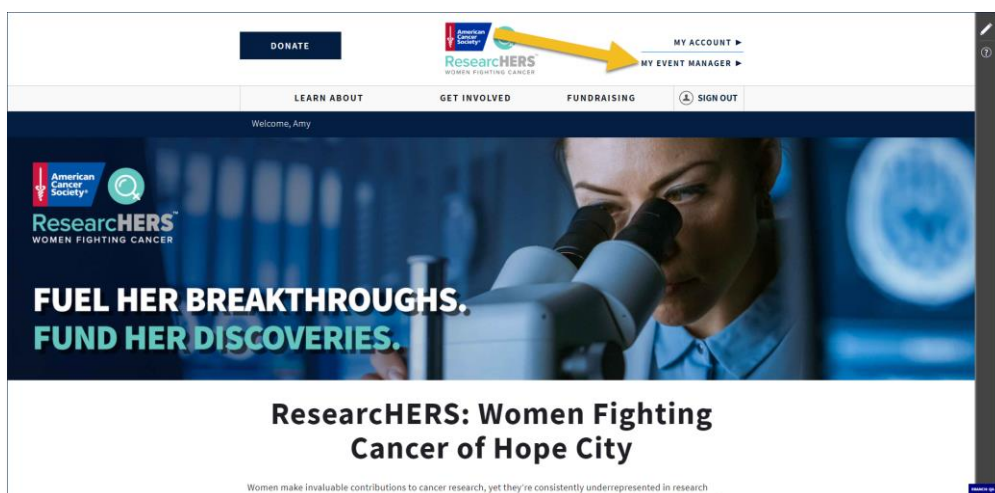
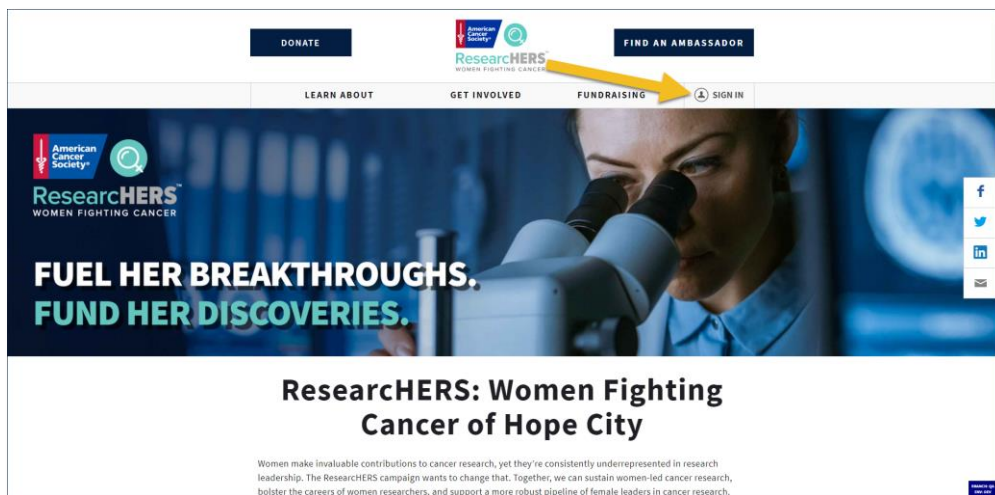


Website Customization Guide

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| Website Customization | 2 |
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Event Center Customization

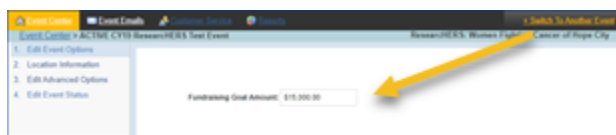
Sign in to the Event Management Center.



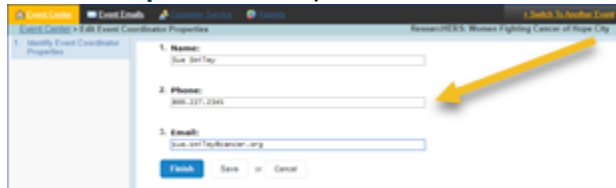
Verify Your Event Details

Under the **Event Center** tab:

1. **Edit Event Options:** Verify the event goal and update as necessary.

