



# TRAINING CAMP PLAYBOOK



# INTRODUCTION

**THE PLAY:** Welcome to Training Camp! Training Camp is Rally House's new home for onboarding, continued learning, and skill development. Whether you're joining the team, stepping into a new role, or sharpening your game, Training Camp is where you'll build the knowledge and confidence to succeed.

**IMPACT:** Training Camp makes it easier than ever to stay on top of required training, develop new skills, and follow a clear path for success. With role-based learning plans, curated course paths, and targeted development opportunities, you'll always know what's next in your training journey.

## GAME PLAN:

This playbook will walk you through

- Accessing Training Camp
- Logging in and setting up your account
- Navigating the platform
- Completing courses and quizzes
- Tracking your progress

## WHAT ARE THE WINS?

- Access to only what you need to see or complete by role
- Easy to navigate platform
- Elimination of paper checklists!
- Dedicated onboarding tracks based on role



# ACCESS & LOGGING IN



**ACCESS:** Training Camp can be accessed via the Huddle tile, titled "Training Camp"

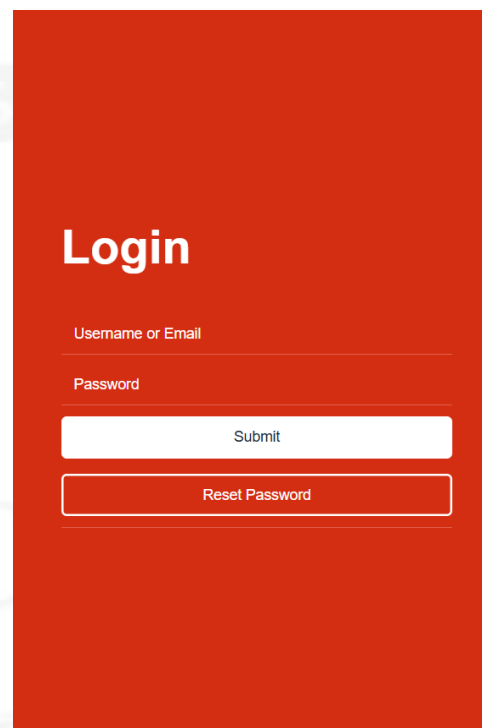
**LOGGING IN:** Your username will be your personal email address, which will be the same email address you use to login to The Huddle.

**Your initial password will be: Rh1989!**

Upon first login, you will be prompted to change your password to a unique password of your choice.

Once you change your password, click on "My Training Plan" to view your training checklist(s)

**PASSWORD RESET SELF SERVICE:** Forgot your password? Click on the "Reset Password" link on the login page to reset it.



**Login**

Username or Email

Password

Submit

Reset Password

**You are required to reset your password**

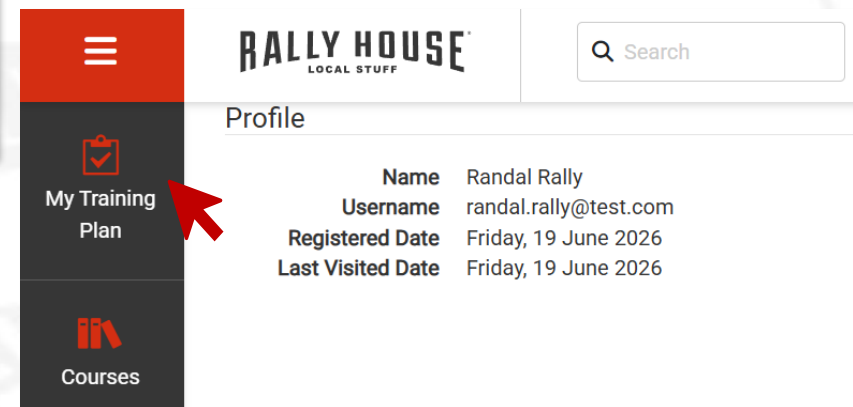
Edit Your Profile

Password \*

Confirm Password \*

Submit

Cancel



**RALLY HOUSE**  
LOCAL STUFF

Search

**Profile**

|                          |                       |
|--------------------------|-----------------------|
| <b>Name</b>              | Randal Rally          |
| <b>Username</b>          | randal.rally@test.com |
| <b>Registered Date</b>   | Friday, 19 June 2026  |
| <b>Last Visited Date</b> | Friday, 19 June 2026  |

**My Training Plan**

**Courses**



# DASHBOARD

Once you log in, you'll land on your **My Training Plan** dashboard.

This is your home base for all assigned learning and development activities, including onboarding checklists, training plans, and any additional learning assigned.

