Inviting Other Restaurants to Compete in Your HME Leaderboard™

HME Leaderboard is a store ranking dashboard that creates friendly competition to motivate crews and increase performance. The invitation feature enables you to challenge stores from other HME CLOUD® accounts to compete in your Leaderboard to further boost your team's drive to be ranked number one.

The Invitation Feature:

- Enables you to challenge other HME CLOUD accounts to compete in your Leaderboard.
- Multiple accounts may be invited to compete in the same Leaderboard.
- Each account that is invited may select one or more of their stores to compete.

## How to invite another store to compete

1. Log into your HME CLOUD account.
2. Click **LEADERBOARDS**.

3. Find the Leaderboard that has the stores you want to invite.

   Note: Before sending a Leaderboard invitation, ensure that the **Edit Leaderboard** permission is enabled within your Role permissions and confirm that the invitations are only sent to an account of the same brand.

   If your current leaderboards do not contain the stores you want to include on the invitation you will need to create a new Leaderboard or modify an existing one.

**4.** Click **Edit** in the **ACTIONS** column to open the Edit Leaderboard Details page.
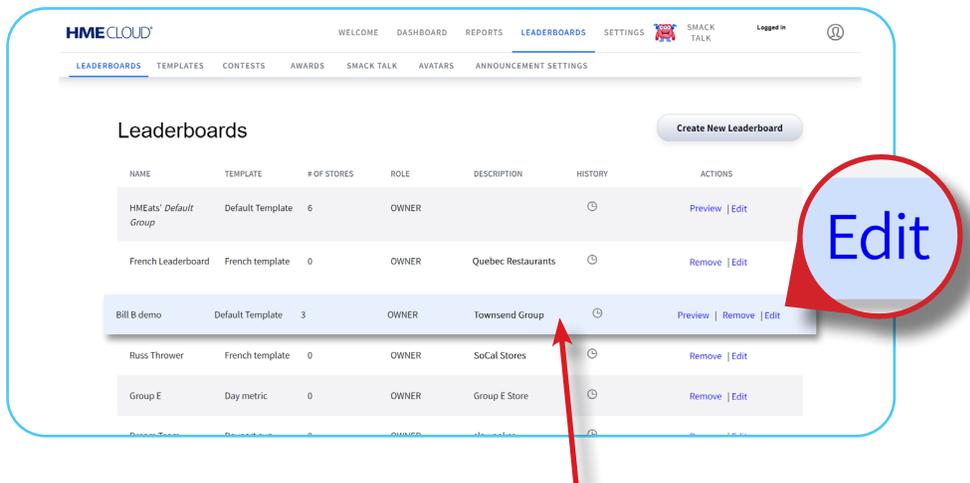
5. Enter a name for your Leaderboard in the **LEADERBOARD NAME** field. A description of the Leaderboard may be entered in the **LEADERBOARD DESCRIPTION** field.

> **Note:** This name will appear on the Invited account's Leaderboard once the invitation is accepted.
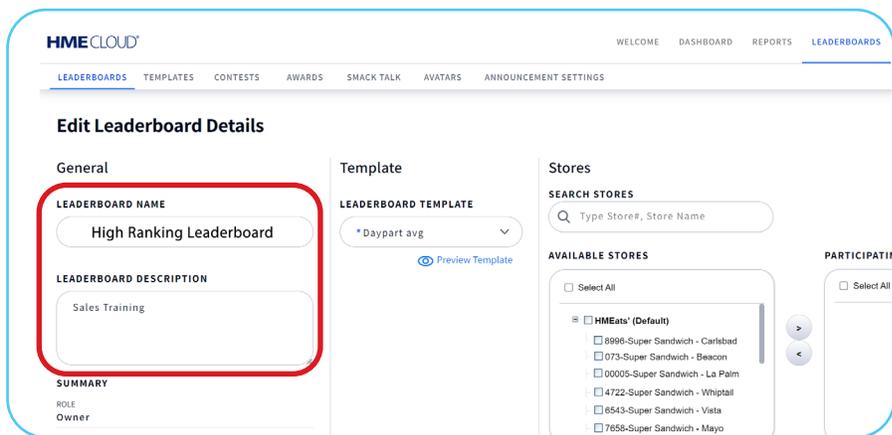
**6.** Scroll to the **Participating Accounts** section and click **Invite Participant**.
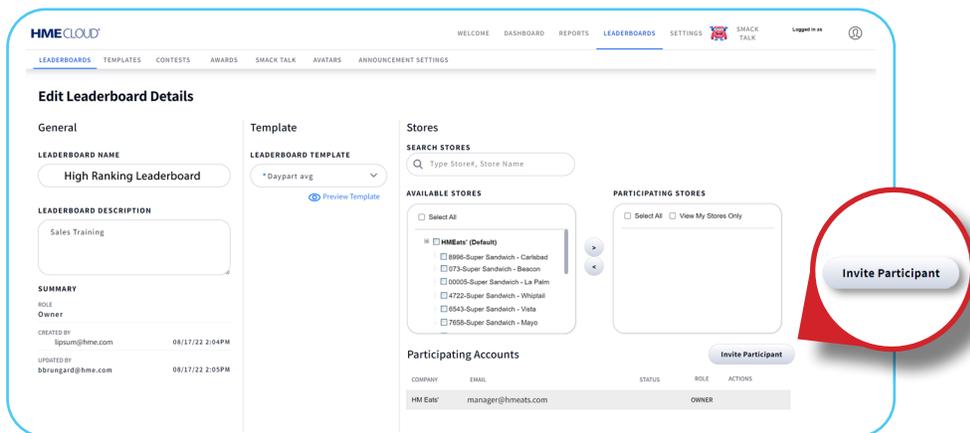
7. Enter the email address of the user you would like to compete with, in the **Invite Participant** pop-up box and click **Send Invitation**.

