

Adding a Manager to help with your Event

Category: Settings and Preferences

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Reading Time: 2 min

If you're not organizing the fundraiser on your own, you can easily add a co-organizer or manager to help you run your Fun Run.

To add a co-organizer or another manager:

Ask your co-organizer to create an account at <https://myfunrun.com/>.

Once their account is active, you can either:

- **Invite them as a Manager** directly through your MyFunRun dashboard, or
- **Send their email address to our team**, and we will assign them as a Manager for your school.

Why add a co-organizer or manager?

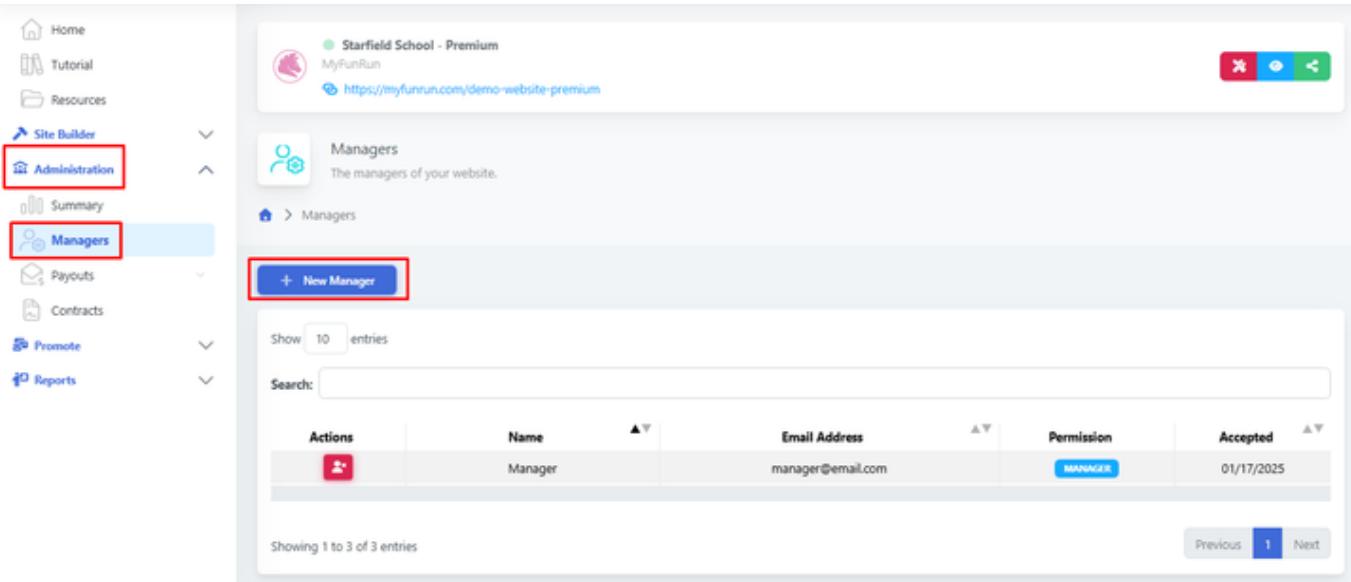
- Both organizers can submit requests, review reports, and make updates
- Communication stays clear and consistent
- Access is restricted to authorized users only

Requests from individuals who are *not* listed as organizers or managers cannot be processed for privacy and security reasons.

Important Security Note

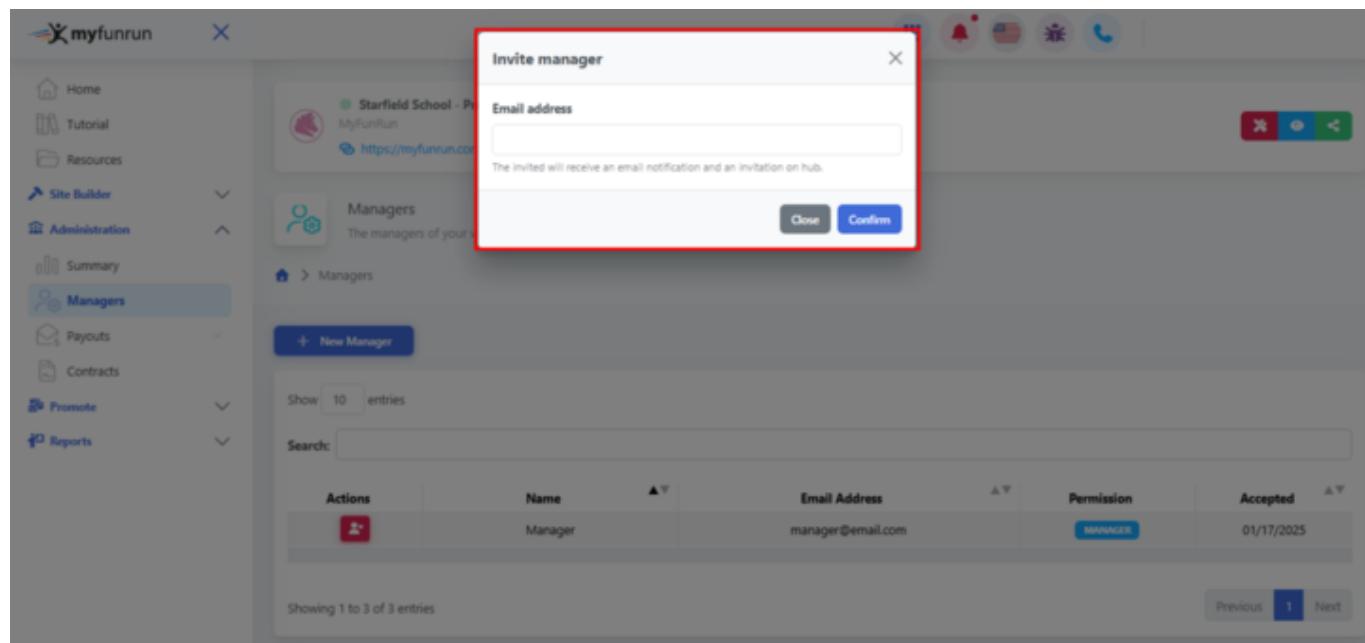
To protect your school and your fundraisers' information, any requests coming from users who are not recognized as managers or organizers may be flagged as spam by the system.

Once the user has created an account, head to [Administration → Managers](#).



The screenshot shows the MyFunRun administration interface. The left sidebar is titled 'Administration' and includes 'Managers' (which is highlighted with a red box). The main content area shows a list of 'Managers' with one entry: 'Manager' (Email: manager@email.com, Permission: MANAGER, Accepted: 01/17/2025). A red box highlights the '+ New Manager' button. The URL in the browser is https://myfunrun.com/demo-website-premium.

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



The screenshot shows the MyFunRun administration interface with the 'Managers' list. A red box highlights the 'Invite manager' dialog box, which contains a text input field for 'Email address' and two buttons: 'Close' and 'Confirm'. The URL in the browser is https://myfunrun.com/demo-website-premium.

Feel free to contact the Support or your Program Manager assigned to your Fun Run to help you if necessary.