



Lincoln Corporate Games Participant Guide

Welcome to the LCG Dashboard

Getting Started

1. **Registering Your Account:** Visit [\(link\)](#) and click on the Dashboard button to access the Corporate Games Dashboard. The Dashboard feature will become accessible in early July.
2. **Creating Your Account:** New users should click on the “New User Register Here” button to create their account. Returning users can log in using their existing credentials. Make sure to have your company code (provided by your Company Administrator) handy.

A screenshot of a login form. At the top, there is a dark grey button labeled "New User Register Here". Below this is a light grey header area with the word "Login" on the left and a key icon on the right. The main form area contains 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 form is a dark green button labeled "Log In". In the bottom right corner of the form, there is a blue link that says "Forgot My Password".

Dashboard Overview

- **Dashboard:** Link to your Corporate Games Dashboard
- **My Info:** View your general information and update your password
- **Sign Up For Events:** Browse and sign up for events you're eligible to participate in
- **News From the Corporate Games Staff:** Announcements from the LCG team
- **Your Events:** View events you've expressed interest in participating in
- **Contact Company:** Easily email your Company Administrator here

DASHBOARD

Dashboard
My Info
Sign Up For Events
Log Out

Welcome, Contact Company

News From the Corporate Games Staff

Welcome to LCG 2024!
We can't wait to watch you compete!

Your Events
You are not signed up for any events

Your Volunteer Assignments
You do not have any volunteer assignments

Signing Up for Events

1. **Express Interest:** From your dashboard, navigate to the "Sign Up For Events" section in the left-hand menu.
2. **Event Selection:** Check the boxes next to the events that you'd like to participate in.
3. **Completing Sign-Up:** Click "Sign Up for These Events" at the bottom of the page. Some events may ask additional questions, which will appear on the next page.
4. **Removing Yourself from an Event:** Go to "Your Events" and click "Remove" next to the event. Note: Only Company Administrators can remove participants from team events once the rosters are finalized.

EVENT SIGN-UP

Dashboard
My Info
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Available Events

Nebraska Sports Council - Luke Mieska

	Title	Dates
<input checked="" type="checkbox"/>	Bowling	Aug 12 - Apr 6

Sign-up for these events

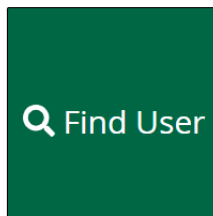
Event Participation Confirmation

1. **Monitoring Your Events:** Check the “Your Events” section to see if you’ve been included in event rosters.
2. **Roster Status:** The “Entered” column indicates your status:
 - a. “Pending”: Awaiting action from the Sport Captain or Company Administrator
 - b. Green checkmark: Selected for event participation
 - c. Red “X”: Not selected for event participation

Virtual Check-In Steps

1. **Finding Check-In Link:** Go to (link) and look for the “Virtual Check-In” section. Follow the link listed.

FITNESS WALK - OWN ROUTE CHECK IN



2. **Getting Credit for Participating:** Click “Find User” and search your name. Click your name. It should be highlighted yellow. After it’s highlighted yellow, click the green “Select User” button. Click the green “Check In” button. Enter your password and login if prompted.
 - a.

User Lookup ×

Show entries Search:

Name	Company
Luke Mieska	Nebraska Sports Council

Showing 1 to 1 of 1 entries

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

b.

FITNESS WALK - OWN ROUTE CHECK IN

Luke Mieska is eligible to check in to **Fitness Walk**. Please click the Check In button below to complete the check in.

✓ Check In

- 3. Verifying Participation:** After following the steps above, your page should return to the “Find User” screen. A green confirmation banner will be at the top of the page, that confirms you have successfully checked in.

Luke Mieska has successfully been checked in to Fitness Walk.

Having Issues?

- Please reach out to your Company Administrator or the Lincoln Corporate Games team (alayna@nebraskasportscouncil.com).