> **Note:** Please note, only one email address can be entered at a time. If multiple users need to be invited, separate invitations must be sent.
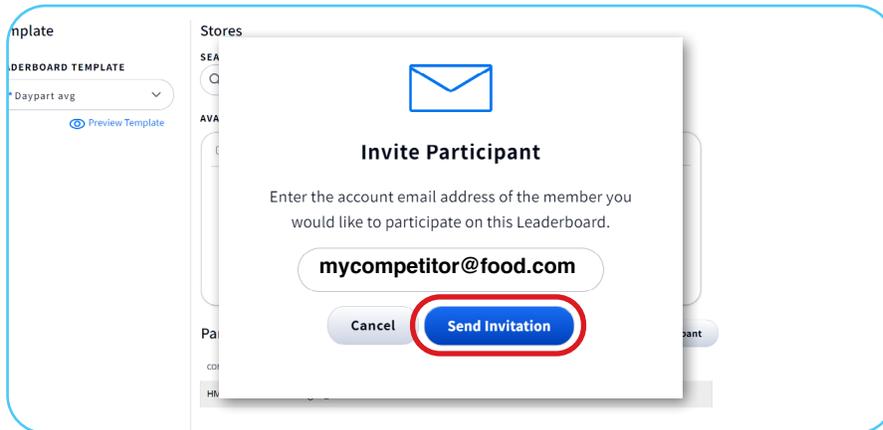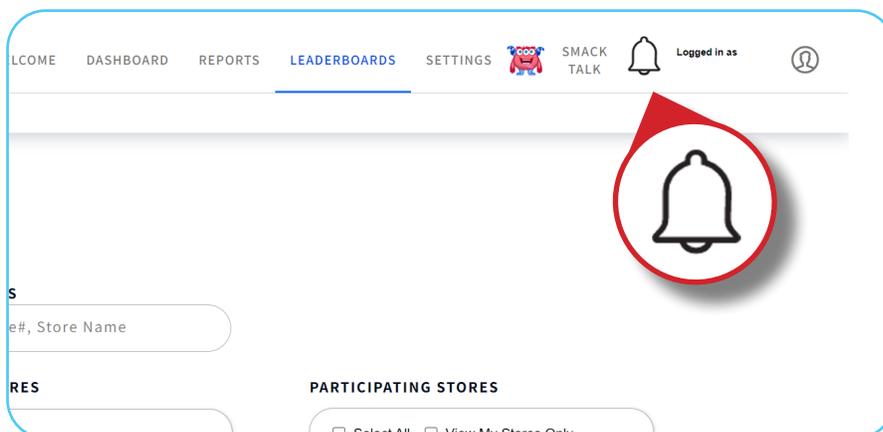

8. An invitation confirmation will appear.
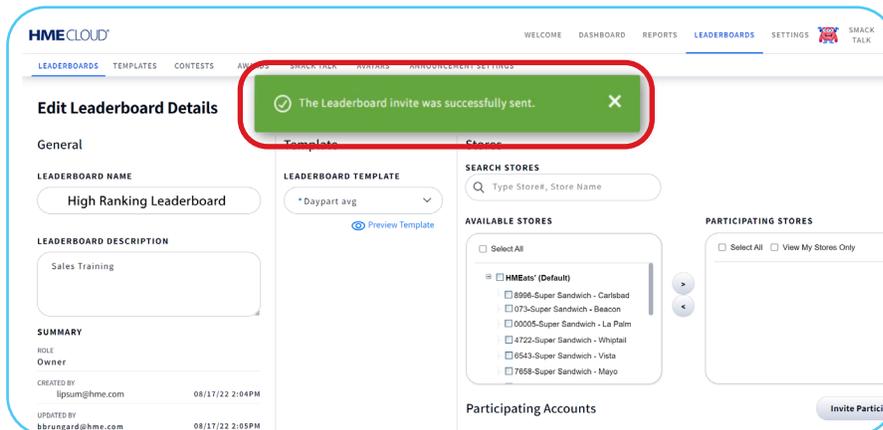
7. An email invitation will be sent directly to the Invitee and a bell will appear in the upper right corner of thier HME CLOUD.

