![Canadian Cancer Society / Société canadienne du cancer logo]

## Make and Individual Participant into a Team Captain

If a Participant has registered as an Individual, but later decides to Start Team and become a Team Captain follow the steps below.

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 Name
- Click *Manage Participant*.
- Click *Create New Team*, under the Related Actions menu.
- Enter the *Team Name*, *Team Fundraising Goal* and the *Company Association* (if applicable).
- Click *Finish*
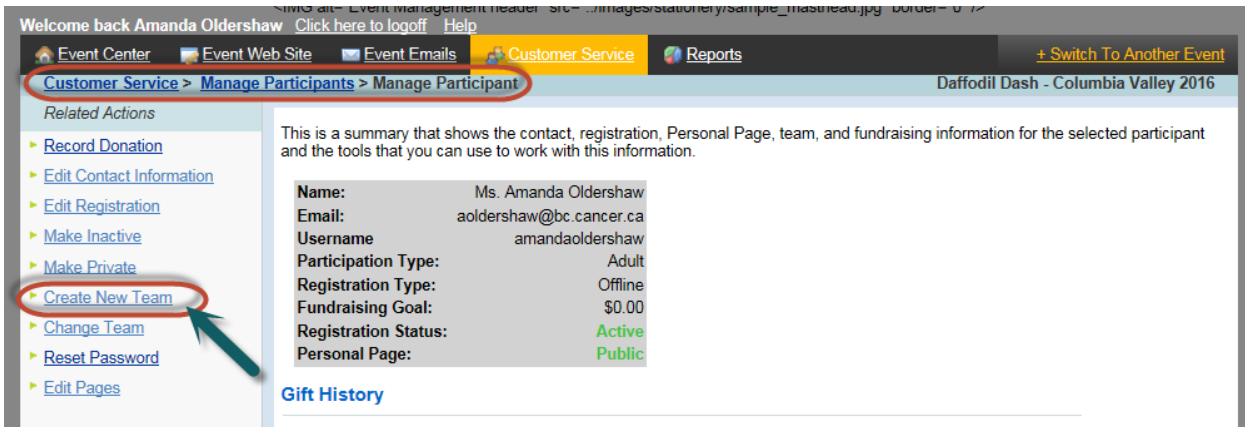
Once a Participant has been assigned to a Team, the *Team Name* and *Rank* appears in the Summary Box. If this information does not appear, the Participant is registered as an Individual.
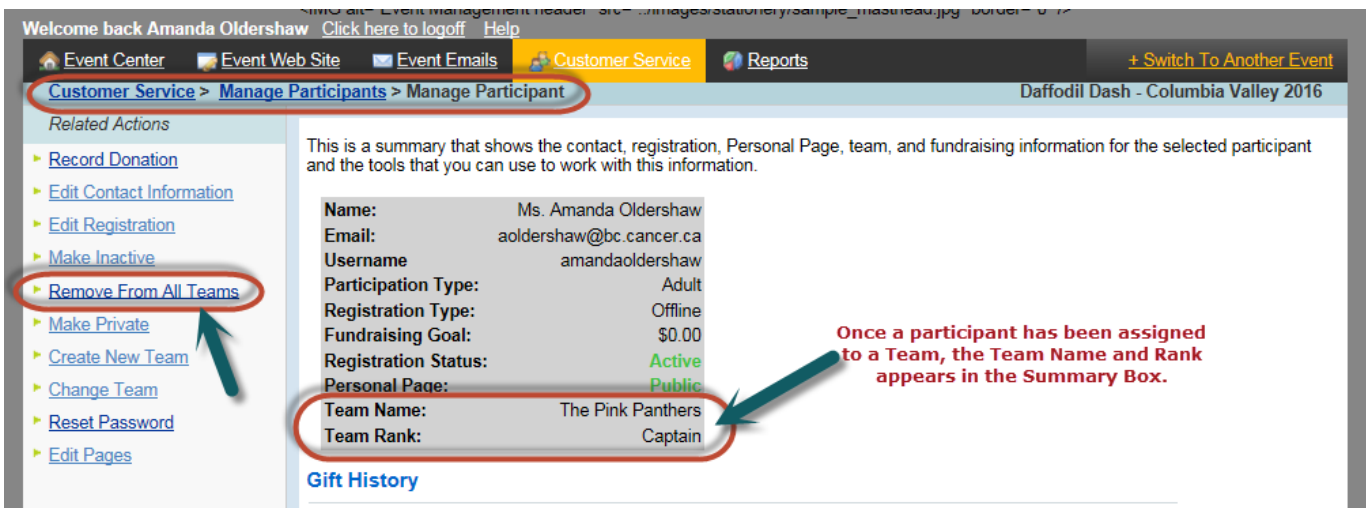
To remove the participant from the Team and show as an Individual Participant, click *Remove From All Teams*.