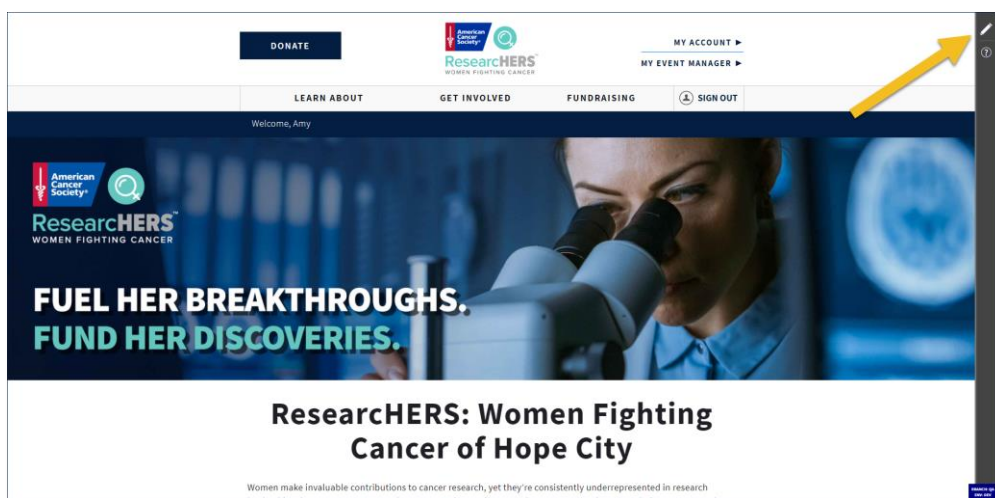


2. **Edit Event Coordinator Properties:** Verify the event contact information and update as necessary.







Website Customization

Access the **website editing tool**.

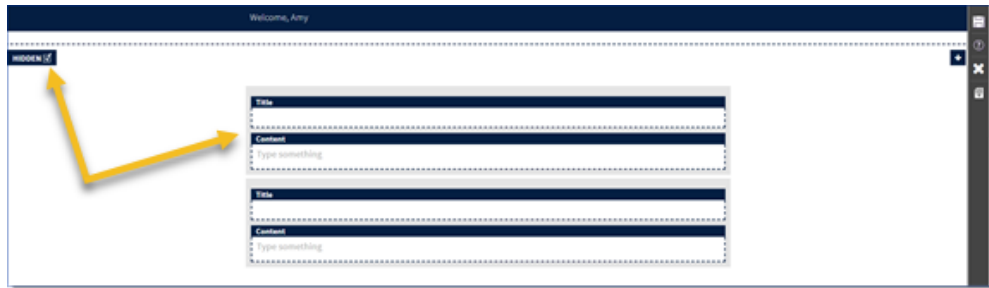


Editing Tips!

1. Click the pencil icon  to open your website for editing.
2. Click the page icon  to edit your custom pages
3. Save  your changes often.
4. Click the X  to close out and automatically refresh your page so that you can view your changes

Greeting Page Customization

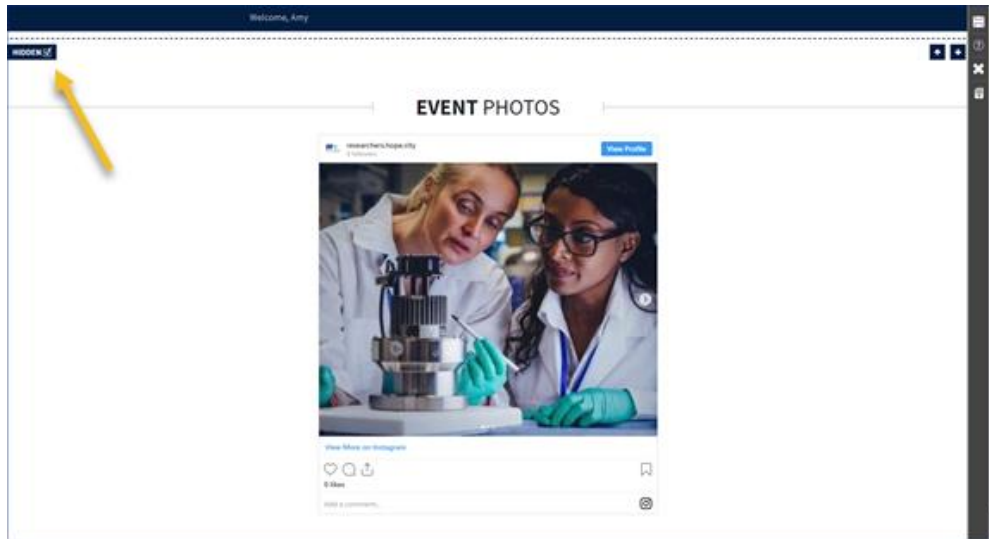
1. **Customize Your Event Copy:** Add custom content to describe your event.
Uncheck the 'hidden' box to have the section appear on your greeting page.



