

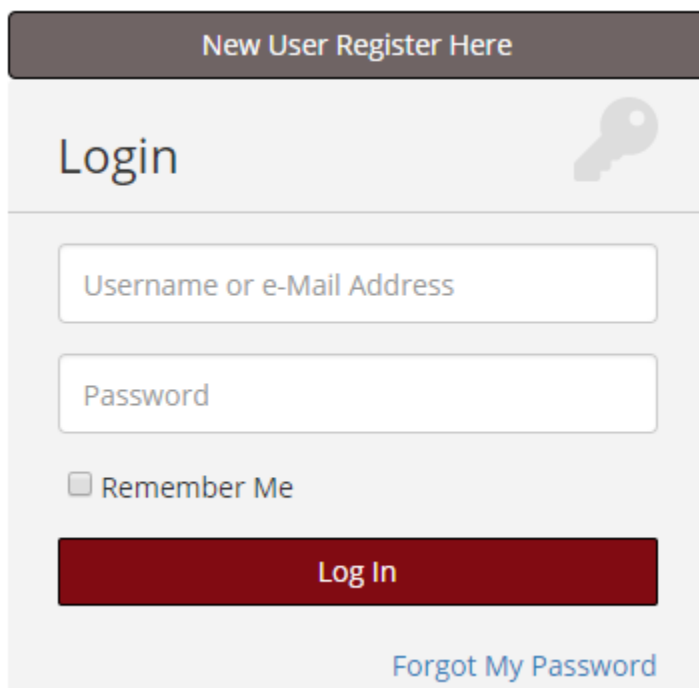
## Getting Started – Des Moines Corporate Games Manager

### Setting up Your User Account

1. To get started, go to <http://dmcorporategames.org/> and look for the Declare Your Interest button.

**DECLARE YOUR INTEREST**

2. Click the Declare Your Interest button to bring up the Corporate Games Manager login screen



New User Register Here

Login

Username or e-Mail Address

Password

Remember Me

Log In

[Forgot My Password](#)

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. **NOTE: This system is new for 2018. Your 2017 log in will not work and you must create a new account.**
4. New users will need your company code in order to access Corporate Games Manager.

## Dashboard Information

<b>Dashboard</b>	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

- 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	-	<div style="background-color: #C00000; color: white; padding: 2px 5px; border-radius: 3px;">Remove</div>
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	<div style="background-color: #C00000; color: white; padding: 2px 5px; border-radius: 3px;">Remove</div>

- 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)

### 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

- 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.
  - 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 "-" 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	-	<a href="#">Remove</a>
Road Race   5K   Female 30-34	Jul 21	✓	04/02/2018	n/a	<a href="#">Remove</a>

### 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.

