SACRAMENTO COUNTY

E-PLEDGE APPLICATION

Department of Technology

Department Chair/ Loaned Executive Guide

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Department of Technology
799 G Street
Sacramento, CA 95814

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Introduction

T he Employee Giving Campaign (EGC) is an annual event geared towards fundraising for local charities and non-profit organizations. This guide will explain the process of using the e-Pledge application to organize the 5K Race Teams.

The Site

http://inside.epledge.saccounty.net

Managing 5K Race Teams

Each EGC has an organized 5K Race that is both to raise money for charity and for friendly competition. Before anyone can participate, employee teams must be formed and a 5K Team Form must be filled out and turned in with each member's signed waiver form.

5K Team Manager

Navigate to the **'Dept. Chair Tools'** dropdown menu on the navigation bar and click on **'5K Race.'**

On the 5K Team Manager page are two tabs of information.

The first tab is a list of teams and their information is available, as well as the controls for them. For each team, the number of signed waivers received is listed. If the numbers are green, all required waivers have been collected. If the numbers are red, there are one or more waivers that still need to be turned in by that team's members.

The second tab is a list of race participants, grouped by team, and their roles on the team.

For Department Chairs, you will only see information for teams that are in the department(s) that you chair. *For Loaned Executives,* you will see information all teams.

In addition to the **'Add Team'** button, there are two other buttons that generate PDF documents. **'Download Team List'** will download a PDF document with a table of teams and their information. **'Download Participant List'** will download a PDF document with a table of race participants, grouped by team, and their information.

Creating a 5K Race Team

When on the 5K Team Manager page, click on the **'Add Team'** button. This will bring you to the New 5K Race Team page.

To create a new team, fill out all parts of the form:

➢ **Team Name**: Give the team a name no more than 100 characters long.
➢ **Department**: Select a department from the dropdown options.
➢ **Running Type**: Select the running type.

For the team's members, select the employees that are listed on the 5K Team Form. If a team member listed on the form is not an employee, check the box on the right hand side, which will give you fields to fill in the **First** and **Last Name** instead of the **Personnel ID**.

For each team member, check the box on the lower right to indicate whether they have turned in their signed waiver or not.

Due to the popularity of the race, team creation is on a first-come-first-serve basis.

Once all of the information is filled out, scroll to the bottom of the page and click the **'Save New 5K Team'** button. This will take you to the Team Information Review page.

Editing a 5K Race Team

To reach team editing, click either the **'Edit'** link for the team on the 5K Team Manager page or click the **'Edit Team'** button on the team's Team Information Review page.

When editing a team, you can edit the team Name and the Team Members.

