

LINCOLN CORPORATE GAMES COMPANY ADMIN GUIDE

Welcome to the Lincoln Corporate Games Dashboard! As a Company Administrator, you hold a pivotal role in facilitating your company's participation in the Games. Your account comes with special privileges that enable you to sign up for events, manage rosters, and assign Sport Captains, helping you to streamline and optimize your company's engagement with the Games.

New admins will receive an email invitation to activate their account. Follow the instructions to create your Company Administrator profile. If you did not receive an email invitation, please contact alayna@nebraskasportscouncil.com.

Lincoln Corporate Games Dashboard

STEP-BY-STEP GUIDES

**How to Navigate the
LCG Dashboard**

**How to Assign
Sport Captains**

**How to Manage
Employees**

**How to Indicate Team
Event Participation**

**How to Ask
Employee Questions**

**ADMIN: How to Add
Participants to a Roster**

**How to Create and
Edit News Items**

**SPORT CAPTAIN: How to
Add Participants to a Roster**