

Getting Started on MyEvent.com

Category: Creating Your First Site

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Reading Time: 2 min

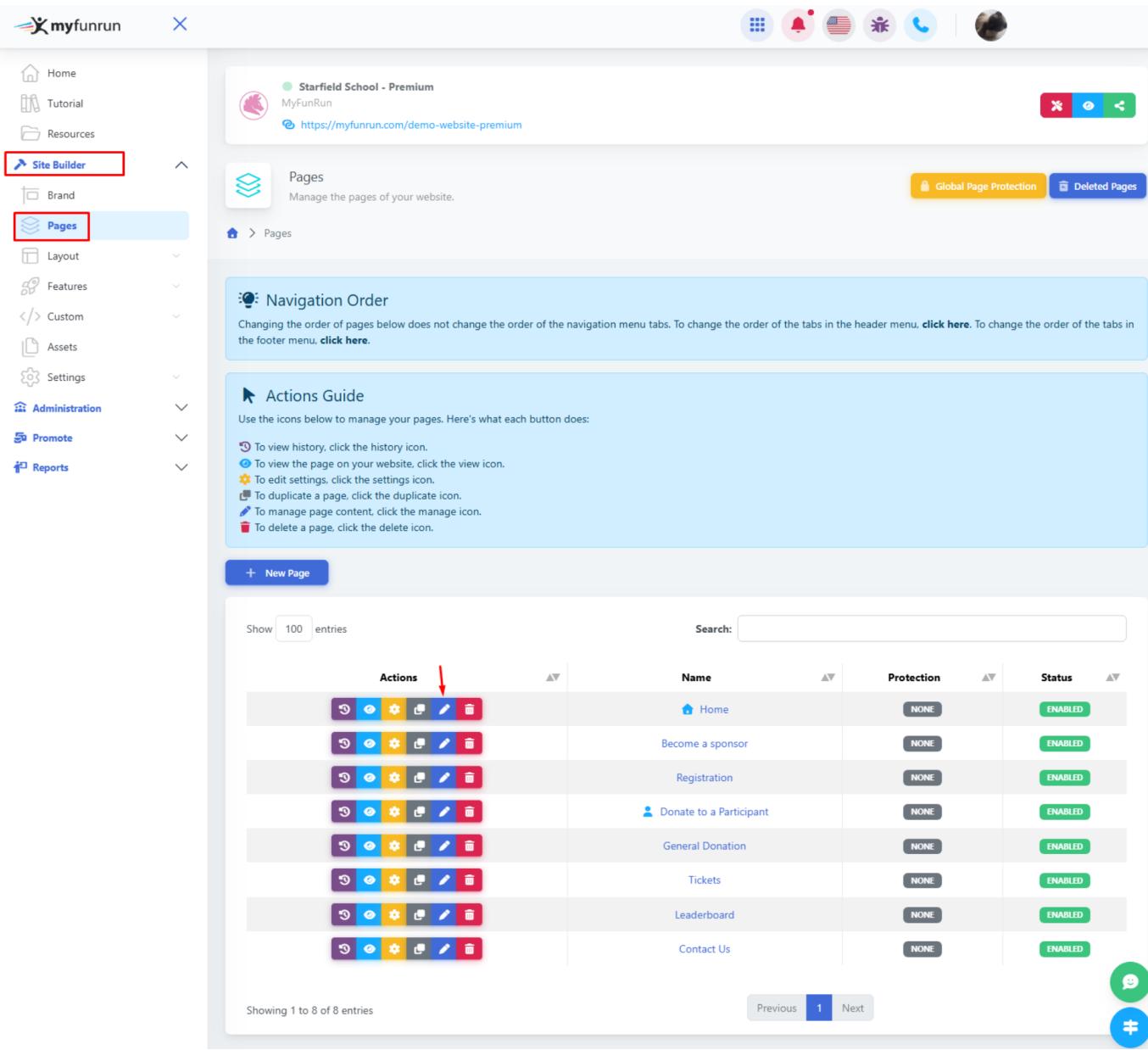
Welcome to **MyEvent.com**, your all-in-one platform for creating, managing, and sharing events such as class reunions, family reunions, fundraisers, and corporate gatherings.

This guide will help you get started quickly and confidently.

Step 1: Create Your Event

1. Click on “**Choose Your Event or Fundraiser**” on the homepage.
2. Click on “**Get Started**”.
3. Choose your package.
4. Log in if you have not logged in yet, or create an account.
5. Fill in your site and event details:
6. Click **Continue** to generate your event website.