> **Note:** The Invitee must have the **Edit Leaderboard** permission enabled within that account.

8. The invitation can be accepted or declined via the alert notification from HME CLOUD or the invitation email.
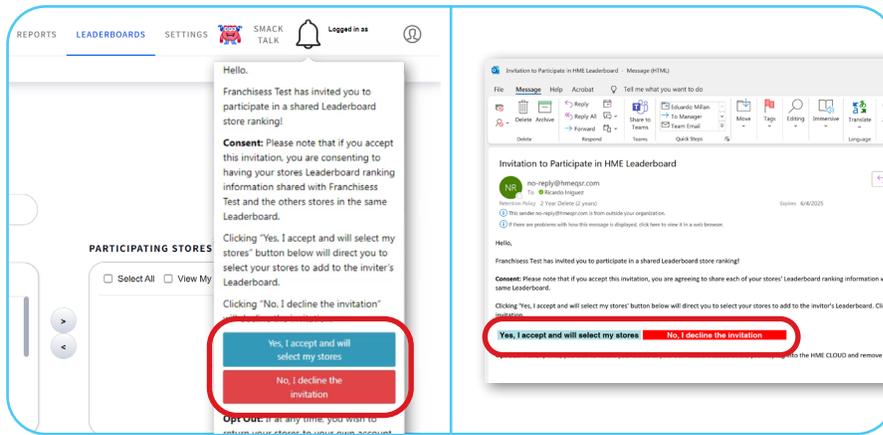
9. Once the invitation is accepted, the user accepting the invitation will be taken to the **Edit Leaderboard Details** page. Then, the user will be prompted to select stores from their account under the **Available Stores** box.
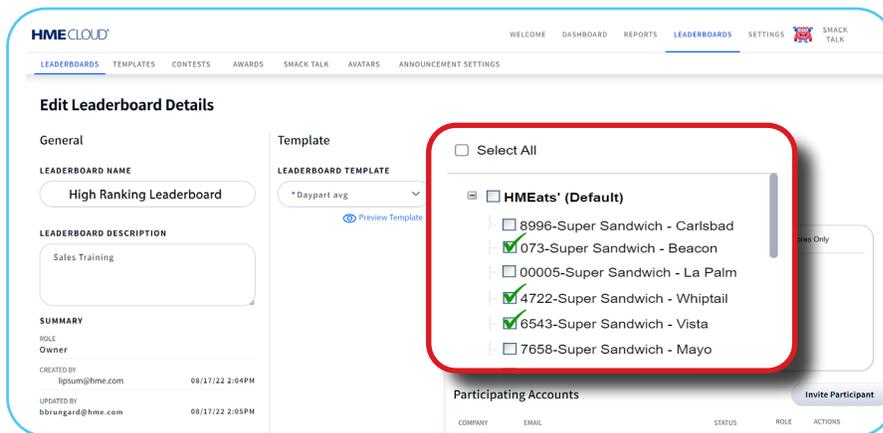
10. Click the arrow button to move your selected stores to the competitor's list of stores under the **Participating Stores** box.
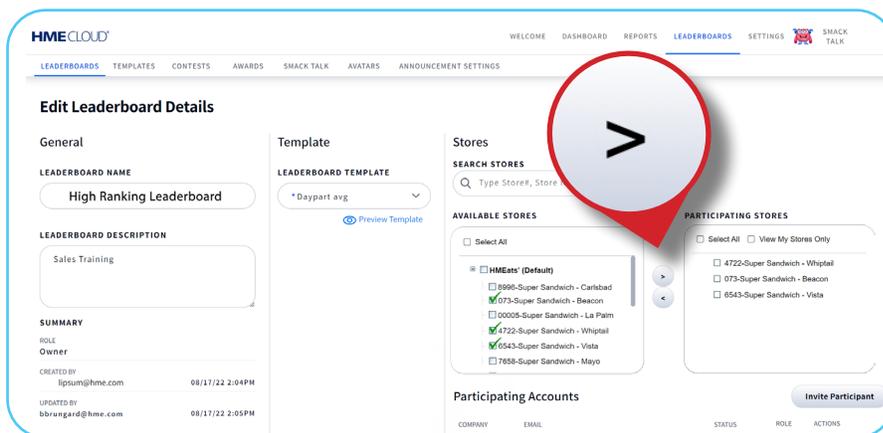
11. Click Save to go to the **Leaderboards** page.

