Adding a Manager to Your Website

Category: Settings and Preferences
Published: Jan 19, 2026
Reading Time: 1 min

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 acces to everything else in the dashboard other than payout information.

Why add a co-organizer or manager?

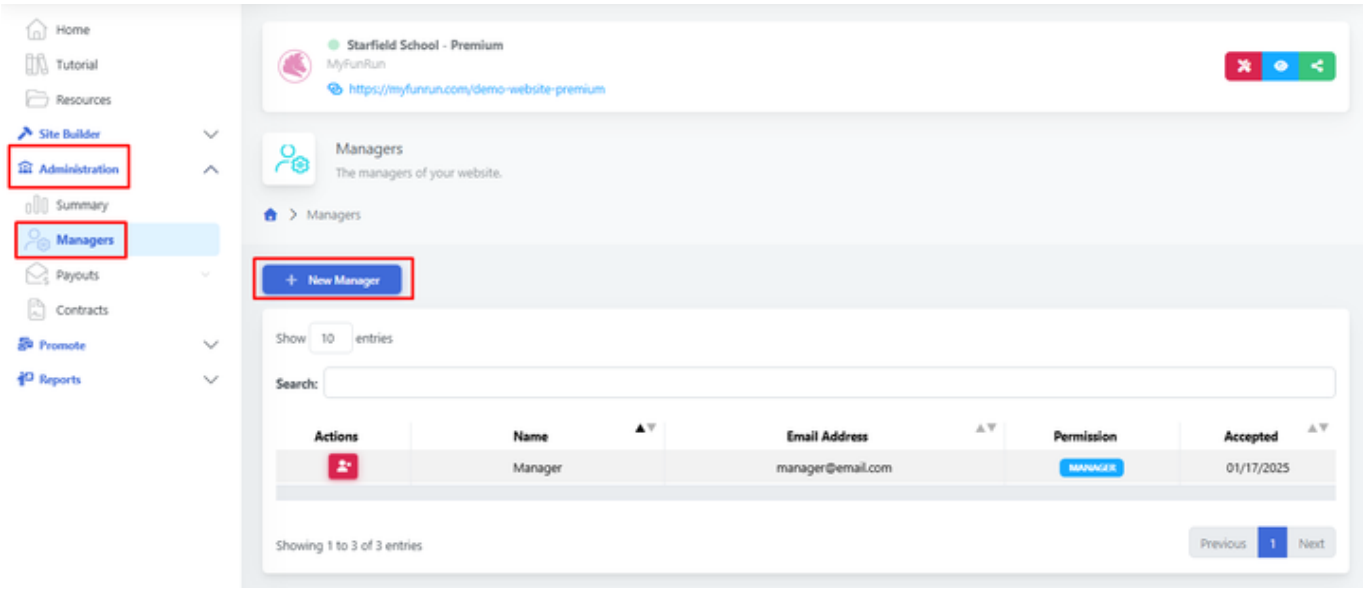
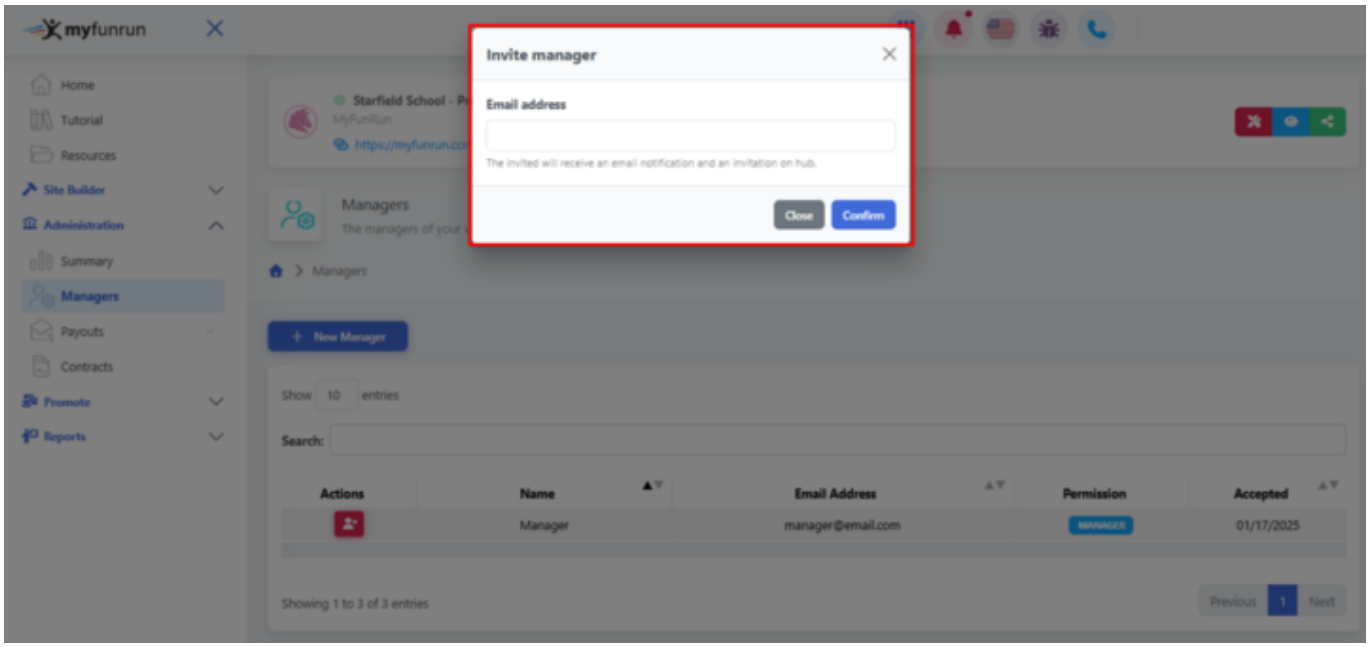
- Split roles - website person and reports person (treasurer) can all access the dashboard
- Managers can submit requests, review reports, and make updates
- Communication stays clear and consistent

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.

2. Once their account is active, you can invite them as a Manager directly through your MyEvent dashboard. Go to **Administration → Managers**.



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.