

Getting Started on MyEvent.com

Category: Creating Your First Site

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Reading Time: 2 min

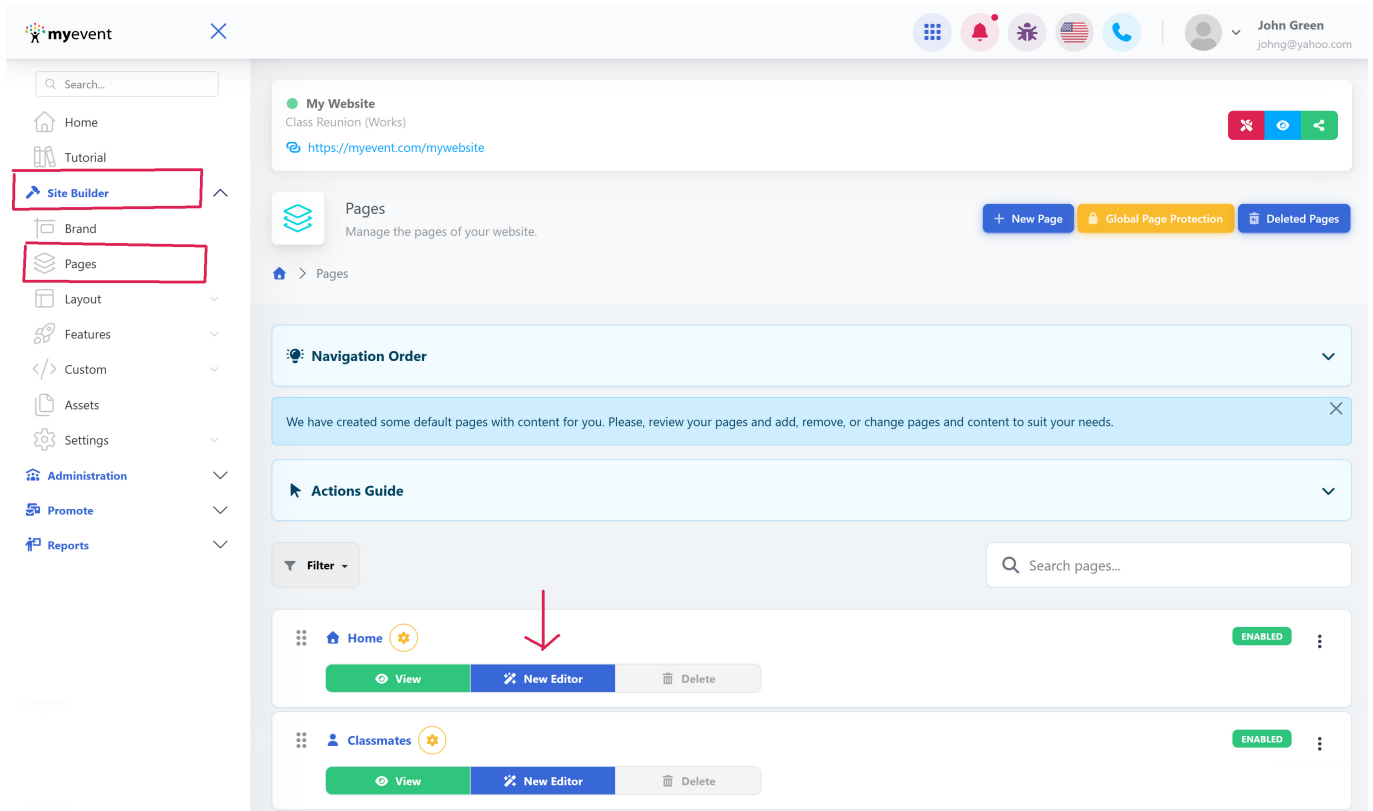
Welcome to [MyEvent.com](https://myevent.com), your all-in-one platform for creating, managing, and sharing events such as class reunions, family reunions, fundraisers, and corporate gatherings.

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)**



Step 2: Customize Your Event Website

Personalize your event website to match your theme and audience:

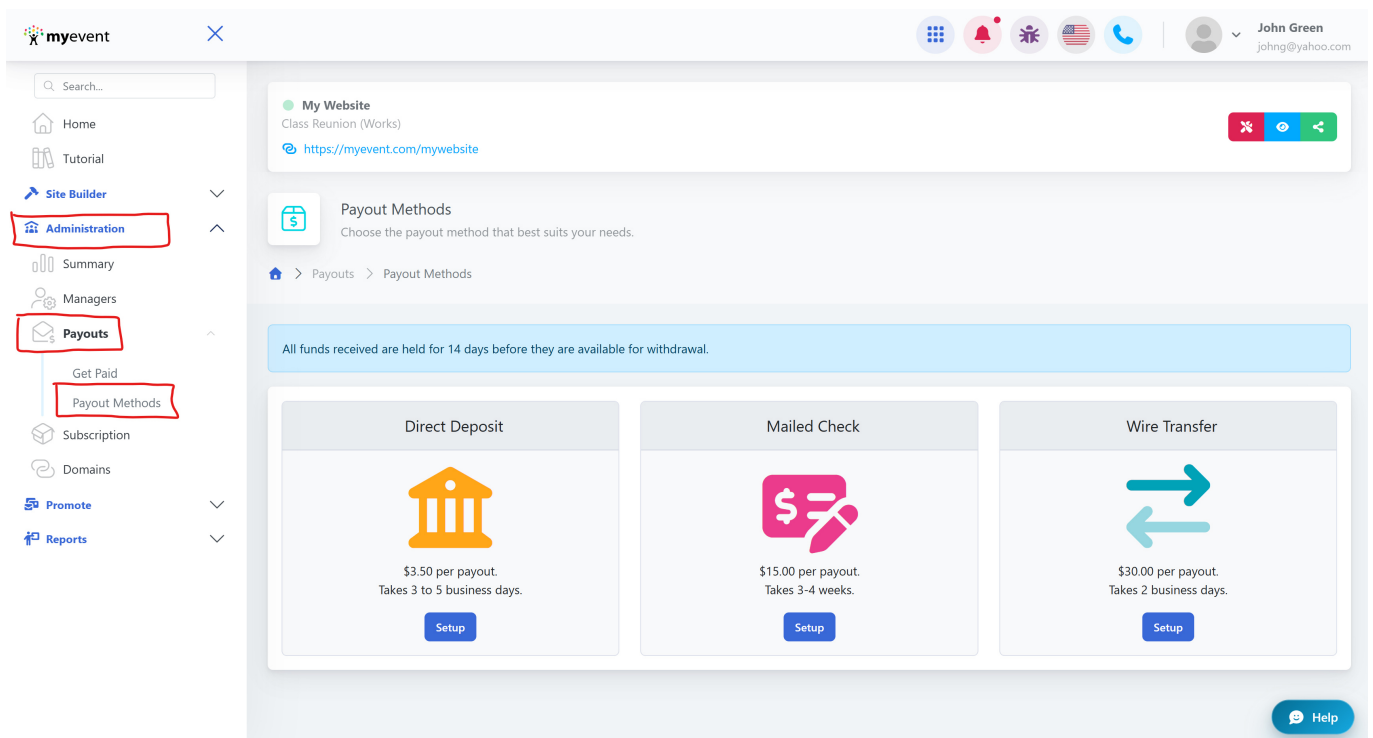
- Navigate to **Site Builder**→ **Site Brand** to adjust colors, layouts, and backgrounds.
- Go to **Site Builder**→ **Pages** to add or edit content such as *About Us*, *Schedule*, and *Contact*.
- Add images, videos, and logos to make your site unique.

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.



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.