## OMAHA CORPORATE GAMES COMPANY ADMIN GUIDE

Welcome to the Omaha Corporate Games Dashboard! As a Company Administrator, you hold a pivotal role in facilitating your company's participation in the Games. 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.

New admins will receive an email invitation to activate their account. Follow the instructions to create your Company Administrator profile. If you did not receive an email invitation, please contact <u>alayna@nebraskasportscouncil.com</u>.

**Omaha Corporate Games Dashboard** 

## **STEP-BY-STEP GUIDES**

How to Navigate the OCG Dashboard

> How to Manage Employees

How to Ask Employee Questions

How to Create and Edit News Items How to Assign Sport Captains

How to Indicate Team Event Participation

ADMIN: How to Add Participants to a Roster

SPORT CAPTAIN: How to Add Participants to a Roster