

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)**

Starfield School - Premium
MyFunRun
<https://myfunrun.com/demo-website-premium>

Pages
Manage the pages of your website.

Navigation Order
Changing the order of pages below does not change the order of the navigation menu tabs. To change the order of the tabs in the header menu, [click here](#). To change the order of the tabs in the footer menu, [click here](#).

Actions Guide
Use the icons below to manage your pages. Here's what each button does:
 - To view history, click the history icon.
 - To view the page on your website, click the view icon.
 - To edit settings, click the settings icon.
 - To duplicate a page, click the duplicate icon.
 - To manage page content, click the manage icon.
 - To delete a page, click the delete icon.

Table of Pages:

Actions	Name	Protection	Status
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	Home	NONE	ENABLED
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	Become a sponsor	NONE	ENABLED
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	Registration	NONE	ENABLED
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	Donate to a Participant	NONE	ENABLED
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	General Donation	NONE	ENABLED
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	Tickets	NONE	ENABLED
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	Leaderboard	NONE	ENABLED
[History] [View] [Settings] [Duplicate] [Manage] [Delete]	Contact Us	NONE	ENABLED

Showing 1 to 8 of 8 entries

Step 2: Customize Your Event Website

Personalize your event website to match your theme and audience:

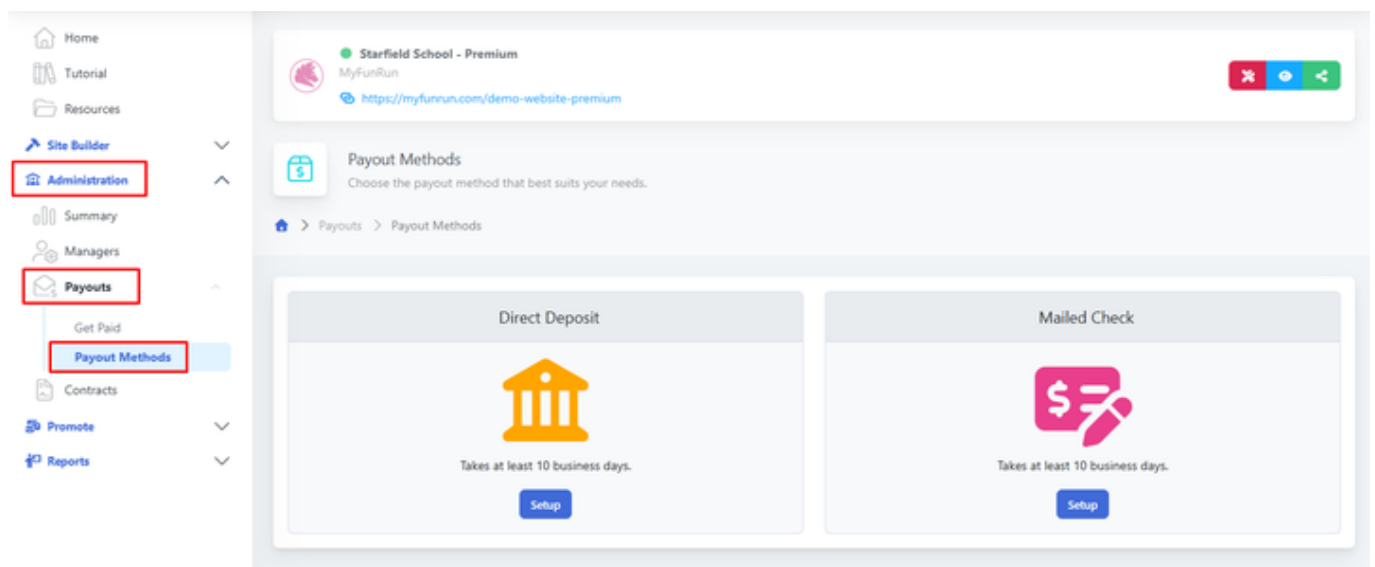
- Navigate to **Site Builder** → **Site Brand** to adjust colors, layouts, and backgrounds.
- Go to **Site Builder** → **Pages** to add or edit content such as *About Us*, *Schedule*, and *Contact*.
- Add images, videos, and logos to make your site unique.

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.