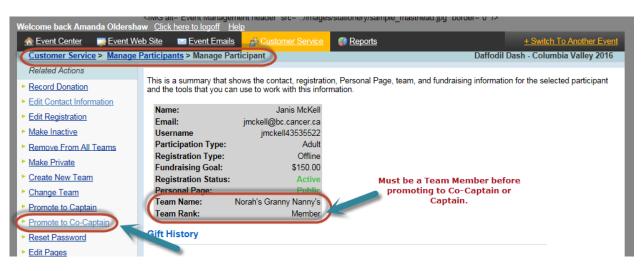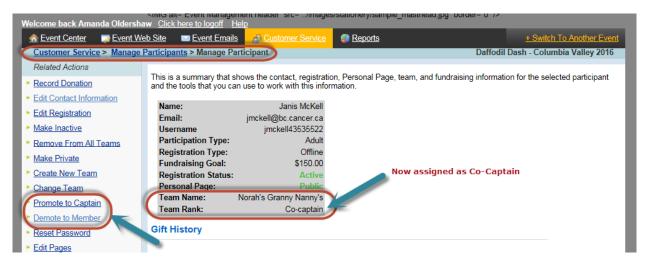**Assigning a Co-Captain**

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*.



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



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.