

Roles & Permissions

Category: Settings and Preferences

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Reading Time: 3 min

Give your team members the right level of access to help manage your Fun Run.

If you have a co-organizer, PTO/PTA member, or other team member helping with your Fun Run, **Roles & Permissions** lets you control what they can see and do in your MyFunRun dashboard.

You can choose from ready-made roles or create your own custom roles with exactly the permissions you want.

Need to add a manager first?

See [Adding a Manager to Help With Your Fundraising](#) for instructions.

How Roles & Permissions works

Each manager on your site is assigned a **role**. The role determines which areas of the dashboard they can access and which actions they can perform.

To view and manage your roles, go to:

Administration → Roles & Permissions

Ready-made roles

MyFunRun provides several ready-made roles:

- **Administrator** - Provides extensive access to the dashboard and site management tools, except for actions reserved for the site owner.
- **Event Manager** - Can build and manage the website and manage tickets, registrations,

participants, and content.

- **Ticket Manager** - Can manage tickets and check attendees in.
- **Marketing** - Can manage emails, contacts, surveys, and website content.
- **Support** - Can help attendees, look up orders, resend receipts, and check attendees in.
- **Viewer** - Has read-only access to the dashboard. This is useful for someone who needs to view information but shouldn't make changes.
- **Ticket Scanner** - Can only access the ticket scanning tools to check attendees in.

Key campaign settings at a glance

Fundraising end/cut-off date Not set	Registration cut-off date Not set	Fun Run date July 9, 2026
Fees (Tickets, Sponsorship & P. Registration) Mixed	Fees (E-Commerce) Donor	Site goal \$10,000.00

+ New Role

DEFAULT ROLES

Ready-made roles available to every site. Their permissions are kept up to date for you.

Actions	Name	Permissions	Team members
	Administrator Full access to the dashboard, except actions reserved for the site owner.	78	3
	Event Manager Builds the website and manages tickets, registrations, participants and content.	67	0
	Ticket Manager Manages tickets and checks attendees in.	9	0
	Marketing Manages emails, contacts, surveys and website content.	19	0
	Support Helps attendees: looks up orders, resends receipts and checks attendees in.	17	0
	Viewer Read-only access to the dashboard.	18	0
	Ticket Scanner Can only use the ticket scanner.	2	0

CUSTOM ROLES

Roles created for your site, with exactly the permissions you choose.

No custom roles yet.

Create your own custom role

If the ready-made roles don't fit your team's needs, you can create a **custom role**.

Click **+ New Role** and choose exactly which permissions the role should have.

For example, you could create a role for a PTO/PTA member who needs to help with certain parts of your fundraiser but doesn't need access to everything in the dashboard.

Some actions are reserved for the site owner

For security reasons, certain sensitive actions can only be performed by the **site owner**. These permissions cannot be assigned to another manager, even if they have an Administrator role.

These include:

- **Manage payout methods** — Add or change the bank account, cheque, or wire transfer

information used for payouts.

- **Payout security** — Manage the payout password and PIN.
- **Payout tax form** — Submit the tax information associated with payouts.
- **Stripe account** — Manage the Stripe account, onboarding, and identity verification.

This helps keep your Fun Run's financial and payout information protected.

Change or remove access anytime

The site owner can change a manager's role or remove their access at any time from:

Administration → Managers

Changes to roles and permissions **take effect immediately**.