PARTICIPATION LIST

The Participation List is a list of all the employees from your company who are eligible to participate in the Games and have activated an electronic waiver or paper waiver (see the additional information below on the use of paper waivers).

You also can add participants yourself (as Company Coordinators) through the "Manage Employees" feature on your Company Coordinator Dashboard in Challenge Manager. Any participants who are added manually (by a coordinator) must fill out and sign a hard copy waiver form which must be submitted to the KCCC Office. Hard copy waivers can be found in this Rules Book.

Your Company's Participation List will be downloaded from Challenge Manager by the KCCC Office at 5:00 p.m. on Thursday, March 22. All hard copy waiver forms (for participants signed-up by their coordinators) and the Hard Copy Waiver List must be received by the KCCC office by 5:00 p.m. on Thursday, March 22. The Hard Copy Waiver List is a complete list of all participants within your company that need to submit a hard copy waiver to the KCCC Office. This list is available in Challenge Manager and can be accessed by selecting the "View Reports" icon on the right side of your Company Coordinator Dashboard.

Each company's Participation List is duplicated and will be on-site at each event for use by KCCC Staff.

Anyone attempting to check-in for an event whose name is not on your Company's Participation List will not be allowed to participate.

➢ The KCCC office will download your Company's Participation List from Challenge Manager at 5:00 p.m. on Thursday, March 22. You, as Company Coordinator, are responsible for making sure all eligible participants have gone online to sign-up through Challenge Manager or that you (as the Company Coordinator) have signed them up (using "Add Employee" through the "Manage Employee" feature on your Company Coordinator Dashboard) and turned in a hard copy KCCC waiver form with their signature. Your company's Hard Copy Waiver List must also be submitted with any hard copy waiver forms.

➢ The Participation List serves two purposes:

1) It tells KCCC the names and ages of individuals who you are authorizing to represent your company in the KCCC Games.

2) It tells us an electronic waiver has been signed or a paper waiver was signed and you as coordinator added them to the Challenge Manager system using Add Competitor.

➢ A valid driver's license or other picture ID may be required for identification before a competitor or substitute is allowed to participate. Please be sure participants have their ID with them at all events. Random onsite ID checks will take place at events.

Participation is based on the age a person will be as of December 31, 2024.