Getting Started – Quad Cities Corporate Games Manager

Setting up Your User Account

1. To get started, go to http://cvcorporategames.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 CVCG 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 Cedar Valley 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
Log Out

Welcome, Cory
Iowa Sports Foundation - Division 1

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

ISF News
Sign up today!

Your Events

Event	Event Dates	Entered	Date Added	Team	
Ale Trail Cycling Ride	Jun 13	✔	02/09/2021	n/a	Remove
Bags Tournament	Jul 22	✔	02/09/2021	1	
Sand Volleyball | Coed Team	Jun 26	✔	02/09/2021	n/a	
Trivia Night	Jul 15	pending	02/09/2021	n/a	Remove

6. 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
Log Out

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

Available Events

Iowa Sports Foundation - Matt Beatty

	Title	Dates
☐	Ale Trail Cycling Ride	Jun 13
☐	Bags Tournament	Jul 22
☐	Basketball Shooting Competition | Male 40-49	Jul 11
☐	Road Race 5K | Male 40-49	Jul 17
☐	Trivia Night	Jul 15

Sign-up for these events

7. 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
Log Out
Company Administrator
Event Participation
Manage Organization
Manage Captains
Volunteer
Manage Employees
Manage News
Reports

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?

Trivia Night

Would you like to be a Sport Captain for Trivia?

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	
Ale Trail Cycling Ride	Jun 13	✔	02/09/2021	n/a	Remove
Bags Tournament	Jul 22	pending	02/09/2021	-	Remove
Sand Volleyball | Coed Team	Jun 26	✘	02/09/2021	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.
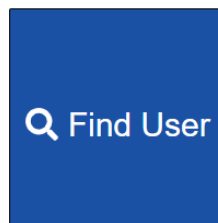
Check-in Options

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 and be logged in with your Corporate Games Manager account.

For both options, check in is the same

1. Click on the Find User button

<div align="center">

BOWLING CHECK IN

</div>

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

    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

Correct event not listed? Please seek assistance from a volunteer.

↺ Back to Check-in

4. A successful check-in will be noted on the screen. **You must see the green box to confirm that check-in was successful.**

Matt Beatty has successfully been checked in to QR Code Test Event.   X

CHECK IN