LINCOLN CORPORATE GAMES

COMPANY ADMIN GUIDE

Welcome to the LCG 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 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. Returning admins should be able to log in using their existing credentials.

Guides marked with a star cover the core functions needed to manage your company's participation.

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