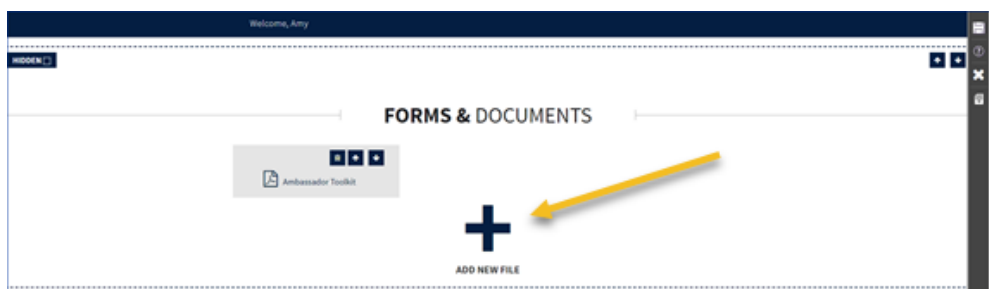
2. **Edit Event Announcements:** Edit the default announcements or add your own!
Uncheck the 'hidden' box to have the section appear on your greeting page.



3. **Edit Event Photos:** [View the instructions](#) on adding an Instagram photo stream to your Event Photos section. Uncheck the 'hidden' box to have the section appear on your greeting page.



4. **Add Forms & Docs:** You can add local custom documents to your event site. Uncheck the 'hidden' box to have the section appear on your greeting page.



5. **Add Custom Content Sections:** Pick from the menu of templates to add custom content to your greeting page.



6. **Add Local Sponsors:** Event managers have the ability to add their own event sponsor logos. Uncheck the 'hidden' box to have the section appear on your greeting page.



7. **Sort and Hide Sections:** Many sections on the greeting page can be hidden or re-ordered.



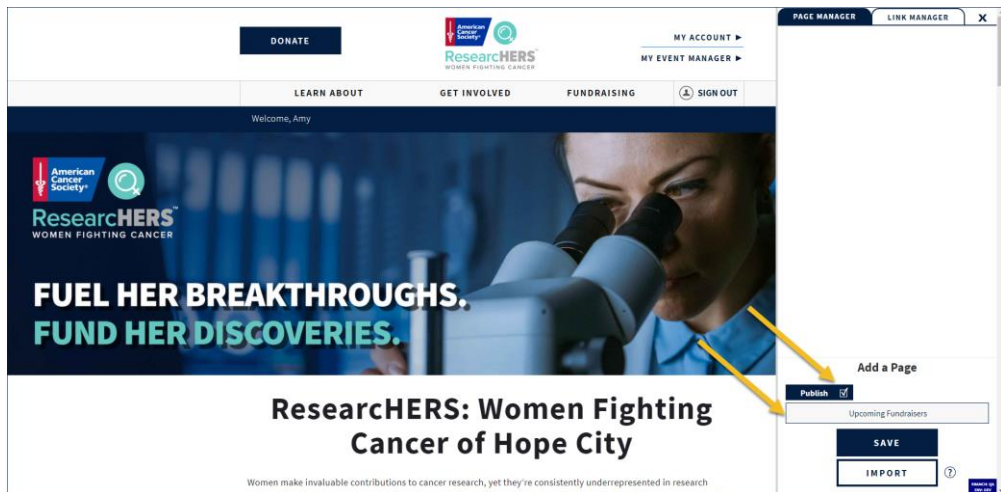
8. **Save**  your changes.

Custom Page Customization

1. **Open page manager modal:** Click the  icon to access the page manager menu.



2. **Create Page:** Enter the page name and save. Check 'Publish' if you want the page to appear in the More Info section on the greeting page.




3. **Customize Page:** Pick from the menu of templates to add content to your custom page.

