



BOSS CHALLENGE

ADP CORPORATE 5K

PRESENTED BY  **Bon Secours**



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 JA RACING dashboard interface. On the left is a navigation menu with items: Dashboard, Team, Products, Financials, Team Page, and Settings. The 'Team' item is highlighted in green. The main content area features a search bar with the placeholder 'Find a person'. To the right of the search bar are filters: 'All 1', 'To Approve 0', 'To Pay 0', 'Paid 1', and 'Denied 0'. Below the search bar are buttons for 'Message team' and 'Invite Co-Captain'. A 'sort by: First Name' dropdown and an 'Export' button are also present. The main table lists participants, with one entry for Norma Reynolds. Her row is highlighted in green, indicating she is marked as a boss. The 'Options' dropdown menu for her entry is open, showing options: Message, Mark as Boss, Edit, and Transfer. The user's name 'Andria Machado' is visible in the top right corner.

Participant	Status	Options
Norma Reynolds norma@rey.com Paid by her	REGISTERED FOR 5K As Full Time Registered on Monday, April 1, 2024 at 02:03 PM	Options Message Mark as Boss Edit 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) 731-3448**