



PRESENTED BY



CEO CHALLENGE

J&A RACING

CORPORATE 5K

**LET'S
GET
STARTED**



MARKING A PARTICIPANT AS A CEO

- 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 From the list of registered and paid participants, you can mark one as CEO
- 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 CEO”
- 6 You will now see who is marked as CEO (in green) and the grey “Options” dropdown will now have the option to “Unmark as CEO”

The screenshot displays the Haku app interface. On the left is a dark blue sidebar with navigation items: Dashboard, Team (highlighted in green), Products, Financials, and Team Page. The main content area has a white header with the 'j&a' logo and 'POWERED BY haku'. Below the header is a search bar with the placeholder 'Find a person' and a filter bar showing 'All 6', 'To Approve 0', 'To Pay 0', 'Paid 6', and 'Denied 0'. Below the search bar 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 area shows a list of participants. Two participants are visible: ALAYNA MONCADA (adfa@af.com, Paid by her) and ALLISON RAESLY (adfadf@akfld.com, Paid by her). Both are registered for '5k As Full Time'. The 'Options' dropdown menu for the first participant is open, showing 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