To edit the team's Name, at the top of the page, fill in a new name and click **'Update Name'** button. The name will be changed and updated immediately.
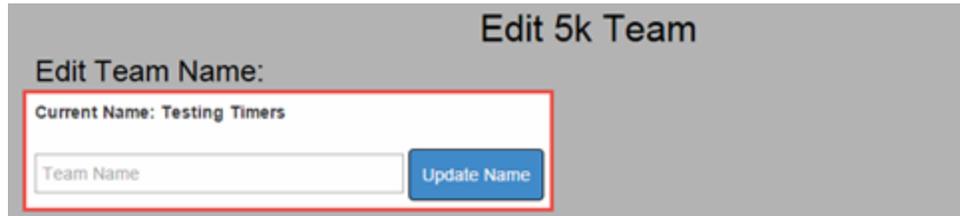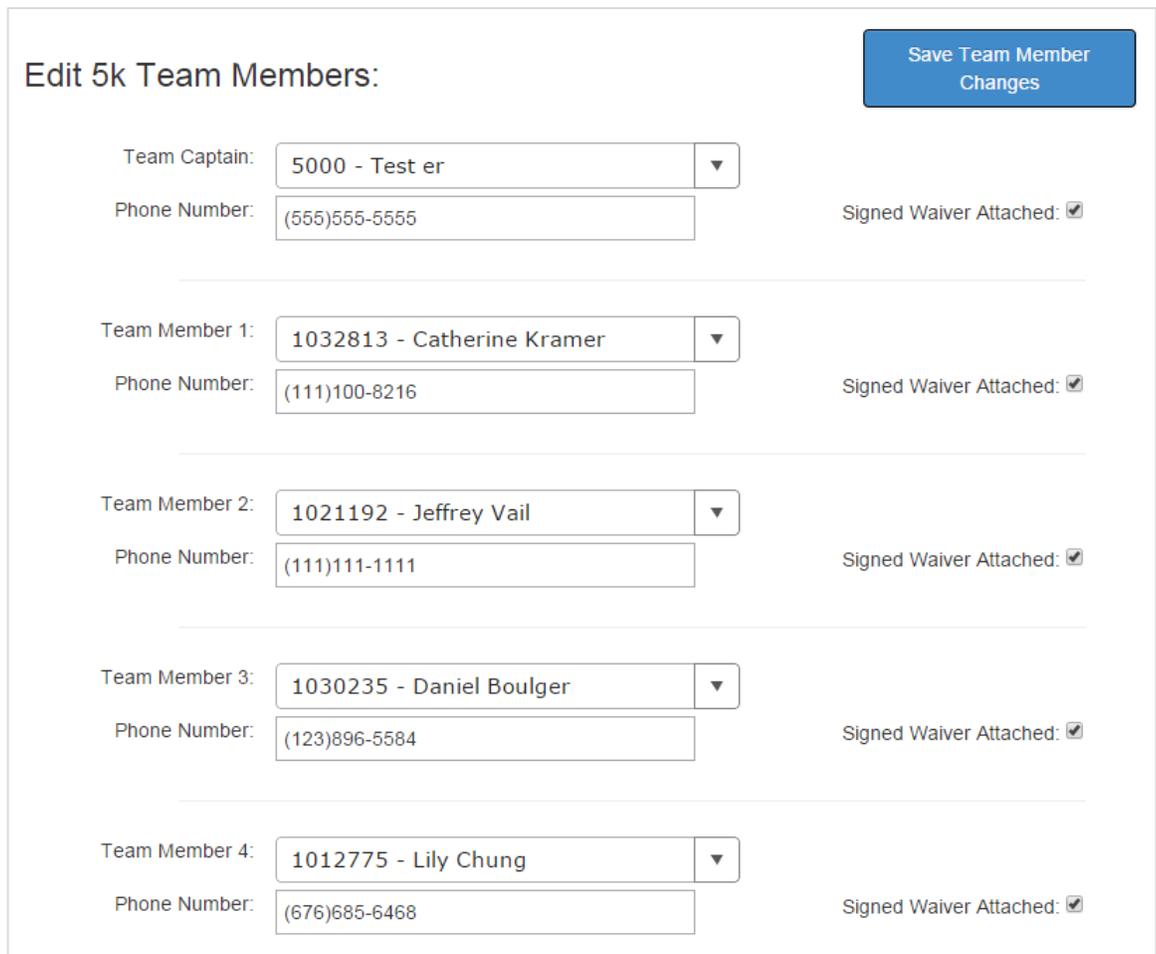

To edit the Team Members, select the new employee that will replace one of the existing members in the same dropdown box. The new employee's phone number and waiver status must also be updated. Once you are finished with changes, click the **'Save Team Member Changes'** button.


Deleting a 5K Race Team

To delete a team, on the 5K Team Manager page, click the **'Delete'** link on the unwanted team's row. You will be asked to confirm the deletion. Click the link again and the team will be deleted permanently.

If you have any questions or issues, please contact Technical Support.

For Loaned Executives Only

In addition to all of the Department Chair controls, you will have a Control Panel available to you for more important functions.

To reach the Control Panel, navigate up to the **'Control Panel'** link button on the navigation bar and click it.
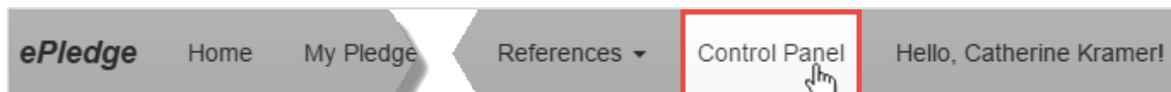
On the Control Panel, you have two options. You can either view Employee Contribution History or you can Set/Change Department Chairs.

Setting and Changing Department Chairs

On the Control Panel, click the **'Set/Change Dept. Chairs'** button. This will take you to the editor to assign and remove Department Chairs.

To add a new Department Chair, select the employee you want from the dropdown list of options.

For this dropdown box, you can start typing their **Name** or **Personnel ID** and the employees will be filtered to make it easier for you to find them.

With the employee selected, select the department you want them to be a chair of. If the department you want to assign the employee to is not on the second dropdown list, it is because that employee is already a Department Chair for that department.

With the employee and department selected, click the **'Save New Department Chair'** button. This will save that employee as a Department Chair for the selected department.

To remove a Department Chair, select them from the dropdown list of options.

Like the other dropdown list, you can start typing their **Name** or **Personnel ID** and the employees will be filtered to make it easier to find them.

When you have selected the Department Chair you want to remove, click the **'Remove Department Chair'** button. That Department Chair is no longer a Department Chair.

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Technical Support

If there are any issues with the e-Pledge application and functions related to it, please email ePledgeSupport@saccounty.net.

Frequently Asked Questions

Who is the point of contact for questions regarding the campaign within a Department?

The point of contact regarding the Employee Giving Campaign is the Department Chair. Contact ePledgeSupport@saccounty.net for all technical support issues.