

Adding a Manager to Your Website

Category: Settings and Preferences

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

Why add a co-organizer or manager?

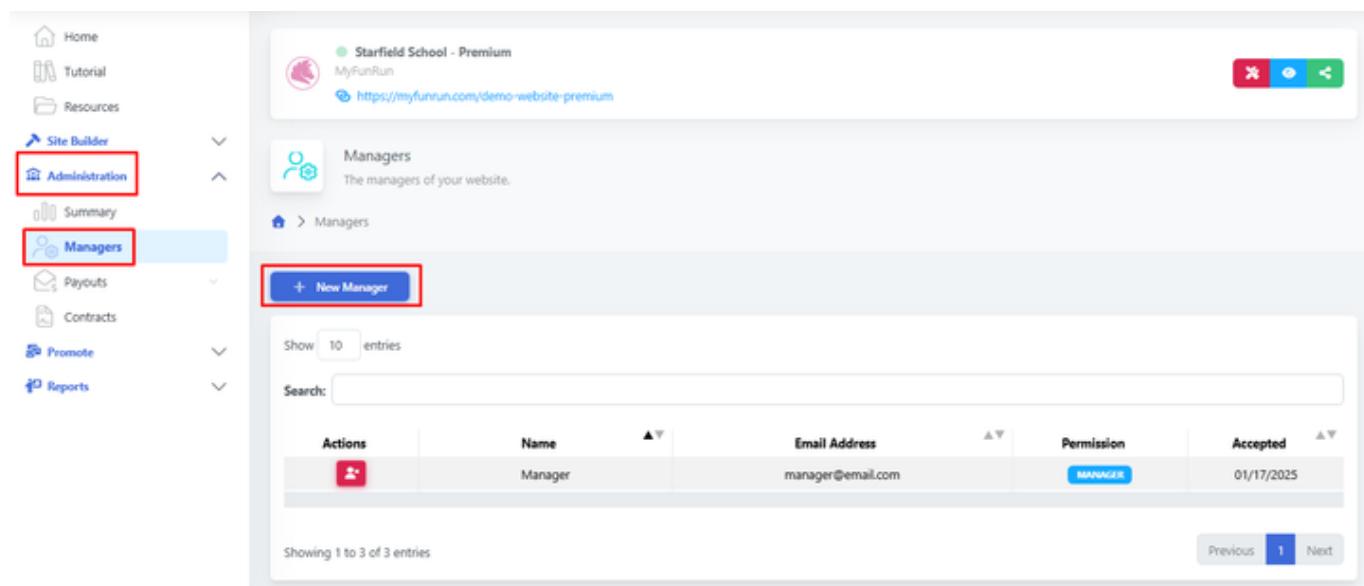
- Split roles - website person and reports person (treasurer) can all access the dashboard
- Managers can submit requests, review reports, and make updates
- Communication stays clear and consistent

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:

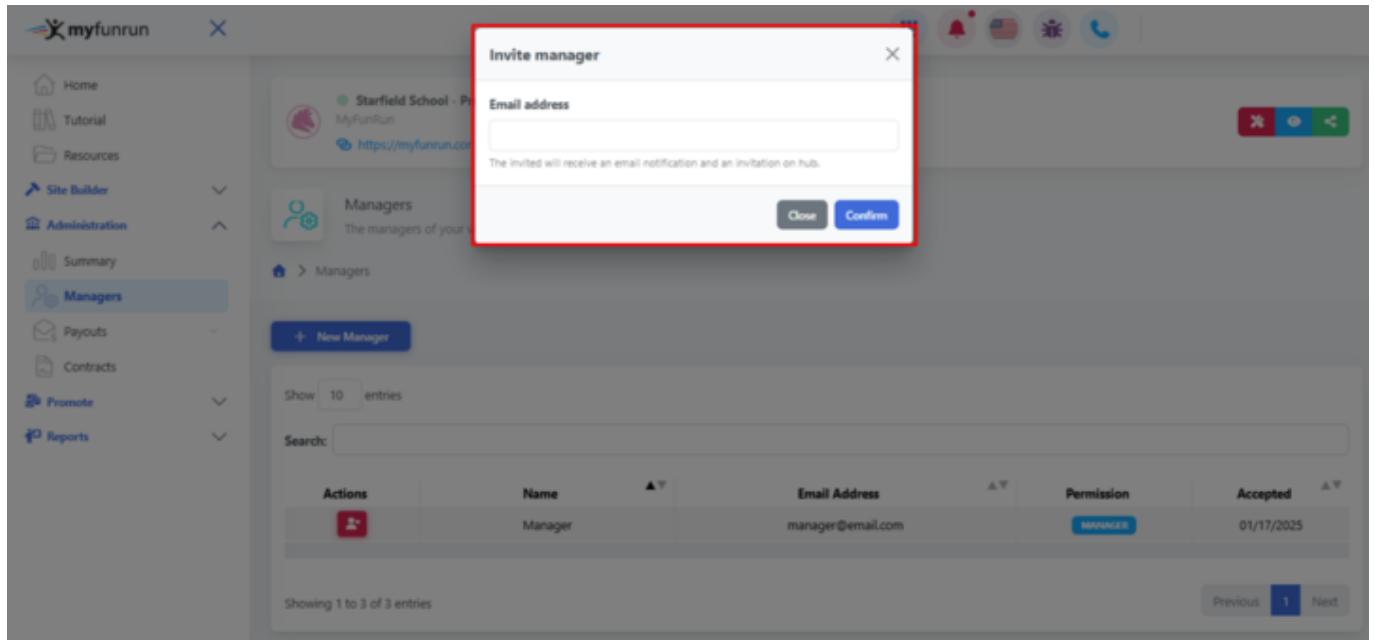
1. Ask your co-organizer to create an account at MyEvent.com.

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



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.



The screenshot shows the 'Managers' section of the myfunrun platform. A modal dialog box titled 'Invite manager' is open, prompting for an 'Email address'. The text inside the dialog states: 'The invited will receive an email notification and an invitation on hub.' At the bottom of the dialog are 'Close' and 'Confirm' buttons. The background shows a list of existing managers with columns for Name, Email Address, Permission, and Accepted date. The 'Actions' column contains a red 'Edit' button for each manager.

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