EVENT PARTICIPATION
Please read the information below carefully.

➢ **Event Participation** – Use this page to let the KCCC Office know that you would like to be scheduled for an event. Once you have made your selections, click "save." **PLEASE NOTE:** Various events have different Event Participation deadlines.

➢ **Set Competitors – THIS FUNCTION IS FOR INTERNAL USE ONLY. KCCC will NOT access or use this info in any way.** Use this page to let your competitors know that you're counting on them for an event.

When does KCCC need Event Participation?
Use the following table to stay organized about when Event Participation should be completed so KCCC can schedule your team. (**PLEASE NOTE:** For events labeled as "Not Required," remember, the Event Participation page is for KCCC purposes ONLY and this event does not require the KCCC Office to know your participation ahead of time. You can still use the Set Competitors page for these events to let your teammates know you're planning on their participation):

EVENT	EVENT PARTICIPATION (by 5:00 pm in all cases)
5K	*Not required for this event*
Adventure Race	February 29
Archery	February 29
3 on 3 Basketball	February 29
Bike Race	*Not required for this event*
Bowling	February 29
Cornhole	February 29
Darts	February 29
Disc Golf	February 29
10K	*Not required for this event*
Fishing	February 29
Flag Football	February 29
Golf	February 29
Half Marathon	*Not required for this event*
Horseshoes	*Not required for this event*
Kickball	February 29
Long Jump	*Not required for this event*
Pickleball	February 29
Pool	February 29
Shot Put	*Not required for this event*
4 v 4 Coed Soccer	February 29
Softball	February 29
Swim Meet	*Not required for this event*
Table Tennis (Singles)	February 29
Table Tennis (Mixed Doubles)	February 29
Tennis (Mixed Doubles)	February 29
Track Meet	*Not required for this event*
Trap Shooting	February 29
Tug of War	*Not required for this event*
Volleyball	February 29
Weightlifting	February 29

<u>How to Set Event Participation</u>

✓ From your Challenge Manager Dashboard, select Event Participation from the left-hand navigation menu.

✓ From here, you will find a listing of all events.

- ABOUT AGE-SPECIFIC EVENTS (Example: 5K or Half Marathon): These events have been created so that when a participant indicates interest, only the age group they are eligible for will appear. You will need to manage your slots for each age group.

- ABOUT WILD CARDS: For a sport that allows wild card entries from any age group (Example: Swimming or Half Marathon), Wild Card will be an option in addition to a participant's given age category. To be considered as a Wild Card, the participant must sign up for the Wild Card event so that you can then select them when managing event participation.

✓ Once you have made your selections, save these choices at the bottom of the page.

✓ Seeding Information cannot be added into Event Participation. The KCCC office will use 2023 results to seed teams and individuals. For the Track and Swim Meet events, please let your competitors know they may submit a seed time for their event at check-in. Seed times are mandatory to ensure the best possible Meets. Participant times from 2023 are available on the KCCC website in the "Results" section.

THE KCCC OFFICE WILL DOWNLOAD THE EVENT PARTICIPATION YOU SET DIRECTLY IN CHALLENGE MANAGER.

ANY CHANGES OR ADDITIONS MADE AFTER THE ABOVE DEADLINES WILL NOT BE RECEIVED. INFO MUST BE COMPLETED AND CORRECT IN CHALLENGE MANAGER BY THE DEADLINES ABOVE!

To make sure we can meet our deadline of posting schedules on the KCCC website, the KCCC Games Directors must begin the scheduling process the morning after each deadline. We cannot interrupt the scheduling process to accommodate the receipt of late Event Participation submissions, therefore, those companies who fail to submit their information by the deadline in accordance with the above guidelines will not be entered into events.