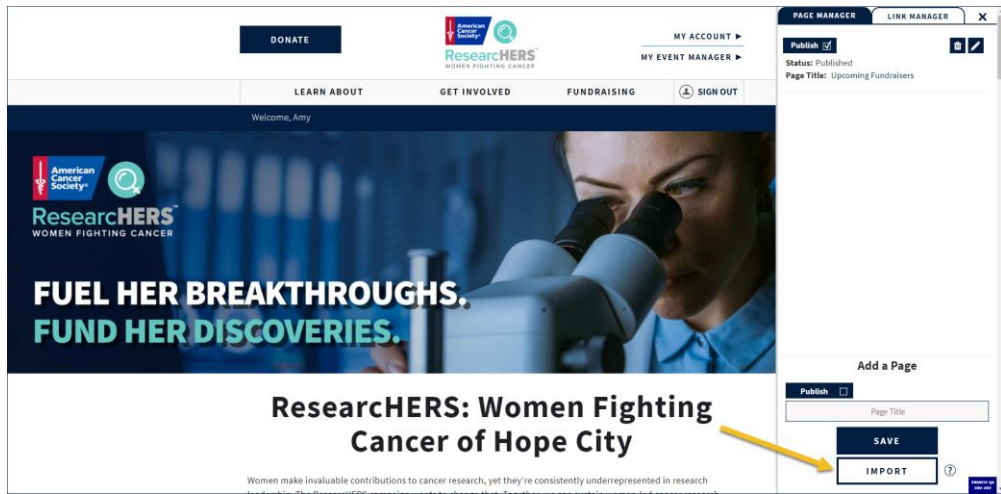


4. **Save**  your changes.

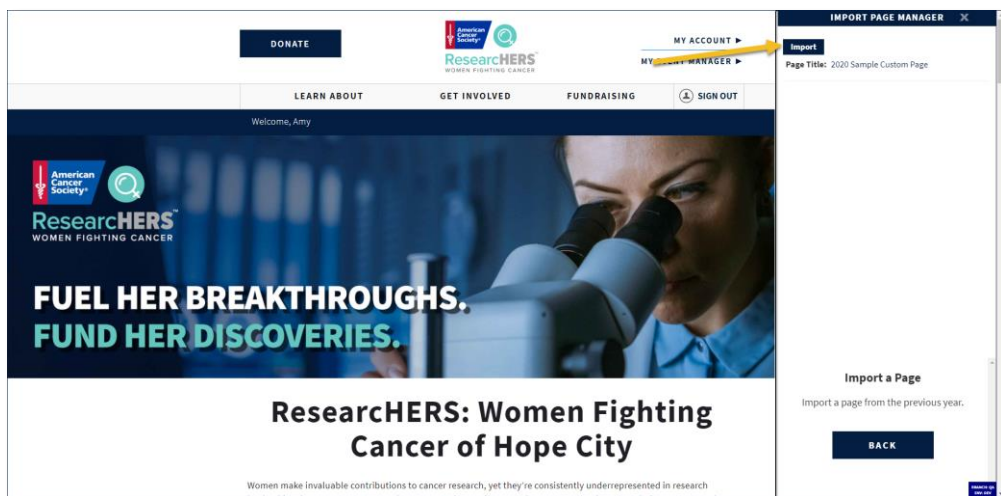
Import Prior Year Custom Pages

Did you create a custom page on your website last year that you'd like to reuse this year? Follow the steps below:

1. **Open page manager modal:** Click the  icon to access the page manager menu.
2. **Import Pages:** If you have pages from last year available to be carried over, an Import button will appear in your page manager menu.



3. **Select Pages to Import:** Click 'Import' next to the page you want to reuse for the current year, and it will be pulled into the page manager list where you can publish or edit it.



Support & Resources

ResearchHERS Registration

- [Click here for a one-page registration guide to share with your Ambassadors](#)

Need Help?

- [Download the EMC Guide](#) for comprehensive step-by-step instructions for every feature of the EMC
- Call 1-800-227-2345 (option #2) and reach an Income Support Specialist
- For website issues, please open an [event support case](#)
- Society Account Support: 877-957-7848

Resource Center

- [Ambassador Sign Up Guide](#)
- [Ambassador Toolkit](#)
- [Mobile App Flyer](#)
- [Consent Form and Instructions](#)