



BOSS CHALLENGE

ADP CORPORATE 5K

PRESENTED BY  **Bon Secours**

**LET'S
GET
STARTED**



MARKING A PARTICIPANT AS A BOSS

- 1 Log in to your Corporate Team Account
<http://haku.ly/d48cef9c>
- 2 From the menu on the left, click “TEAM”
- 3 From the list of registered and paid participants, you can mark one as Boss
- 4 On the right hand side of a person’s name you will see a grey button that says “Options”
- 5 Click the dropdown arrow and you will see the option to “Mark as Boss”
- 6 You will now see who is marked as Boss (in green) and the grey “Options” dropdown will now have the option to “Unmark as Boss”

The screenshot shows the j&a HAKU dashboard interface. On the left is a navigation menu with options: Dashboard, Team (highlighted in green), Products, Financials, and Team Page. The main content area has a search bar with the text "Find a person" and a status summary: "All 6", "To Approve 0", "To Pay 0", "Paid 6", and "Denied 0". Below this are buttons for "Approve", "Message Team", and "Invite Co-Captain". A "sort by: First Name" dropdown and an "Export" button are also present. The main table lists participants:

Name	Email	Status	Registered For	Options
ALAYNA MONCADA	adfa@af.com	Paid by her	5k As Full Time	Options (dropdown)
ALLISON RAESLY	adfadf@akfld.com	Paid by her	5k As Full Time	Options (dropdown)

The "Options" dropdown menu for the first participant is open, showing the following options: Message, Mark as CEO, Edit, and Transfer.

**WE'RE EXCITED FOR YOUR
TEAM TO BE A PART OF THIS
GREAT EVENT!**

NEED HELP? CONTACT US AT
INFO@JANDARACING.COM OR **(757) 412-1056**