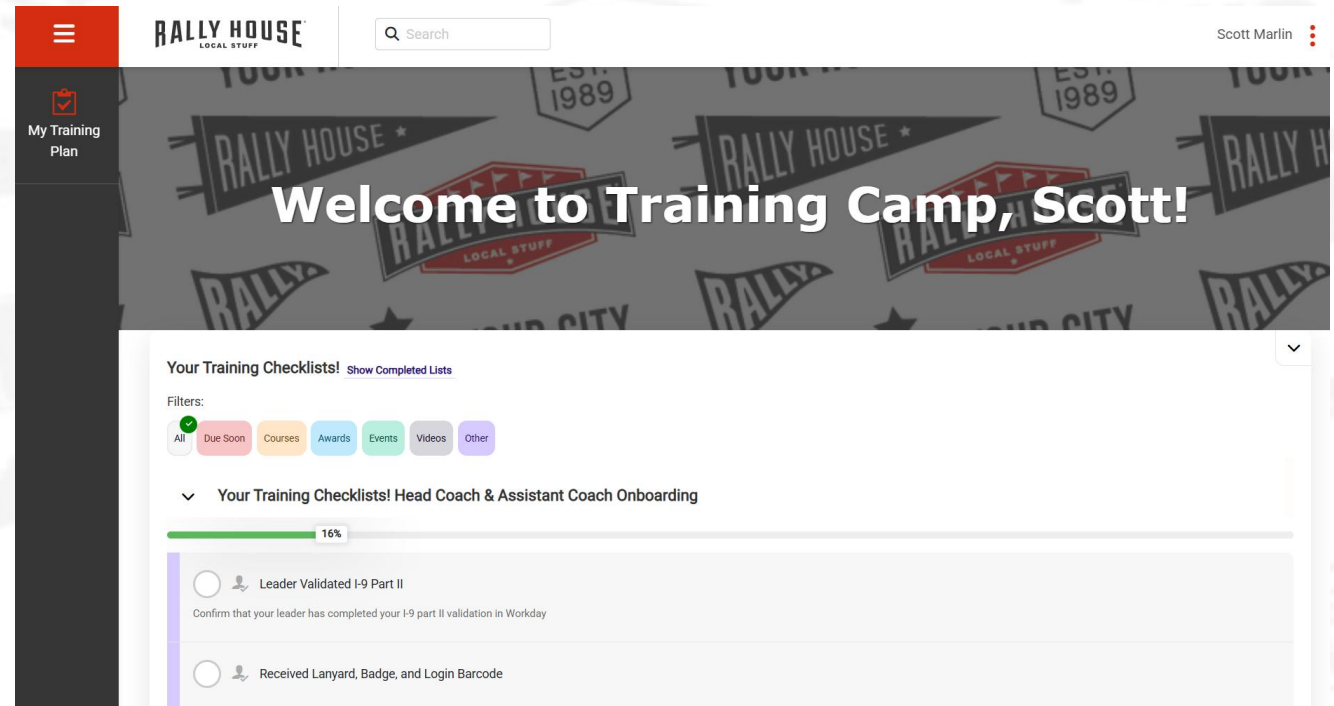
A Training Checklist is a guided learning plan designed to help you build the skills and knowledge needed for success in your role.

## Checklists combine:

- ✓ Knowledge checkpoints and self-signoffs
- 🎓 Required training courses
- 📅 Structured development milestones

Together, these elements create a clear roadmap that helps track your progress and support your growth from day one.

Training Checklists are automatically assigned based on your job title, ensuring you receive the learning and development activities most relevant to your role.



# Checklist Navigation



Training Checklists are designed to be completed **in sequence**, following the order in which they appear.

Think of each checklist as a step-by-step game plan—each section builds on the last to help you develop the knowledge and skills needed for success in your role.



## How to Navigate Your Checklist

Completing your assigned checklist is simple:

- Scroll through the checklist from top to bottom
- Complete each task, checkpoint, or course as it appears
- Track your progress as you move through the assigned activities

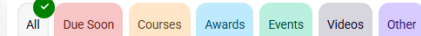


## Unlocking the Next Step

As you complete required items, the next section of your checklist will automatically become available.

### Your Training Checklists! [Show Completed Lists](#)

Filters:



☒ New Team Member Enrolled into Legion & Clocked In

☒ Received Upcoming Schedule(s)

☐ Received Confidential Sitoo Register PIN from Trainer

Your trainer will provide you with your Sitoo register PIN. This PIN is to remain confidential, and not be shared with other team members.

### Your Training Checklists! [Show Completed Lists](#)

Filters:



☒ Received Team Member Tee Shirt

☒ New Team Member Enrolled into Legion & Clocked In

☒ Received Upcoming Schedule(s)

☒ Received Confidential Sitoo Register PIN from Trainer

Your trainer will provide you with your Sitoo register PIN. This PIN is to remain confidential, and not be shared with other team members.

☐ Teammate Shift 1

☐ Practice Makes Perfect! Be the Cashier

Be the cashier for the balance of your shift as guest traffic allows.

