



Removing a Team (Disbanding)

Removing a Team from the TeamRaiser event is called **Disbanding a Team**.

When a Team is disbanded the following actions take place:

- All Members on the Team become an individual participant; unless they are moved to a new Team (see Merging Teams). All gifts soft credited to a participant will move with the Participant.
- All Online Team Gifts will be soft credited to the **Event** (unless moved to a participant).
- All Offline Team Gifts will be deleted.

Login to the EMC and select the event you would like to manage.

- Click on the **Customer Service** tab.
- Click **Manage Teams**, under the Related Actions menu.
- **Scroll** or **Search** for the **Team Name** being disbanded.
- Click **Disband Team**.
- Click **Disband Team** again on the following screen.

Name	Action	Team Captain	Company	Team Goal
Lion Head Bunnies ID: 350896	Manage Disband Team	Cheryl Test cmaranda@bc.cancer.ca		\$2,000.00
Norah's Granny Nanny's ID: 348957	Manage Disband Team	Amanda Oldershaw aoldershaw@bc.cancer.ca		\$5,000.00

After the Team has been **Disbanded**, the former Team Captain will now show as an individual participant (not associated to a Team). The participant can now be moved to a new Team (see **Moving an Individual Participant to an Existing Team**) or the profile can be made Inactive (see **Remove a Registration (Make Inactive)**).

