ADP CORPORATE 5K

PRESENTED BY Bon Secours

SUBMITTING TEAMS

RESULTS

ADP CORPORATE 5K

PRESENTED BY Bon Secours

LET'S GET STARTED

SUBMIT A TEAM FOR RESULTS

1   Log in to your Corporate Team Account
https://manage.hakuapp.com/login/janda-corporate-5k

2   From the menu on the left, click "TEAM"

3   Congrats! You finished the race and all of your team's individual results will be loaded into the far right column.

4   Drag and drop participants from the far right column into the column of the team type you would like to create.

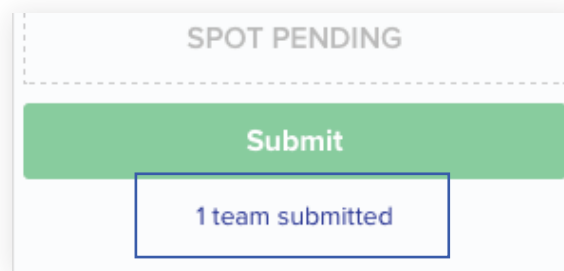| j&a RACING POWERED BY haku			❓ 👤 Ally Maass ▾
🏠 Dashboard	**1 day** to submit your results!		ADD MORE TIMES / I'm Done Submitting Teams
👥 Team	MALE	FEMALE	COED	ALL TEAM [All ▾]
💼 Products	SPOT PENDING	SPOT PENDING	SPOT PENDING	**15:14** Melissa J Sylvia - F
🖥 Financials	SPOT PENDING	**15:14** Melissa J Sylvia - F	SPOT PENDING	**19:22** Ronald Porrata - M
📄 Team Page	SPOT PENDING	SPOT PENDING	SPOT PENDING	**22:11** Sarah M Colandreo - F
	SPOT PENDING	SPOT PENDING	SPOT PENDING	**29:10** Patricia C Licata - F
	Submit	Submit	Submit	**33:19** Mark F Tracey - M
	0 teams submitted	0 teams submitted	0 teams submitted	**33:22** Sheetal Nagda - F
				44:11 Victor M Roque - M
💬 We are online!			

5 There are three ways you can form a team:
- All-Female: Must have four female finishers
- All-Male: Must have four male finishers
- Co-ed: Must include two male and two female finishers

6 Once you drop four participants into a results category, click the green "Submit" button

7 After you've pressed the submit button, that column will empty and below the "Submit" button, you'll see "1 team submitted." By clicking on that link, you'll be able to edit or delete any your submitted teams. Participants that were removed or belonged to deleted teams will then be available again to add to new teams

SPOT PENDING

Submit

1 team submitted

8 When you're done putting together teams to submit, click the grey button on the top right that says "I'm Done Submitting Teams"

9 At any time after you submit, you can still go back to your Team tab to view and edit submitted teams up until the deadline. Do this by clicking on the gray "View Submitted Teams" button in the bottom right corner.

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**