

How to Add a Manager to Your Website

Category: Site Access & Permissions

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Reading Time: 1 min

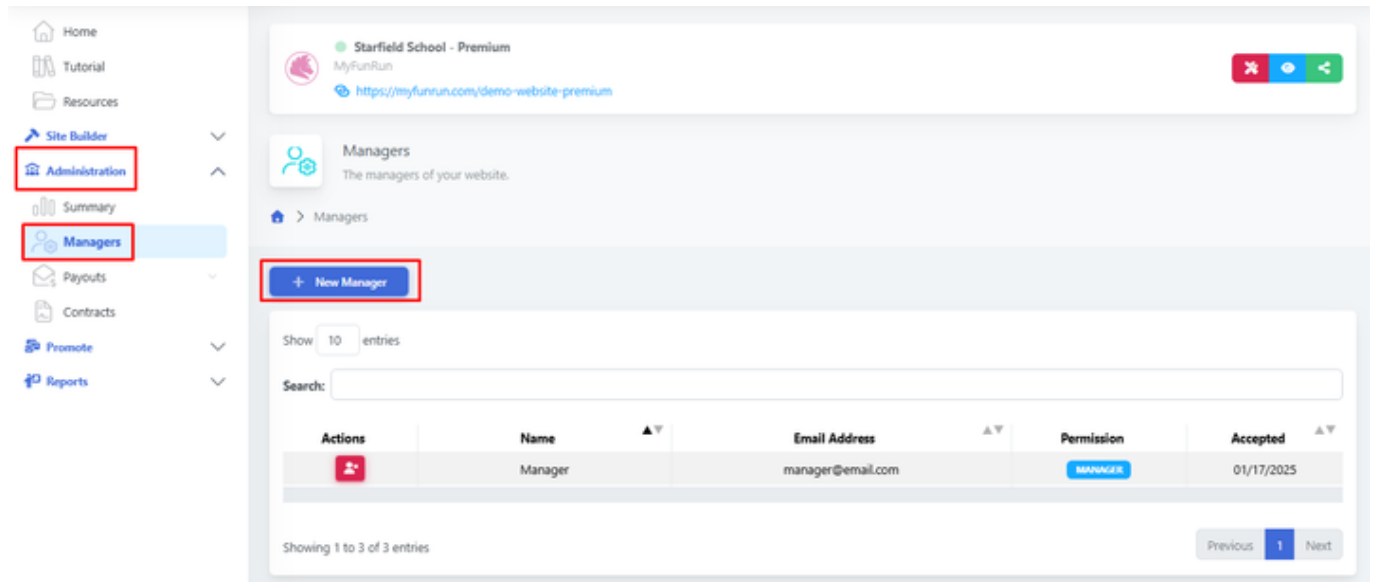
Not Planning it on Your Own?

If someone else is co-organizing the event or fundraiser with you, please ensure they create an account with us at <https://myevent.com/>. Once their account is set up, you can invite them as a **Manager**, or share their email with us, and we'll assign them as a Manager right away.

This will allow both of you to submit requests, check reports, and make customizations while preventing miscommunications. Please note that requests for changes or access from non-organizers or non-managers will not be considered for privacy and security reasons.

For safety reasons and to keep the privacy of fundraisers, if an unknown user sends requests to your school and is not a manager or organizer, the system may flag them as spam.

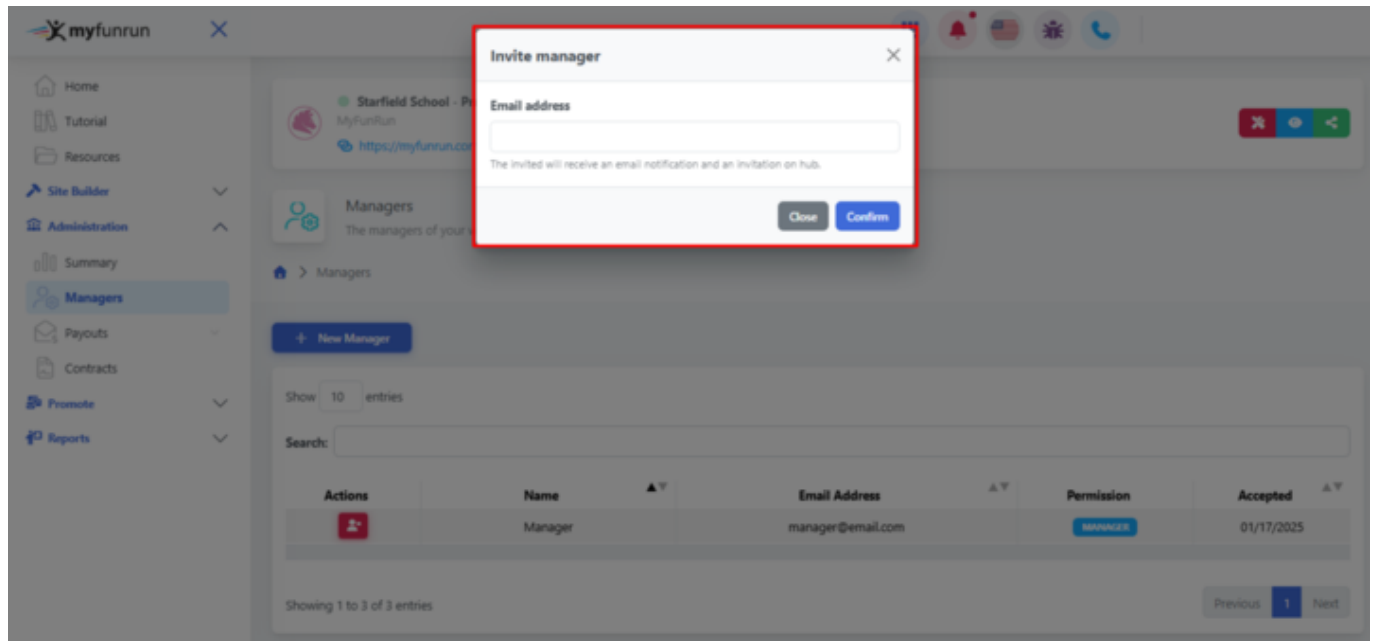
Once the user has created an account, head to **Administration → Managers**.



The screenshot displays the MyFunRun website administration interface. On the left is a sidebar menu with options: Home, Tutorial, Resources, Site Builder, Administration (highlighted with a red box), Summary, Managers (highlighted with a red box), Payouts, Contracts, Promote, and Reports. The main content area shows the 'Managers' section for 'Starfield School - Premium'. It includes a '+ New Manager' button (highlighted with a red box) and a table of existing managers. The table has columns for Actions, Name, Email Address, Permission, and Accepted. One manager is listed with the name 'Manager', email 'manager@email.com', and permission 'MANAGER'. The interface also shows a search bar, a 'Show 10 entries' dropdown, and pagination controls at the bottom.

Actions	Name	Email Address	Permission	Accepted
	Manager	manager@email.com	MANAGER	01/17/2025

Add the e-mail of the designated person to be set as a manager to complete the process.



Feel free to contact the Support to help you if necessary.