Tip: You can edit your event details anytime under **Site Builder→ Pages → Home (or another page)**



Actions	Name	Protection	Status
     	Home	NONE	ENABLED
     	Become a sponsor	NONE	ENABLED
     	Registration	NONE	ENABLED
     	Donate to a Participant	NONE	ENABLED
     	General Donation	NONE	ENABLED
     	Tickets	NONE	ENABLED
     	Leaderboard	NONE	ENABLED
     	Contact Us	NONE	ENABLED

Step 2: Customize Your Event Website

Personalize your event website to match your theme and audience:

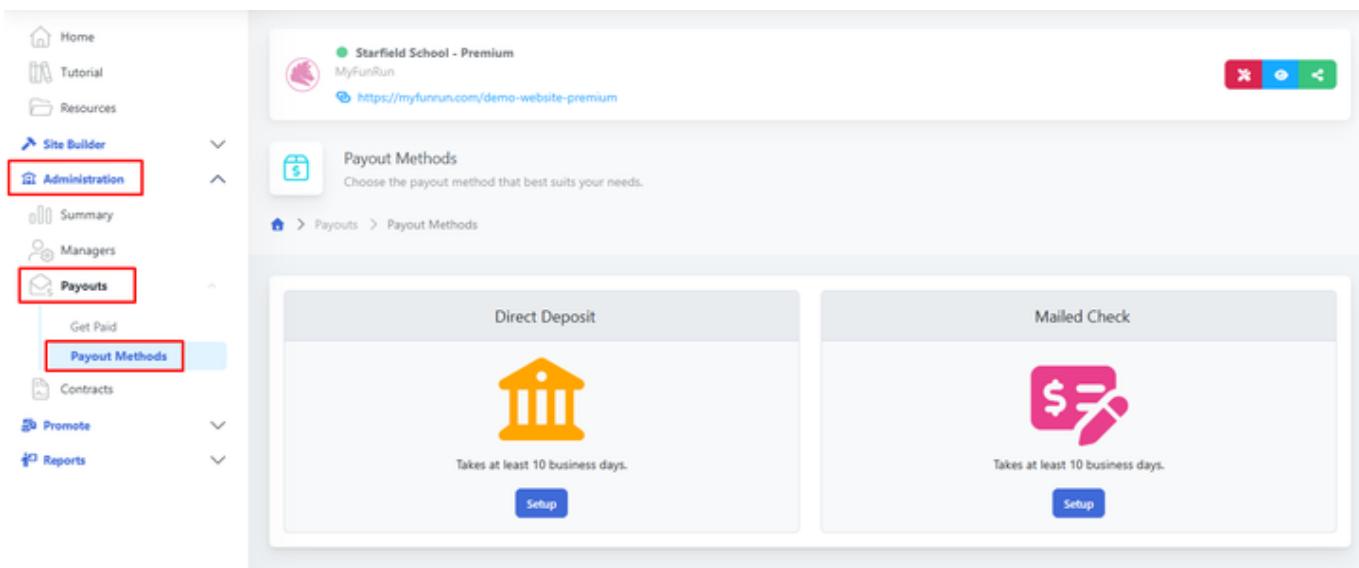
- Navigate to **Site Builder**→ **Site Brand** to adjust colors, layouts, and backgrounds.
- Go to **Site Builder**→ **Pages** to add or edit content such as *About Us*, *Schedule*, and *Contact*.
- Add images, videos, and logos to make your site unique.

Note: Pre-built sections are available for each event type to speed up setup.

Step 3: Set Up Payouts (Optional)

If you plan to collect payments:

1. Go to **Administration** → **Payouts** → **Payout Methods**.
2. Set up your preferred method (Direct Deposit, Mailed Check).
3. Set ticket prices, donation tiers, or registration fees.



The screenshot shows the MyFunRun administration interface. The left sidebar is titled 'Administration' and includes 'Payout Methods' (which is highlighted with a red box). The main content area shows a 'Payout Methods' section with a sub-section for 'Payout Methods'. It displays two options: 'Direct Deposit' (represented by a yellow bank icon) and 'Mailed Check' (represented by a pink icon with a dollar sign and a checkmark). Both sections include a note that 'Takes at least 10 business days.' and a 'Setup' button.

Once saved, you'll be able to request a payout by going to **Administration** → **Payouts** → **Get Paid**.

Step 4: Launch and Share Your Event

When your event site is ready:

- Review all details and design settings.
- Share your **event URL** with guests via email, social media, or messaging apps.
- Monitor registrations and engagement in real time from your dashboard.