

How to Add a Manager to Your Website

Category: Site Access & Permissions

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Reading Time: 1 min

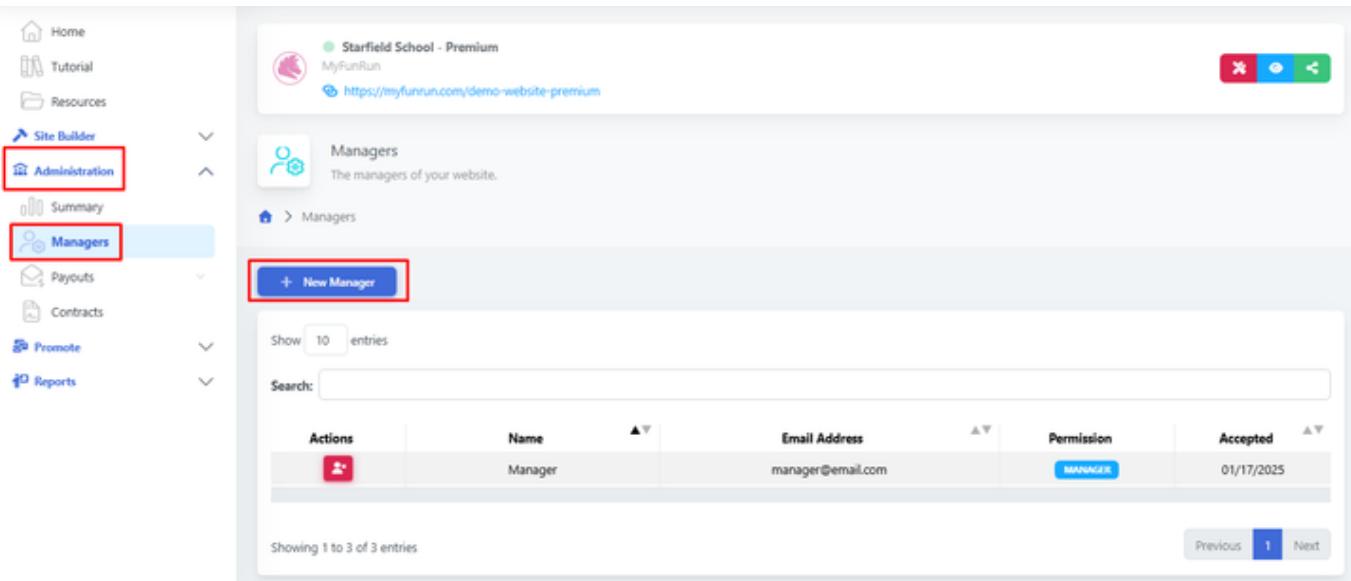
Not Planning it on Your Own?

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**.

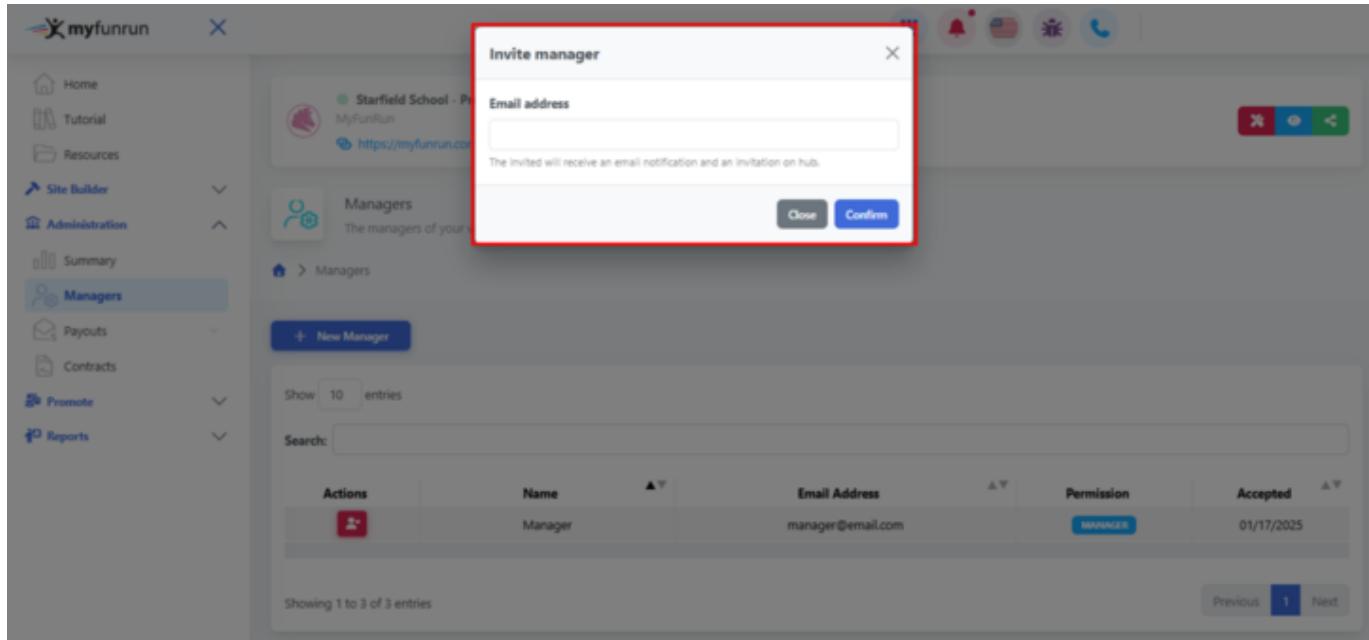


The screenshot shows the 'Administration' section of the MyFunRun website. The left sidebar has 'Administration' and 'Managers' highlighted with red boxes. The main content area shows a list of managers for 'Starfield School - Premium' with one entry:

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

At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous' and 'Next' buttons.

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



The invited will receive an email notification and an invitation on hub.

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

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