Notice, Teammate Shift 1 is greyed out and not yet available, because you have not checked off that you received my Confidential Sitoo PIN

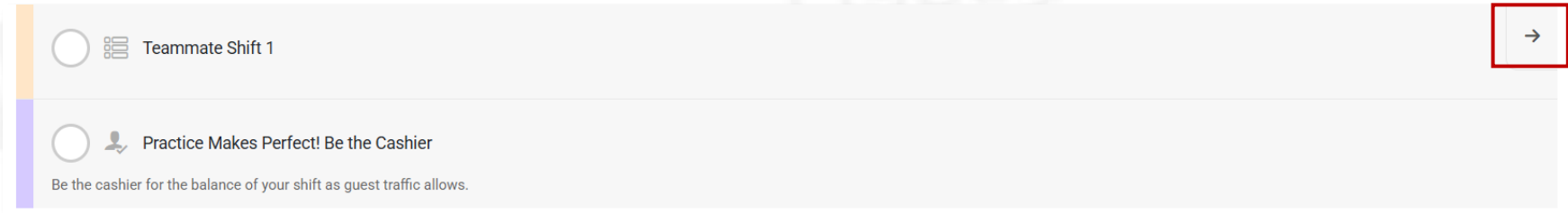
Once that is checked off as completed, Teammate Shift 1, and the associated activity becomes available to complete.



# Course Navigation



To access an assigned course within the checklist, click on the arrow to the right of the page. This will take you into the course's lesson plan.



Within each course, you'll find a combination of lessons and quizzes designed to help reinforce key knowledge and skills.

Just like your Training Checklist, course content is intended to be completed in the order it appears. Following the prescribed sequence ensures you're building your knowledge step-by-step and getting the most out of the learning experience.

From the course view, you can easily monitor your progress by seeing which courses are:

- Completed
- In Progress
- Not Started

You'll also see a course completion percentage, making it easy to track your progress and know exactly how much training remains before you're ready to move on to the next challenge.

## Shift 1

Search Lessons...

|  |                                                            |                          |   |
|--|------------------------------------------------------------|--------------------------|---|
|  | 1 - Shift 1 - Lesson 1 - Orientation                       | <span>✓ Complete</span>  | > |
|  | 2 - Shift 1 - Lesson 2 - Conduct Overview & RH Phones      | <span>In progress</span> | > |
|  | 3 - Shift 1 - Lesson 3 - Communication Systems             | <span>In progress</span> | > |
|  | 4 - Shift 1 - Quiz 1                                       | <span>In progress</span> | > |
|  | 5 - Shift 1 - Lesson 4 - Register Basics                   | <span>✓ Complete</span>  | > |
|  | 6 - Shift 1 - Quiz 2                                       | <span>✓ Complete</span>  | > |
|  | 7 - Shift 1 - Lesson 5 - Sitoo Basics Skill Drill Activity | <span>In progress</span> | > |

Progress

23 %

# Course Navigation

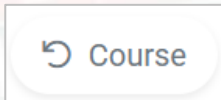


Throughout your course journey, there are several confirmation areas. These areas are to sign off that you have completed the associated activity.

For the lessons and courses to be marked complete, complete these as you go.

Once all sections of the lesson have been completed, the lesson progress will show "Lesson Completed" in the right-side navigation pane.

You are now able to use the next lesson button, or scroll to the top of the page, and click on the return to course button



The screenshot displays the Rally House LMS interface. At the top, there's a header with the Rally House logo and navigation tabs for "Required" (marked with an asterisk) and "Incomplete" (marked with a checkmark). The main content area is titled "Confirm the Activity Completion" and includes a text box for the user's name, "Scott Marlin", and a red "Submit" button. Below this, a large central panel shows a "Welcome" message and a "Skill Drill: 7 Second Guest Snapshot" section. A red dashed box highlights the "Up Next..." section, which displays "Shift 1 - Lesson 8 - Welcome" and "Skill Drill: 7 Second Guest Snapshot". Below this, a red box highlights the "Lesson Completed" status with a green checkmark. To the right, a sidebar shows the "Up Next..." section with a "Lesson Completed" status and a green checkmark. At the bottom, there's a "Confirm the Skill Drill Completion" section with a text box for the user's name, "Scott Marlin", and a red "Submit" button. A green "Completed" tab is active, and a green message at the bottom states "Your Submission Saved Successfully".



# Checklist Completion



Want to know how close you are to completing your Training Checklist? Keep an eye on the **progress bar** at the top of the checklist. The progress bar provides a quick view of how much of your assigned training has been completed and how much remains.

When your progress bar reaches **100%**, congratulations—you've successfully completed your Training Checklist! You've finished all required courses, quizzes, checkpoints, and learning activities assigned within that training plan. Not at 100% Yet? No problem! Simply scroll through your checklist to identify any remaining items that still need to be completed. Look for:

-  Courses not yet started
-  In-progress lessons or quizzes
-  Checkpoints waiting for completion

Complete any outstanding items, and your progress bar will continue to advance until you've reached the finish line.

## Welcome to Training Camp, Scott!

Your Training Checklists! [Show Completed Lists](#)

Filters:

-  All  Due Soon  Courses  Awards  Events  Videos  Other

✓ Your Training Checklists! Head Coach & Assistant Coach Onboarding

 24%