

## 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.

Welcome back Amanda Oldershaw Click here to logoff Help				
n Event Center 🛛 🐺 Event We	<u>b Site</u> 🔤 <u>Event Email</u> :	<u>S</u> <u>Customer Service</u>	Reports	+ Switch To Another Event
Customer Service > Manage Participants > Manage Participant Daffodil Dash - Columbia Valley 201				
Related Actions  Record Donation	This is a summary that s and the tools that you ca	hows the contact, registratio in use to work with this inform	n, Personal Page, team, and fundraising ir nation.	nformation for the selected participant
Edit Contact Information     Edit Registration	Name: Email:	Ms. Amanda Oldershaw aoldershaw@bc.cancer.ca		
Remove From All Teams	Username Participation Type: Registration Type:	amandaoldershaw Adult Offline		
Create New Team	Fundraising Goal: Registration Status: Personal Page:	\$0.00 Active Public	Once a participant H to a Team, the Team appears in the S	Once a participant has been assigned to a Team, the Team Name and Rank appears in the Summary Box.
<u>Change Leam</u> <u>Reset Password</u> <u>Fait Dagge</u>	Team Name: Team Rank:	The Pink Panthers Captain		
Eait Pages	Gift History			

To remove the participant from the Team and show as an Individual Participant, click *Remove From All Teams*.