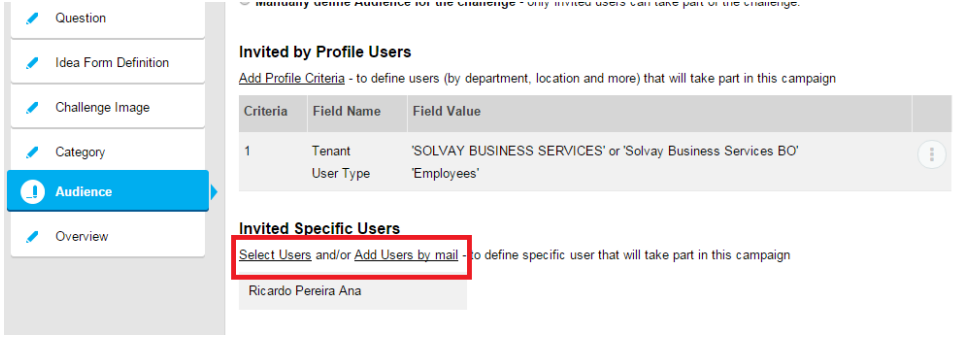
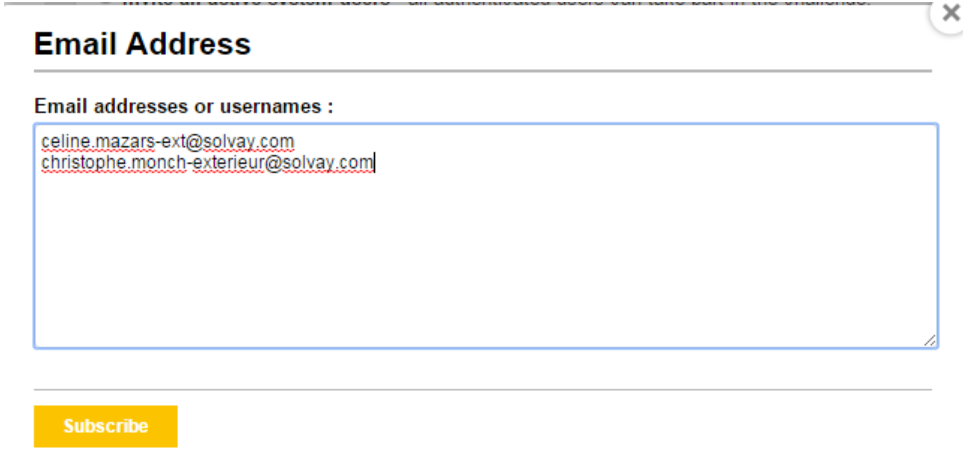
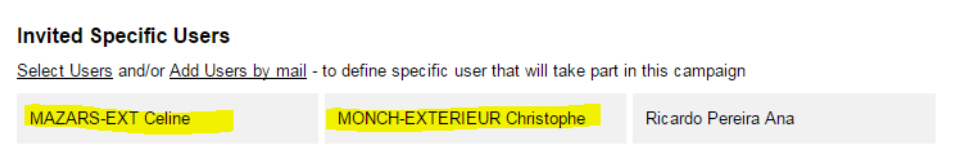


How to add participant manually to a challenge?

You can add a participant manually by the name or email address.

Procedure	Screenshot									
1. Inside the challenge, at the top menu bar, select "Challenge Management"										
2. Go to "Edit Challenge Settings"										
3. Select "Audience" tab and look for "Invited Specific Users"	 <p>Invited by Profile Users</p> <p>Add Profile Criteria - to define users (by department, location and more) that will take part in this campaign</p> <table border="1"><thead><tr><th>Criteria</th><th>Field Name</th><th>Field Value</th></tr></thead><tbody><tr><td>1</td><td>Tenant</td><td>'SOLVAY BUSINESS SERVICES' or 'Solvay Business Services BO'</td></tr><tr><td></td><td>User Type</td><td>'Employees'</td></tr></tbody></table> <p>Invited Specific Users</p> <p>Select Users and/or Add Users by mail - to define specific user that will take part in this campaign</p> <p>Ricardo Pereira Ana</p>	Criteria	Field Name	Field Value	1	Tenant	'SOLVAY BUSINESS SERVICES' or 'Solvay Business Services BO'		User Type	'Employees'
Criteria	Field Name	Field Value								
1	Tenant	'SOLVAY BUSINESS SERVICES' or 'Solvay Business Services BO'								
	User Type	'Employees'								
4. Enter email address and click on "Subscribe" button	 <p>Email Address</p> <p>Email addresses or usernames :</p> <p>celine.mazars-ext@solvay.com christophe.monch-exterieur@solvay.com</p> <p>Subscribe</p>									
5. Users are included in the Audience of this challenge	 <p>Invited Specific Users</p> <p>Select Users and/or Add Users by mail - to define specific user that will take part in this campaign</p> <p>MAZARS-EXT Celine MONCH-EXTERIEUR Christophe Ricardo Pereira Ana</p>									