

***Corporate Games Manager will open in early April 2019 for employees to declare interest for their events.*

Getting Started – Corridor Corporate Games Manager

Setting up Your User Account

1. To get started, go to <http://corridorcorporategames.org> and look for the Dashboard button.



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

A screenshot of the login screen. At the top is a dark grey button labeled "New User Register Here". Below this is a light grey box with the word "Login" in a large font and a key icon to its right. There are two input fields: "Username or e-Mail Address" and "Password". Below the password field is a checkbox labeled "Remember Me". At the bottom of the box is a dark green button labeled "Log In". Below the box is a blue link labeled "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.
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

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

DASHBOARD

Dashboard

My Info

Sign Up For Events

Welcome, Katie

Iowa Sports Foundation - Division 1

[Contact Company](#)

News From the Corporate Games Staff

Welcome to Corporate Games Manager!

Have questions? Take a few minutes to check out the [Employee Instruction Manual](#)

News From Your Company Admin

News

Sign up today!

Your Events

Event	Event Dates	Entered	Date Added	Team
Bags Tournament	Jun 20	✓	12/24/2018	2
Sand Volleyball Coed Team	Jun 15	pending	12/24/2018	n/a Remove
Tug of War Coed Team	Jun 25	✓	12/24/2018	n/a

- 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 - Katie Kramer

Title	Dates
<input type="checkbox"/> Nature Walk	Jun 1
<input type="checkbox"/> Sunrise Yoga	Jun 22
<input type="checkbox"/> Track & Field 100M Dash Female 30-39	Jul 9
<input type="checkbox"/> Track & Field 4 x 100 M Relay Coed Team	Jul 9
<input type="checkbox"/> Track & Field 4 x 400 M Relay Coed Team	Jul 9

Sign-up for these events

- 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

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?

Sand Volleyball | Coed Team

Would you like to be a Sport Captain for Sand Volleyball?

- 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 "X" if not selected for event participation (i.e. not included on the event roster)

Your Events

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Bags Tournament	Jun 20	✓	12/24/2018	2	
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Tug of War Coed Team	Jun 25	✗	12/24/2018	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.

