

# How to I add a co-captain to a team?

A team co-captain can be added in the Admin Panel:

- 1) Navigate to the campaign's Admin Panel.
- 2) Click on the People tab and Teams tab under it.
- 3) Find the team from the list and double click on the record.
- 4) Click Edit button on the pop-up.
- 5) Click the drop-down arrow in the Team Captains field.
- 6) Use Ctrl+Alt+Click to add a co-captain.
- 7) Click Save to save the changes.

*Note: A team captain can make other members co-captain via HQ.*