Managing Teams

Quick Steps: Go to Events > Event Console > Teams

1. Within the Management Console, select **Events** from the top menu, then **Event Console** next to the Event

2. Select **Teams** from the expanded left menu
This will automatically open onto the **Pending** Teams list

3. Find the team that you wish to Approve or Reject. Click either **Accept Team** or **Reject Team** in the **Actions** column. You can then also send them the **Acceptance Email** or **Rejection Email**

4. Click **Accepted** at the top of the page to see your accepted teams
Here you can do one of the following:

Click **Edit** to make changes to team details
Click **View** to view team details
Click **Members** to view registered members of the team
Click **Email** to send an email to the team captain

- Choose the **Email Template** that you wish to use, or leave as **Blank Template**, then click **Next**

- Complete the details of the email, then click **Send Email**

Click **Status** to change the status of the team

5. Select **Export** at the top of the page. This will download an Excel file with your teams' details in it, including Team Name, Team Captain, Contact Details, Category and Payment Option. This can be done from the **Pending**, **Accepted** or **Rejected** Team Lists

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