



Moving a Participant to an Existing Team

If a Participant has registered as an Individual, but later decides to **Join an Existing Team** or if the participant wishes to **Move to a Different Team**, 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 **Change Team**, under the Related Actions menu.
- Find the **Name of the Team** the participant would like to join, from the list provided.
- Click **Select**, under the Action column.
- Click **Finish**.

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#)

Event Center Event Web Site Event Emails **Customer Service** Reports [+ Switch To Another Event](#)

Customer Service > Manage Participants > Manage Participant Daffodil Dash - Columbia Valley 2016

Related Actions

- ▶ [Record Donation](#)
- ▶ [Edit Contact Information](#)
- ▶ [Edit Registration](#)
- ▶ [Make Inactive](#)
- ▶ [Make Private](#)
- ▶ [Create New Team](#)
- ▶ [Change Team](#)
- ▶ [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:	Ms. Amanda Oldershaw
Email:	aoldershaw@bc.cancer.ca
Username:	amandaoldershaw
Participation Type:	Adult
Registration Type:	Offline
Fundraising Goal:	\$0.00
Registration Status:	Active
Personal Page:	Public

[Gift History](#)

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.

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Event Center Event Web Site Event Emails **Customer Service** Reports [+ Switch To Another Event](#)

Customer Service > Manage Participants > Manage Participant Daffodil Dash - Columbia Valley 2016

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:	Ms. Amanda Oldershaw
Email:	aoldershaw@bc.cancer.ca
Username:	amandaoldershaw
Participation Type:	Adult
Registration Type:	Offline
Fundraising Goal:	\$0.00
Registration Status:	Active
Personal Page:	Public
Team Name:	Norah's Granny Nanny's
Team Rank:	Member

[Gift History](#)

New options appear

Once a participant has been assigned to a Team as a Member, two additional options appear under the **Related Actions** menu – **Promote to Captain** and **Promote to Co-Captain**.