



DES MOINES CORPORATE *GAMES*

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Getting Started – Des Moines Corporate Games Manager

Setting up Your User Account

1. To get started, go to <https://dmcorporategames.org> and look for the Dashboard button. **The Dashboard button will be live beginning in early April.**



2. Click the Dashboard button to bring up the Corporate Games Manager login screen

3. For new users, click the New User Register Here button to create your account. Returning users can login using your existing username and password.
4. New users will need your company code in order to access Corporate Games Manager.

Dashboard Information

Dashboard	Clicking on Dashboard is a shortcut that will take you to your Corporate Games Manager Dashboard
My Info	Update your password or other general information – including your intent to volunteer for DMCG and answers to company questions
Sign Up for Events	Find a listing of all events in which you’re eligible to participate, and indicate your interest in participating
News from the Corporate Games Staff	Announcements from Des Moines Corporate Games to all companies
News From Your Company Admin	Announcements specific to your company from your Company Administrators
Your Events	Events you have expressed interested in participating
Contact Company	Click this button to email your Company Administrators

How to Indicate Interest in an Event

5. From your Dashboard, select Sign Up For Events from the left-hand navigation menu.

DASHBOARD

Dashboard
My Info
Sign Up For Events

Welcome, Megan

Iowa Sports Foundation

Contact Company

News From the Corporate Games Staff

Follow the Des Moines Corporate Games on Social Media

Get the latest info, including results, weather cancellations, and photos on our [Facebook](#) and [Twitter](#) pages.

New to Corporate Games Manager?

Take a few minutes to check out the Employee Instruction Manual (*coming soon*)

News From Your Company Admin

No news from your company administrator

Your Events

Event	Event Dates	Entered	Date Added	Team
Bags Tournament	Jul 20	✓	04/02/2018	Team 2
Disc Golf Women's Team	Jun 24	pending	04/02/2018	- Remove
Golf 4-Person Best Shot Coed Team	Jul 29	✓	04/09/2018	-
Road Race 5K Female 30-34	Jul 21	✓	04/02/2018	n/a Remove

- On the Event Sign-Up page, you can select which events you'd like to express interest in participating by checking the box next to the event title.

EVENT SIGN-UP

Dashboard
My Info
Sign Up For Events

Available Events

Iowa Sports Foundation - Megan Hansen

Title	Dates
<input type="checkbox"/> Bags Tournament	Jul 20
<input type="checkbox"/> Basketball 3 on 3 Women's Team	Jun 19
<input type="checkbox"/> Blood Drive	May 1 - 31
<input type="checkbox"/> Bowling Coed Team	Jun 5
<input type="checkbox"/> Bowling Women's Team	Jun 5
<input type="checkbox"/> Cross Country Race Distance: 4K Female 30-34	Jul 28
<input type="checkbox"/> Cross Country Race Distance: 8K Female 30-34	Jul 28
<input type="checkbox"/> Disc Golf Women's Team	Jun 24

- 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.

EVENT QUESTIONS

Dashboard
My Info
Sign Up For Events

The selected events have been added. X

Some events you signed up for have questions. Please answer the questions below.

Bags Tournament

Would you like to be a Sport Captain for Bags? (Yes or No)

Yes

Burst Your Thirst

Would you like to serve as a Burst Your Thirst Team Captain?

|

Golf | 4-Person Best Shot | Coed Team

Would you like to be a Sport Captain for Golf?

|

Save

8. If you would like to remove yourself from an event, you can do so on the Dashboard under Your Events by clicking Remove next to the selected event.
 - a. If you have expressed interest in a team event, once selected for the roster you will no longer be able to remove yourself. Only a company administrator can do so once a roster has been determined. This is to avoid unexpected no-shows at events.

How will I know when I have been included on the Event Roster?

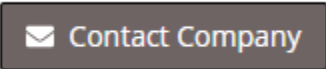
1. From your Dashboard, you'll find a listing of all events in which you've expressed interest in the Your Events area.
2. In the Entered column, you'll see an indicator on whether or not you've been included in the event roster:
 - a. "Pending" until action from the Sport Captain or Company Administrator
 - b. Green checkmark if selected for event participation (i.e. included on the event roster)
 - c. Red "X" if not selected for event participation (i.e. not included on the event roster)

Your Events

Event	Event Dates	Entered	Date Added	Team	
Bags Tournament	Jul 20	✓	04/02/2018	Team 2	
Disc Golf Women's Team	Jun 24	pending	04/02/2018	-	Remove
Road Race 5K Female 30-34	Jul 21	✓	04/02/2018	n/a	Remove

Who do I contact if I have questions?

1. From your dashboard, click on the Contact Company button. This allows you to send an email to your Company Administrators.

 Contact Company

Checking in for Events

Employees must check in at events in order to get credit for their company and to earn company points. This also assures that each employee has agreed to the Corporate Games liability waiver.

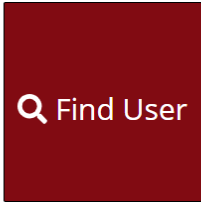
Check-in Options

Each Corporate Games event that is held on location will have check-in kiosks available. You can also check in using your own mobile device by taking a photo of the QR code posted on site. You must allow location services in order to use this feature.

For both options, check in is the same

1. Click on the Find User button

BOWLING CHECK IN



Find User

2. Type in your last name in the search bar, click your name to highlight your information, and click the Select User button.

User Lookup ×

Show entries Search:

Name	Company
Matt Beatty	Iowa Sports Foundation
Wendy Beatty	Corteva Agriscience

Showing 1 to 2 of 2 entries Previous 1 Next

Select User

Can't find user? Click [here](#) to create a new account.

- a. If your name doesn't appear, you may need to set up a Corporate Games Manager account. Below the Select User button, you can create a new account. A check-in volunteer can assist you with this process

3. If there are multiple events checking in, you may have to click the Check In button to complete the check in process

BOWLING CHECK IN

Matt Beatty is eligible for multiple events in this Check in. Please choose the event from the list below.

Bowling | Coed Team

Check In

Bowling | Men's Team

Check In

4. A successful check-in will be noted on the screen

Matt Beatty has successfully been checked in to Bowling | Coed Team.

x

BOWLING CHECK IN

 Find User