



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.

New Hire Account Setup: New hires will receive an email from **Tovuti** at the personal email address on file in Workday.

Follow the instructions in the email to set up a password and access your Training Camp account.

Once you have logged in, 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.

Need Assistance? Open a support case to Learning & Development>Training Camp

A red login page with the title "Login" in white. Below the title are two input fields: "Username or Email" and "Password". Below the "Password" field is a "Submit" button. Below the "Submit" button is a "Reset Password" button.

You are required to reset your password

Edit Your Profile

Password *

Confirm Password *

Submit

Cancel

A user profile page for "RALLY HOUSE LOCAL STUFF". The page has a red header with a menu icon. Below the header is a "Profile" section with a table of user information. To the left of the profile is a sidebar with a "My Training Plan" link and a "Courses" link. A red arrow points to the "My Training Plan" link.

Name	Randal Rally
Username	randal.rally@test.com
Registered Date	Friday, 19 June 2026
Last Visited Date	Friday, 19 June 2026

TROUBLESHOOTING



CAN'T FIND YOUR ACCOUNT SETUP EMAIL: New hires receive their initial account setup email from Tovuti at the personal email address on file in Workday.

- Check your spam or Trash folders if the email is not in your Inbox.

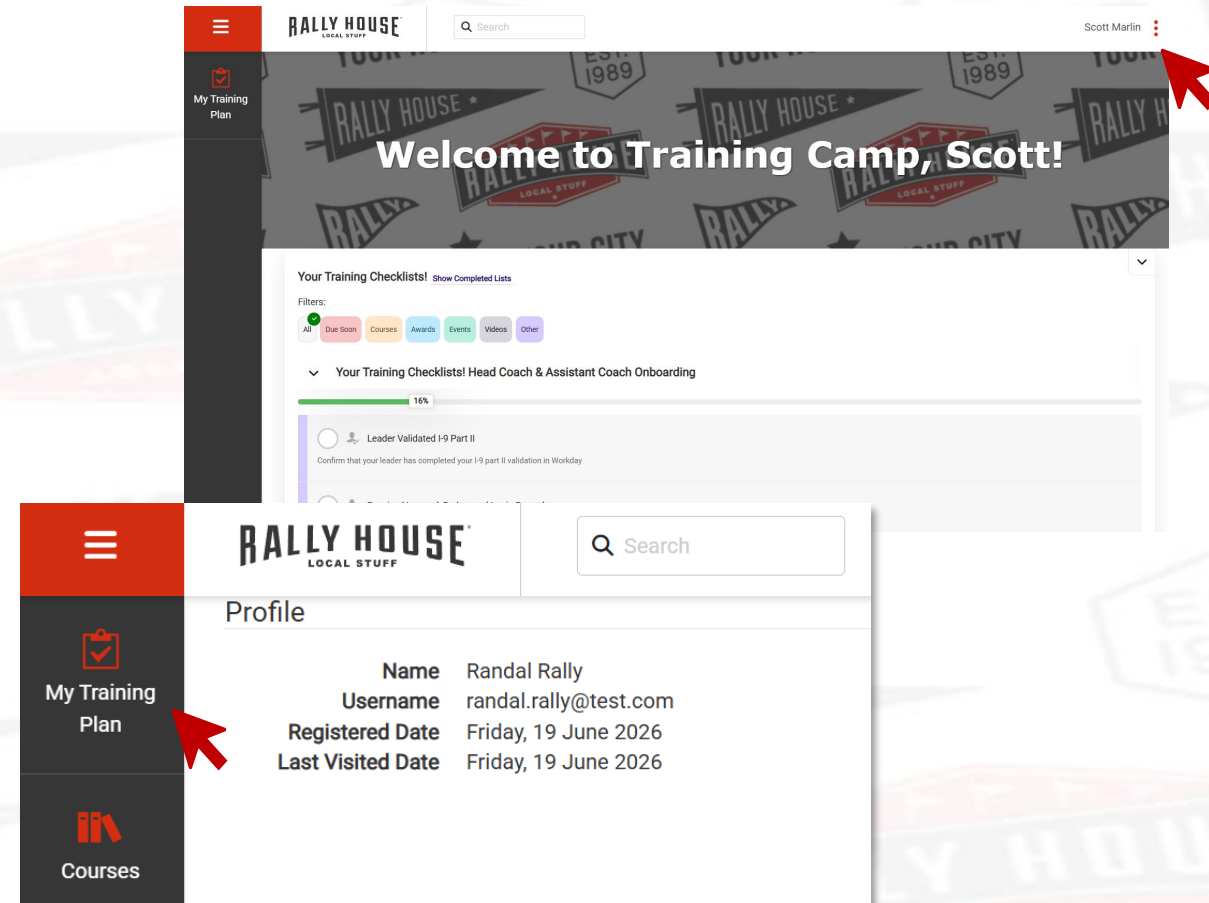
CHECK YOUR ACCOUNT: Not seeing your anticipated course content? Make sure you are logged into your own Training Camp account, especially when using a shared device.

- Confirm the name/profile shown in the upper right corner of the screen belongs to you.
- If another Team Member is logged in, log out completely before signing in with your information.

PAGE OR TRAINING NOT WORKING: If Training Camp is not loading correctly, the training will not move forward, or a completed training is not showing as complete:

- Clear your browser cache and cookies.
- Close and reopen your browser.
- Log back into Training Camp and try again.
- Still having issues? Try opening Training Camp in a different browser, such as switching between Google Chrome and Microsoft Edge.