12. Click **Preview** in the **ACTIONS** column to view your updated leaderboard.

13. To view the status of an Invitation that has been sent, click on **Edit** in the **ACTIONS** column of the Leaderboards page.

14. The invited account will be listed under **Participating Accounts** and under the **COMPANY** column. Pending, Accepted, or Denied will appear in **STATUS** column.
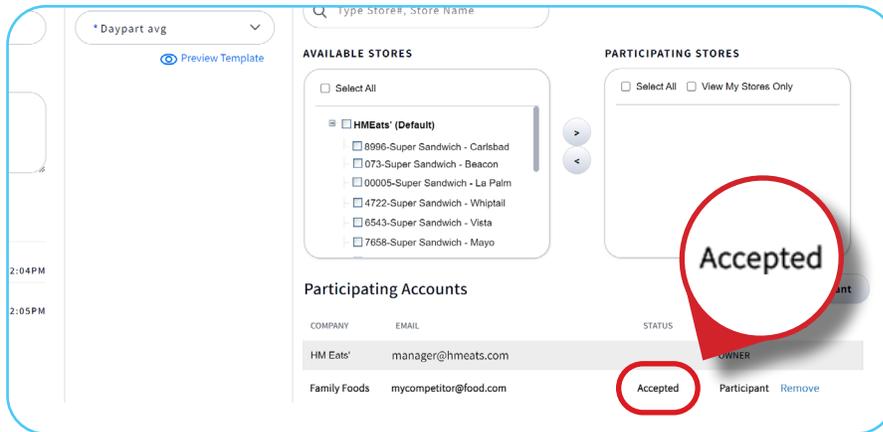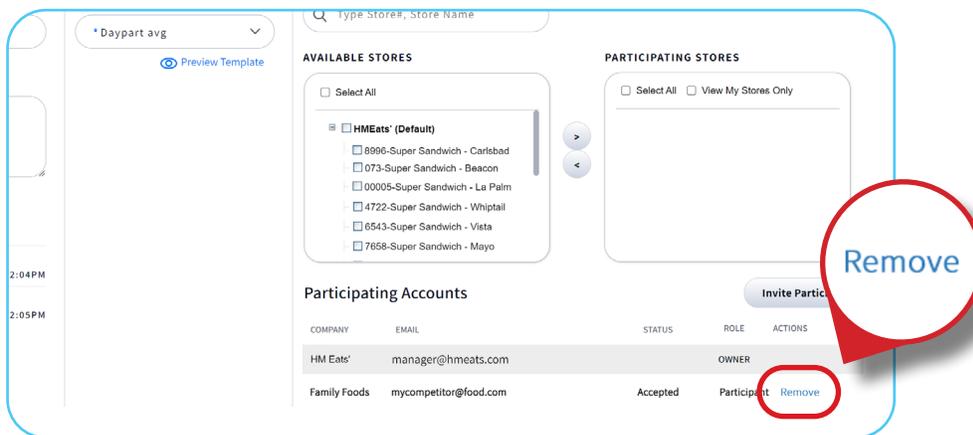

How to remove a participating account from the leaderboard leaderboard.

14. The Leaderboard Owner may remove an account participating in their Leaderboard by clicking on **Remove** in the **ACTIONS** column.
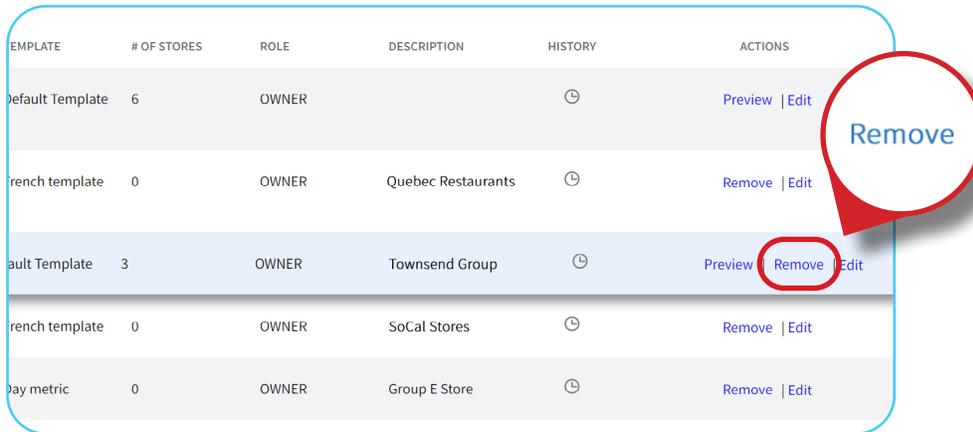
14. A participating account may remove themselves from list by clicking on **Remove** in **ACTIONS** column and then on **Remove** in pop-up.

For help, call 800.848.4468 (options 1, 2, and 3) or email: support@hme.com