



## Assigning a Co-Captain

A Team Member can be assigned as a co-captain if the Team Captain required assistance managing a Team. If the team size is more than 10 people, it's recommended to assign a co-captain.

Login to the EMC and select the event you would like to manage.

- Click on the **Customer Service** tab.
- Click **Manage Participant**, under the Related Actions menu.
- **Scroll** or **Search** for the Participant who will be the Co-Captain.
- Click **Manage Participant**.
- Click **Promote to Co-Captain**, under the Related Actions menu.
- Click **Finish**.

Customer Service > Manage Participants > Manage Participant

Related Actions

- Record Donation
- Edit Contact Information
- Edit Registration
- Make Inactive
- Remove From All Teams
- Make Private
- Create New Team
- Change Team
- Promote to Captain
- Promote to Co-Captain**
- Reset Password
- Edit Pages

This is a summary that shows the contact, registration, Personal Page, team, and fundraising information for the selected participant and the tools that you can use to work with this information.

Name:	Janis McKell
Email:	jmckell@bc.cancer.ca
Username:	jmckell43535522
Participation Type:	Adult
Registration Type:	Offline
Fundraising Goal:	\$150.00
Registration Status:	Active
Personal Page:	Public
Team Name:	Norah's Granny Nanny's
Team Rank:	Member

Must be a Team Member before promoting to Co-Captain or Captain.

Once a Participant has been assigned as the Team Captain, the **Team Name** and **Rank** of Co-Captain appears in the Summary Box.

Customer Service > Manage Participants > Manage Participant

Related Actions

- Record Donation
- Edit Contact Information
- Edit Registration
- Make Inactive
- Remove From All Teams
- Make Private
- Create New Team
- Change Team
- Promote to Captain
- Demote to Member**
- Reset Password
- Edit Pages

This is a summary that shows the contact, registration, Personal Page, team, and fundraising information for the selected participant and the tools that you can use to work with this information.

Name:	Janis McKell
Email:	jmckell@bc.cancer.ca
Username:	jmckell43535522
Participation Type:	Adult
Registration Type:	Offline
Fundraising Goal:	\$150.00
Registration Status:	Active
Personal Page:	Public
Team Name:	Norah's Granny Nanny's
Team Rank:	Co-captain

Now assigned as Co-Captain

Once a participant has been assigned as a Co-Captain, an additional option appears under the **Related Actions** menu – **Demote to Member**. This will be used to change the Participant's status back to Member.