COMPANY ADMINISTRATOR MEETING

WELCOME

Kyle Wagner – Director of the Corporate Games

Isaac Schafbuch– Assistant Director of the Corporate Games

EVENT PARTNERS

AGENDA

➢Blood Donation Challenge

➢Admin Assistance

➢Sport/Event Information

➢Administrator Tools

➢Corporate Games Manager

➢Q&A

BLOOD DONATION CHALLENGE

➢Challenge runs June 1 – July 31

➢Credit awarded for each donation made by an eligible employee

➢Host a Blood Drive
  - ➢ Credit awarded for <u>ALL</u> donations at company hosted drives
  - ➢ No limit on number of blood drives hosted

TEAM SPORTS & EVENTS

➢Roster Limits

➢NEW: List of Teams & Final Schedule Posted

➢Company Participation Deadlines
   ➢Provide answers in Corporate Games Manager

➢Schedule Availability
   ➢Posted online

➢No Rosters to Submit

Sport/Event	Team Limits	Minimum Roster	Maximum Roster	Company Deadline*	Company List Made Available	Schedule Available
		(Per Team)				
Bags (Cornhole) (2v2)	2 Open teams	2	2	7/23/25	7/25/25	7/29/29
Basketball – 3 on 3	1 Men's and 1 Women's team	3	10	7/16/25	7/18/25	7/25/25
Blood Donation Challenge	Unlimited					
Cycling Tour Ride	Unlimited					
Disc Golf (2v2)	1 Men's and 1 Women's team	2	2	6/30/25	7/2/25	7/12/25
Fitness Walk	Unlimited					
Pickleball	2 Men's and 2 Women's team, 1 Coed team	4	4	7/9/25	7/11/25	7/17/25
Trivia	1 Open Team	2	8	6/30/25	7/2/25	7/14/25
Yoga	Unlimited					

SPORT/EVENT CALENDAR

July 2025

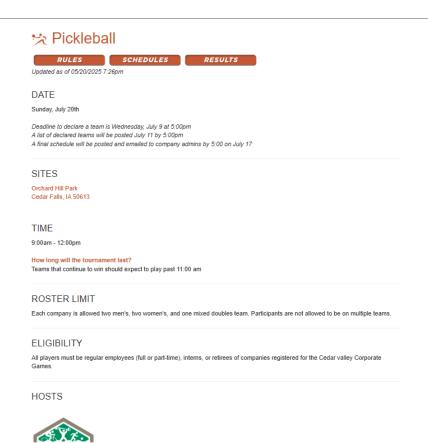| Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Nature Walk	16	17	18	19
20 Pickleball	21	22	23	24	25	26
27 Cycling Trail Ride	28	29	30 Yoga	31		

*Blood Donation Challenge – June 1st through July 31st

SPORT/EVENT INFORMATION

SPORT/EVENT WEBPAGES

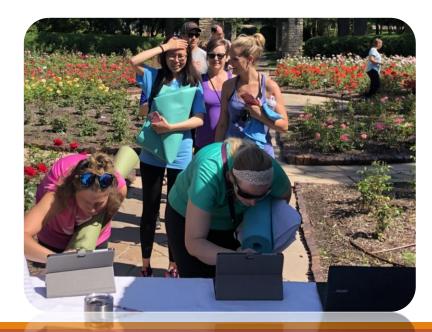➢Date
  ➢Specific Division Information
  ➢Schedule posted by date (if applicable)

➢Location (with maps)

➢Time
  ➢Including estimated time to completion

➢Roster Limits (if applicable)

➢Eligibility

➢Competition Info (if applicable)

➢Event Host

➢Time Stamped

Pickleball

| RULES | SCHEDULES | RESULTS |

Updated as of 05/20/2025 7:26pm

DATE

Sunday, July 20th

Deadline to declare a team is Wednesday, July 9 at 5:00pm
A list of declared teams will be posted July 11 by 5:00pm
A final schedule will be posted and emailed to company admins by 5:00 on July 17

SITES

Orchard Hill Park
Cedar Falls, IA 50613

TIME

9:00am - 12:00pm

How long will the tournament last?
Teams that continue to win should expect to play past 11:00 am

ROSTER LIMIT

Each company is allowed two men's, two women's, and one mixed doubles team. Participants are not allowed to be on multiple teams.

ELIGIBILITY

All players must be regular employees (full or part-time), interns, or retirees of companies registered for the Cedar valley Corporate Games.

HOSTS

CEDAR FALLS RECREATION

EMPLOYEE CHECK-IN

➢Employees check in at every Corporate Games sport/event

➢Must set up an account in Corporate Games Manager

➢Self check-in system

➢Online Check-In
  ➢Check-In on Tablet
  ➢Check-In from your phone!

ADMINISTRATOR TOOLS

ADMIN TOOLKIT

➢Corporate Games Manager Admin Manual

➢Point System

➢Sport Roster Limits

➢Team Sport Deadlines & Schedule Availability

➢Customizable Promotional Material
  ➢Example Email
  ➢Fliers
  ➢Posters
  ➢Table Tents
  ➢TV Display Graphic
  ➢InDesign Files

Company Administrator Toolkit

The Administrator Toolkit provides materials to assist Company Administrators in promoting employee participation in the Cedar Valley. If you have suggestions or additions you'd like to propose to these materials, please contact us.

Recording of Administrator Presentation
Slides From Administrator Meeting Presentation
Corporate Games Point System
Corporate Games Manager Admin Manual
Corporate Games Manager Information for Employees
Corporate Games Employee Information Video
Sport Roster Limits, Deadlines and Schedule Availability
Comprehensive List of Sport/Event Rules

Sport/Event Calendars

Full 2025 Sport/Event Calendar

Promotional Materials

CVCG 8.5" x 11" Flier
CVCG 11" x 17" Poster
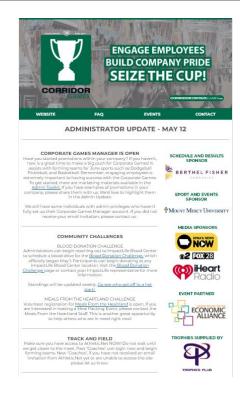CVCG Folding Table Tents
Sample Email for Employees

Create your own materials
InDesign Files (Dropbox folder)
Folder includes graphic for TV screens
CVCG Logo (jpeg file)
CVCG Trophy "Bug" (png file)

Company Created Resources

Have you created resources that might be useful to other company administrators? We'd be happy to feature those opportunities in this section. Please contact us to share!

COMMUNICATIONS

➢Weekly Update Emails
  ➢Admin Emails
  ➢Employee Emails

➢Link to employee emails will be posted in Corporate Games Manager news section

COMPANY APPAREL

➢Helps employees identify each other

➢Shows company pride

➢Company promotion

CORPORATE GAMES MANAGER

CORPORATE GAMES MANAGER

➢Dashboard Navigation Menu

➢Company Administrator Functions
  ➢Event Participation Menu
  ➢Manage Organization
  ➢Manage Captains
  ➢Manage Employees
  ➢Manage News
  ➢Reports
  ➢Participant Functions

➢Participant Check-In

➢Participant Functions

STRATEGIES FOR SUCCESS

➢Communications

➢Delegation

➢Find your company strengths

➢Ask questions

QUESTIONS?