

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.