



GETTING STARTED - COMPANY COORDINATOR/PARTICIPANT SIGN-UP

Company Coordinator Sign-Up

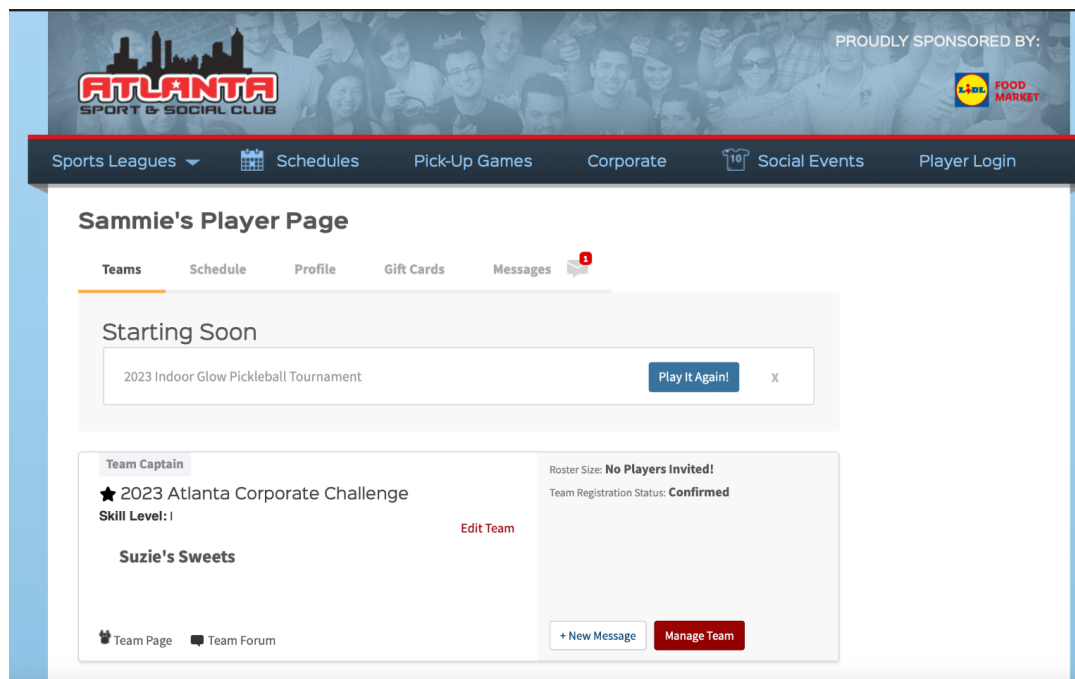
- You will receive an email invitation to create your Company Coordinator profile. If you did not receive an email invitation, please contact ACC at 678-869-4690 or email havefun@atlcorporatechallenge.com
- After clicking the link provided in the email invitation, you'll be prompted to fill out your user profile information and sign your electronic waivers for the 2023 Games.
- Please note birthdate is a required field. This will enable your event sign-up page to include all relevant age-group events (based on age) and include them in the appropriate age category. **REMEMBER: Your 2023 ACC age is based on your age as of December 31, 2023.**
- With Company Coordinator privileges, you can sign up for events, easily communicate with participants, as well as assign team captains to manage individual sport participation from your company.

Participant Sign-Up

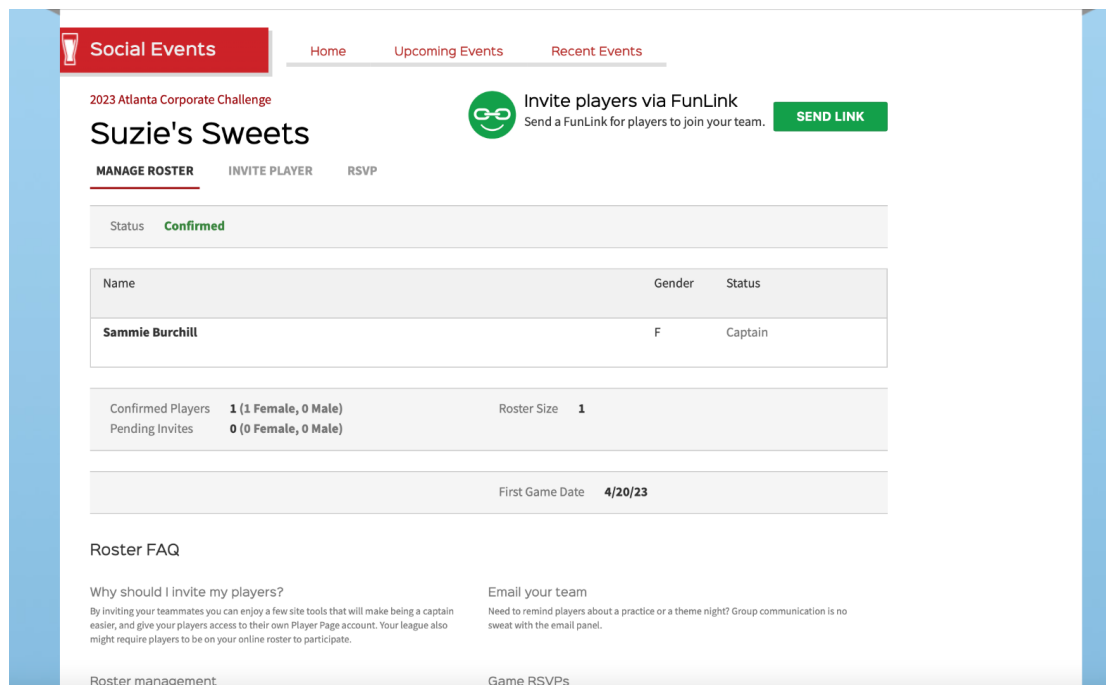
Participants may now create their own profile under the ACC website. Participants will be required to sign an electronic waiver prior to any participation in the Corporate Challenge. As a Company Coordinator, you will be able to invite your participants by taking the following steps:

1. Login to your profile created earlier.

2. Select the “Manage Team” feature on your Company Dashboard and in the top right section there is a green “Fun Link.”



3. Click and copy the link and you can send this out to your company using our sample email here to invite your participants.



4. All participants will receive a link to register directly to your company's team where they will each create a profile and sign the waiver as well.
 5. During participant registration, they will be able to select which sports/events they would like to participate in
- **Age is a required field; participants must include their birth year.** This will enable their event sign-up page to include all relevant age-group events (based on age) and include them in the appropriate age category. Please remember, your age is based on **December 31, 2023**.
 - As a Company Coordinator, you can delete profiles for your participants. If a participant needs to be removed or a former participant has left your company, you can delete them out of the Company roster by selecting "Manage Team" from your Dashboard and making any necessary edits.

Sport Specific Participations

- An additional formstack for participants to complete will contain line items to specify which sports they will be participating in. This will also be where participants will designate if they want to be a captain for that specific sports team or not. Once a captain is selected, they will be inputted into that specific sport's tournament under the company name and will follow the same steps as above to invite players to that sport's roster.