

MARKING A PARTICIPANT AS A BOSS

- 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 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 Haku app interface. The top navigation bar includes the logo 'j&a POWERED BY haku', a search bar, and a user profile for 'Ally Maass'. The left sidebar contains navigation options: Dashboard, Team (highlighted in green), Products, Financials, and Team Page. The main content area displays a list of participants. The first participant is ALAYNA MONCADA, with email adfa@af.com and status 'Paid by her'. The second participant is ALLISON RAESLY, with email adfadf@akfld.com and status 'Paid by her'. Both are registered for '5k As Full Time'. An 'Options' dropdown menu is open for the first participant, showing options: Message, Mark as CEO, Edit, and Transfer. The interface also shows summary statistics: All 6, To Approve 0, To Pay 0, Paid 6, and Denied 0.

**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