Need Assistance? Open a support case to Learning & Development>Training Camp



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.

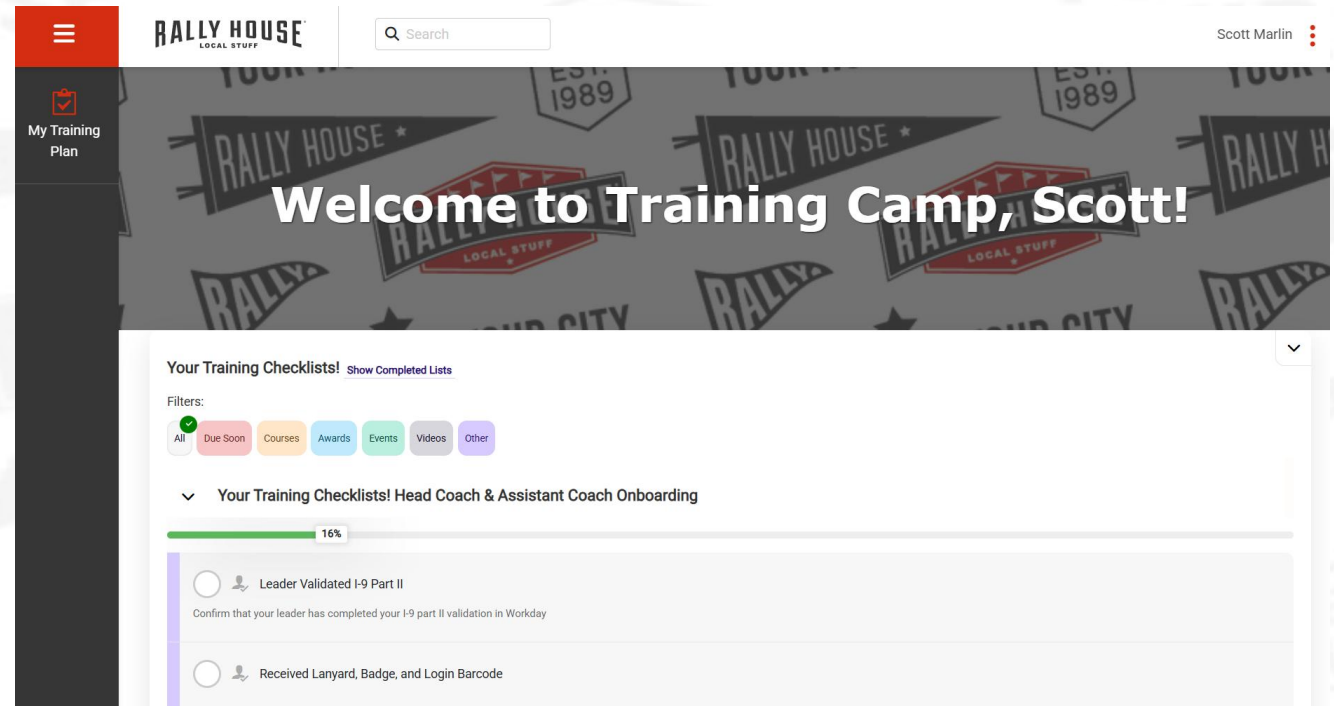
A Training Checklist is a guided learning plan designed to help you build the skills and knowledge needed for success in your role.

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:

All Due Soon Courses Awards Events Videos Other

☒ 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:

All Due Soon Courses Awards Events Videos Other

☒ 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

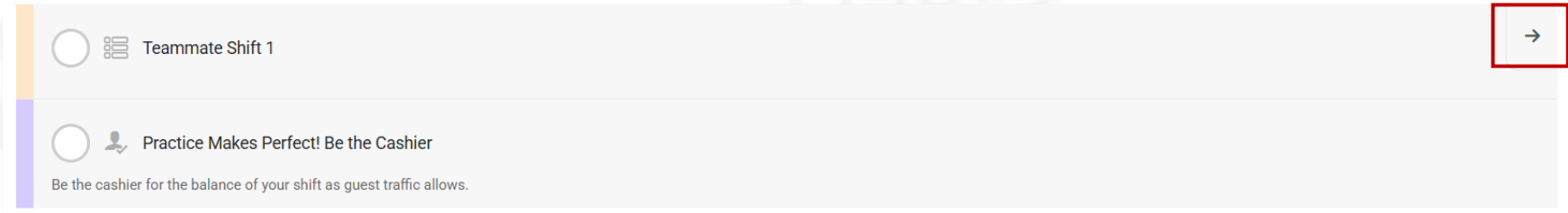
Once that is checked off as completed, Teammate Shift 1, and the associated activity becomes available to complete.



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

Progress

23 %

Course Navigation

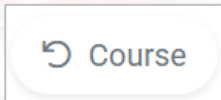


Throughout your course journey, there are several confirmation areas. These areas are to sign off that you have completed the associated activity.

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 navigation bar with "Required" and "Incomplete" tabs. The main content area is titled "Confirm the Activity Completion" and includes a text box for the user's name, "Scott Marlin", and a "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 contains a "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 "Submit" button and a green message: "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:



✓ Your Training Checklists! Head Coach & Assistant Coach Onboarding

24%