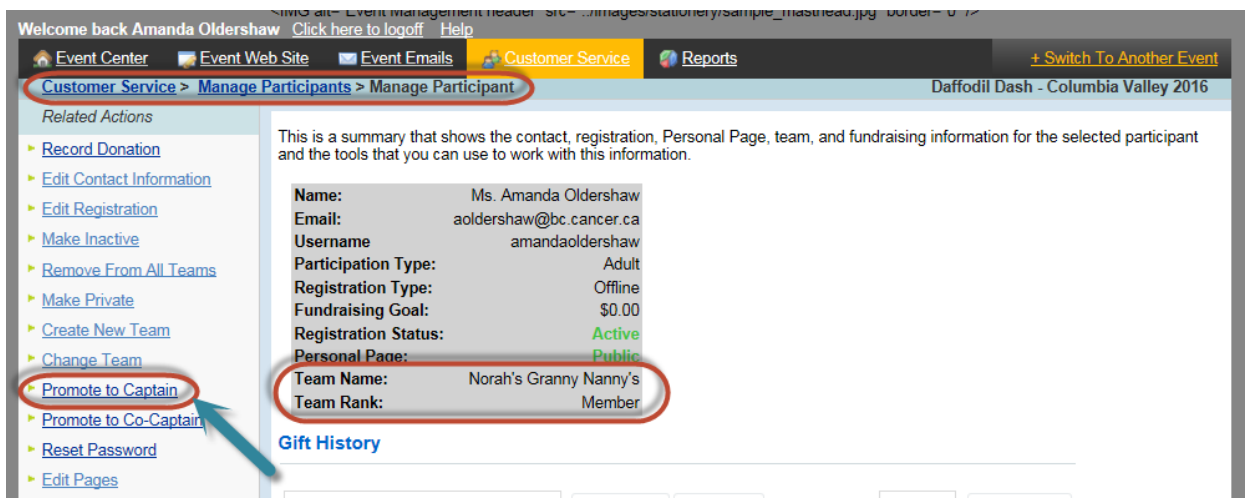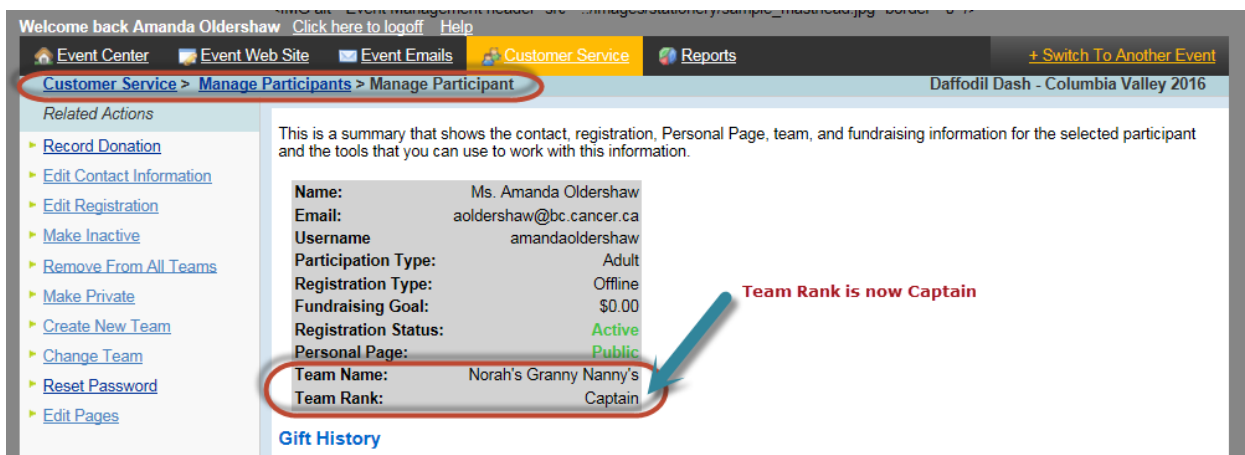## Changing a Team Captain

If a Participant has registered as the Team Captain, but later decides not to participate or to step down as Team Captain, another person on the Team can be assigned as 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 New Team Captain.
- Click **Manage Participant**.
- Click **Promote to Captain**, under the Related Actions menu.
- Click **Finish**.

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

The **Rank** of the previous Team Captain will be changed to **Member** on their record.