# How to add/remove an event organizer

Michael C. - 2023-01-30 - Events

Event Organizers allow your organization to provide a point of contact for your events hosted through MemberNova and allow non-administrators to manage individual events without providing them with a greater level of access than necessary. This allows events to be largely controlled by individual members who have been assigned as an event organizer.

## Adding a new Event Organizer

Note

After adding a new event organizer to an event, a confirmation email will be sent to the organizer's provided email address. Future updates to the organizer's **Organizer Role** setting will prompt additional emails to confirm the changes.

1. Click **Events** or the **Calendar** icon on the left menu.

2. Click **Manage** on the event you would like to add an event organizer to.

3. At the top right of the event page, click **Setup** or the **Gear** icon.

4. Under the Event Organizers section, click on the **Add** button.

5. The Add Organizer window will appear, providing several options to configure the new event organizer:

    - **Existing Contact -** Allows you to search and select a member of your organization as the event organizer.

    - **Custom -** Allows you to manually add a non-member as an event organizer by providing their contact details. Non-member organizers are unable to be provided an Organizer role, because they cannot login.

        - **First Name** (Required) - Custom event organizer's first name.

        - **Last Name** (Required) - Custom event organizer's last name.

        - **Email** (Required) - Custom event organizer's email address.

        - **Phone** - Custom event organizer's phone number.

- **Checkbox to confirm consent** (Required) - Check this to confirm you have the person's consent to add them as an event organizer and to save their information into the system.

- **Show contact details -** Determines whether an event organizer's contact details will be shared with the public on the event registration page.

- **Set as Primary Organizer -** Sets the event organizer as the event's default point of contact.

- **Organizer Role -** Determines the access level of the event organizer and what they can manage within the event.

    - **None -** The organizer will not be granted any additional access to manage the event.

    - **Administrator -** The organizer will be granted access to manage the entire event excluding the ability to copy, delete, and close it.

    - **Manage Orders and Attendees -** The organizer will be granted full access to orders, attendees, emails, and ability to view documents.

    - **Communications -** The organizer will be granted full access to emails and ability to view documents.

- **Receive Notifications -** Allows you to customize which event notifications the event organizer will receive.

    - **Successful Registration** - Notifies the organizer about successful registrations.

    - **Ticket Cancellation** - Notifies the organizer about ticket cancellations.

    - **Order Cancellation** - Notifies the organizer about order cancellations.

    - **Refund Issued** - Notifies the organizer about issued refunds.

    - **Payment Received** - Notifies the organizer about received payments.

6. After configuring the new event organizer, click the **Save** button to finalize your changes. Alternatively, click cancel to go back.

## Editing an existing Event Organizer

1. Click **Events** or the **Calendar** icon on the left menu.

2. Click **Manage** on the event you would like to add an event organizer to.

3. At the top right of the event page, click **Setup** or the **Gear** icon.

4. Under the Event Organizers section, click on the **dropdown arrow** on the same line as the event organizer.

5. Within the dropdown menu options, click **Edit**.

6. The **Edit Organizer** window will appear where you can make the necessary adjustments. Click the **Save** button to finalize your changes.

## Removing an Event Organizer

1. Click **Events** or the **Calendar** icon on the left menu.

2. Click **Manage** on the event you would like to add an event organizer to.

3. At the top right of the event page, click **Setup** or the **Gear** icon.

4. Under the Event Organizers section, click on the **dropdown arrow** on the same line as the event organizer.

5. Within the dropdown menu options, click **Delete**.

6. A confirmation window will appear. Click **OK** to confirm and remove the organizer.