox"/>

Previous 1 Next

### How to Assign Sport Captains

*Sport Captains play a crucial role in helping manage participation and ensuring smooth coordination within your company. Here's how you can assign Sport Captains for various events:*

1. From your Dashboard, select Manage Captains from the left-hand navigation menu.
2. Click + New Captain button.
3. Select user from the dropdown list of employees (the user must already be registered with a user account)
4. Under Add Events, click the + button to bring up a dropdown menu of available events. Select the event. To add additional events to the same Sport Captain, click the + button again and repeat.
5. When you're finished making changes, click the Save button. The employees will receive an email alert indicating the Sport Captain assignment.

## CREATE CAPTAIN

User

Ashley Kramer (ashley@nebraskasportscouncil.com)

Add Events

Bowling

X

+

Save

## How to Ask Employee Questions

Gathering relevant information from your company's participants can be helpful in many instances. For example, if you are ordering company-wide t-shirts, you can gather shirt sizes here. Here's how you can ask questions to gather insights:

1. From your Dashboard, select Manage Organization from the left-hand navigation menu.
2. Scroll down to the Questions section.
3. You can ask up to 10 questions that will appear on each participant's profile page. Simply type in a Question field and click Save.

### EDIT ORGANIZATION

- Dashboard
- My Info
- Sign Up For Events
- Log Out
  
- Company Administrator
- Event Participation
- Manage Organization**
- Manage Captains
- Manage Employees
- Manage News
- Reports

**Name**

**Website**

**Address**

**Phone**

**Division**

**Company Code**

**Active**

**Would you like to provide volunteers?**

**Questions**

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

## How to Manage Employees

*Effectively managing your company's roster is vital for ensuring a seamless OCG experience. Here's how you can manage employees and facilitate their involvement:*

1. From your Dashboard, select Manage Employees from the left-hand navigation menu.
2. Type the email address in the Emails field of any employee you'd like to invite to participate. You can include multiple email addresses by separating each with a comma. Limit of 10 email addresses per invite.
3. Once you've entered the email addresses, click Invite. Employees will receive a notification email prompting them to create a user account on the website and agree to the waiver.
4. **NOTE:** When the invited employee's user account is activated, the employee's first and last name will appear on the list.

## MANAGE EMPLOYEES

Dashboard  
My Info  
Sign Up For Events  
[Log Out](#)

Company Administrator  
Event Participation  
Manage Organization  
Manage Captains  
**Manage Employees**  
Manage News  
Reports

[Admin Create User](#)

**Emails**

Emails [Invite](#)

Use a comma to separate more than one address. The number of emails the system can send at once is limited. Please send no more than 20 at a time using this feature.

Name	Email	Role			
Pat Hagedorn	hagedorn@nebraskasportscouncil.com	admin	<a href="#">Edit</a>	<a href="#">Events</a>	<a href="#">Remove</a>
Brandon Holscher	bholscher@nebraskasportscouncil.com	admin	<a href="#">Edit</a>	<a href="#">Events</a>	<a href="#">Remove</a>
Ashley Kramer	ashley@nebraskasportscouncil.com	admin	<a href="#">Edit</a>	<a href="#">Events</a>	<a href="#">Remove</a>
Luke Mieska	lmieska@nebraskasportscouncil.com	admin	<a href="#">Edit</a>	<a href="#">Events</a>	<a href="#">Remove</a>
Destry Miller	dmiller@nebraskasportscouncil.com	admin	<a href="#">Edit</a>	<a href="#">Events</a>	<a href="#">Remove</a>

## How to Edit Employee Information

**NOTE:** All actions in the Manage Employees menu can be accomplished by the individual employee from their own Dashboard.

1. From your Dashboard, select Manage Employees from the left-hand navigation menu.
2. Use the Edit feature to modify the employee's personal information and passwords as needed.
3. If an employee is no longer associated with your company, you can use the Remove option to remove them from your organization. This action will not delete their user account from the system but will restrict their ability to declare interest in your events.
  - a. The Events button provides access to a list of all events the individual employee has declared interest in. You can add or remove events as needed, ensuring alignment with the employee's preferences and eligibility.

## How to Create and Edit News Items

*Keeping participants informed and engaged is essential for fostering a sense of community and camaraderie within your company. Here's how you can create and edit news items:*

1. From your Dashboard, select Manage News from the left-hand navigation menu.
2. Click + New News to add a news item.
3. Create a title for your announcement. Put your message in the body. This message will appear for all participants within your company.
4. When finished, click Save. You can always make edits or updates as necessary.

## CREATE NEWS

The screenshot shows the 'CREATE NEWS' form interface. On the left is a navigation menu with the following items: Dashboard, My Info, Sign Up For Events, Log Out, Company Administrator, Event Participation, Manage Organization, Manage Captains, Manage Employees, Manage News, and Reports. The main form area contains a 'Title' field, a 'Body' field with a rich text editor toolbar (including options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Print), a 'Published' checkbox, and a green 'Save' button with a checkmark icon.

