

# Adding a Manager to Your Website

**Category:** Configuración y preferencias

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If you aren't organizing on your own, you can easily add a co-organizer or manager to help run your event or fundraiser.

**Important Note: Only the site owner can enter or modify payout information, and only the site owner can request a payout.** Managers have access to everything else in the dashboard other than payout information.

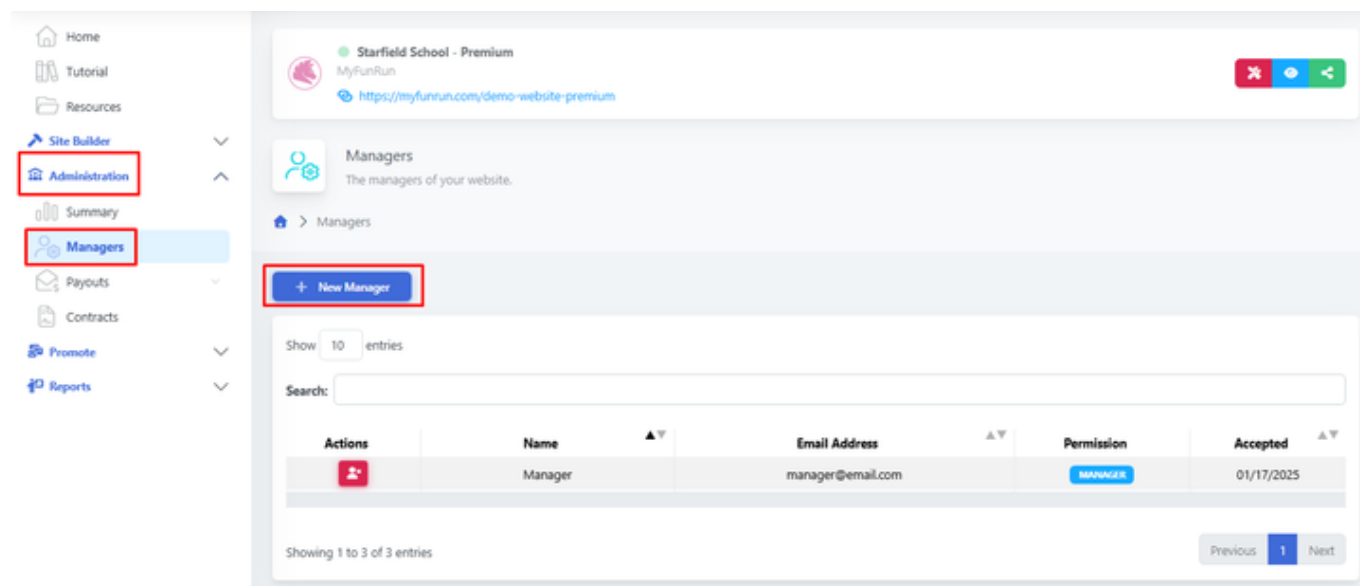
## Why add a co-organizer or manager?

- Split roles - website person and reports person (treasurer) can all access the dashboard
- Managers can submit requests, review reports, and make updates
- Communication stays clear and consistent

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

## To add a co-organizer or another manager:

1. Ask your co-organizer to create an account at [MyEvent.com](https://myevent.com).
2. Once their account is active, you can invite them as a Manager directly through your MyEvent dashboard. Go to **Administration → Managers**.



The screenshot shows the MyEvent dashboard interface. On the left sidebar, the 'Administration' and 'Managers' menu items are highlighted with red boxes. The main content area shows the 'Managers' section for 'Starfield School - Premium'. A '+ New Manager' button is highlighted with a red box. Below the button is a search bar and a table with columns for Actions, Name, Email Address, Permission, and Accepted. The table shows one entry for a Manager with email manager@email.com and permission MANAGER.

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

3. Add the e-mail of the designated person to be set as a manager to complete the process. An automated email invitation with instructions will be sent to the invited new manager when you submit.

