

Adding a Manager to Your Website

Category: Settings and Preferences

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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.

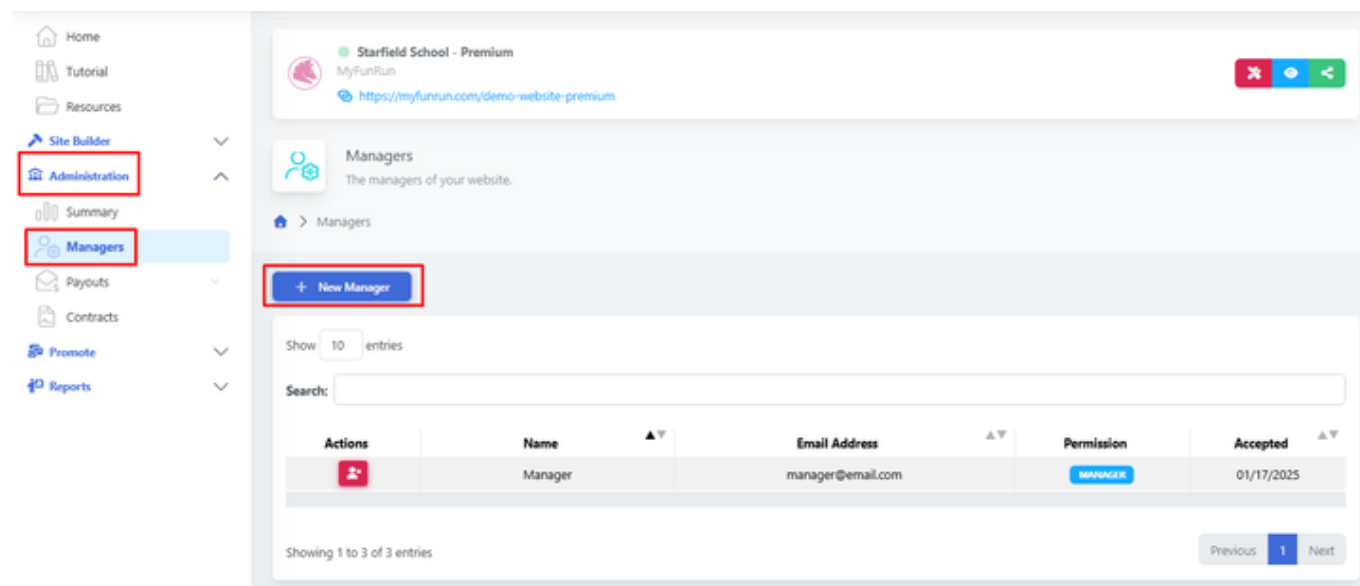
Why add a co-organizer or manager?

- 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 for 'Starfield School - Premium'. The left sidebar contains navigation links: Home, Tutorial, Resources, Site Builder, Administration (highlighted with a red box), Summary, Managers (highlighted with a red box), Payouts, Contracts, Promote, and Reports. The main content area is titled 'Managers' and includes a '+ New Manager' button (highlighted with a red box). Below this is a search bar and a table of managers.

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

Showing 1 to 3 of 3 entries

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.