## How to Add Participants to an Event Roster

1. There are multiple ways to add participants to an event roster:
  - a. Unlimited events automatically confirm participation to the employee and require no action from a Sport Captain or Company Administrator
  - b. For limited participation events, participants can be added to a roster by a designated Sport Captain or a Company Administrator. Adding an employee to a roster will send an email to the employee alerting them to being added to the roster. Removing an employee from a roster will also result in an email alert being sent to the employee.
  - c. **SPORT CAPTAIN:** From your Dashboard, click on Manage rosters. A list of the Sport Captain's events will appear. **COMPANY ADMINISTRATORS:** From your Dashboard, click on Event Participation.
  - d. Click on the appropriate event name to bring up the Manage Roster screen.  
**NOTE:** If the event is under a category, the category name must be clicked to see all events within the category.
2. You will find a listing of everyone who declared interest in the selected event. To place a participant in an event and add them to the event roster, click the + Yes button. To remove a participant, click the x No button. Employees will be highlighted in green or red depending on which button was clicked. **NOTE:** To quickly add an employee to the interest list, click the + Add User button.
3. Employees will see a change on their Dashboard under Your Events once the Company Administrator has selected "Yes" or "No" for the specific event on the Event Participation screen. A green checkmark along with the team number indicates that the employee has been included on the company roster. A red X indicates that the employee is not on the roster. "Pending" indicates that an employee has not yet been acted upon in the Manage Roster Menu.
4. **NOTE:** Employees will not be able to remove themselves from an event after a roster has been set.

## MANAGE ROSTER

- Dashboard
- My Info
- Sign Up For Events
- Log Out
- Company Administrator
- Event Participation
- Manage Organization
- Manage Captains
- Manage Employees
- Manage News
- Reports

### Bowling Interest

+ Add User

Name	Email	Team	Date	
Ashley Kramer	ashley@nebraskasportscouncil.com	-	04/08/2024 4:38pm	+ Yes x No
Destry Miller	dmiller@nebraskasportscouncil.com	-	04/08/2024 4:41pm	+ Add
Luke Mieska	lmieska@nebraskasportscouncil.com	1	04/05/2024 1:41pm	x Remove



## How to Add Participants to an Event Roster with Multiple Teams

Additional steps are required to ensure accurate team assignments for events that allow multiple teams. Here's how you can add participants to event rosters with multiple teams:

1. You will find a dropdown menu to select the number of teams your company will enter. Be sure to select the number of teams before adding participants in order to assign participants to a specific team. This number is used by OCG staff to create the schedule.
2. To add employees to team, click + Yes next to the employee. This will bring up a dialogue box to add the employee to a team.
3. Select the team, and click save.
  - a. The team number for each employee will be listed on the Manage Roster screen. The team number will also be listed on the employee's dashboard under Your Events.

## MANAGE ROSTER

Dashboard

My Info

Sign Up For Events

Log Out

Company Administrator

Event Participation

Manage Organization

Manage Captains

Manage Employees

Manage News

Reports

### Disc Golf Interest

+ Add User

You are allowed to form up to 2 teams for this event. Please indicate the number of teams you will be forming below.

2 Teams

Name	Email	Team	Date	
Ashley Kramer	ashley@nebraskasportscouncil.com	1	04/08/2024 4:38pm	<a href="#">✕ Remove</a>
Destry Miller	dmiller@nebraskasportscouncil.com	2	04/08/2024 4:41pm	<a href="#">✕ Remove</a>
Luke Mieska	lmieska@nebraskasportscouncil.com	1	04/08/2024 4:58pm	<a href="#">✕ Remove</a>

# Participant Functions

## How Participants Indicate Interest in an Event

1. From their Dashboard, employees will select Sign Up For Events from the left-hand navigation menu.
2. On the Event Sign-Up page, participants can select which events they'd like to express interest in by checking the box next to the event title.
3. When finished, click the "Sign up for these events" button at the bottom of the page.  
**NOTE:** Some events have attached questions. These questions will show on the next page. Click Save when finished.
4. If a participant would like to remove themselves from an event, they can do so on the Dashboard under Your Events by clicking Remove next to the selected event.
  - a. **NOTE:** If the participant has expressed interest in a limited roster event, once selected for the roster, the participant will no longer be able to remove themselves. Only a Company Administrator can do so. This functions to avoid unexpected no-shows at events.

## EVENT SIGN-UP

Dashboard

My Info

**Sign Up For Events**

Log Out

Company Administrator

Event Participation

Manage Organization

Manage Captains

Manage Employees

Manage News

Reports

### Available Events

Nebraska Sports Council - Luke Mieska

Title	Dates
<input checked="" type="checkbox"/> Electronic Darts	Sep 26 - Apr 14

**Sign-up for these events**