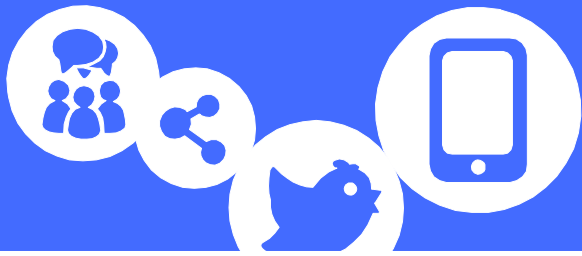




How to:

Customise the design of your registration forms

EventReference User Guide #20

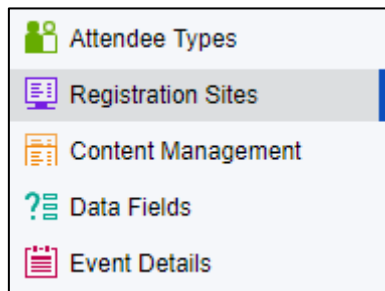


EventReference allows you to customise your registration forms with our easy to use theme creator.

With the theme creator, you can:

- Change the colour of the background
- Add a background image
- Change the font
- Change the text size/colour/formatting
- Specify a colour for the dividers and borders
- Customise the colour of the buttons
- Alter the alignment of the tables
- Create different designs for different attendee types (Advanced add-on required)

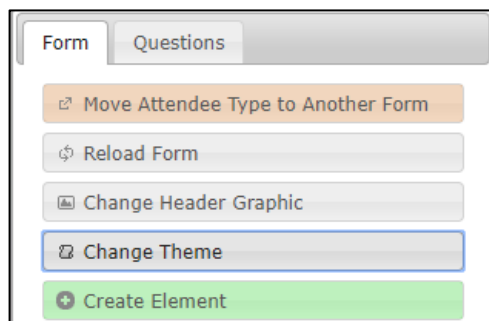
To access the theme creator, first select Registration Sites from the options on the left.

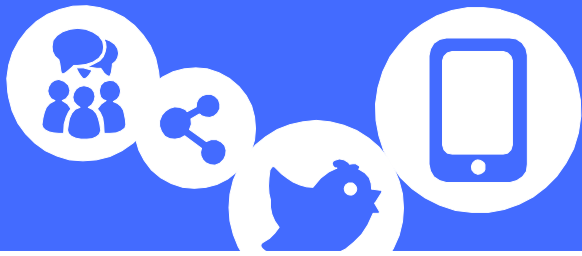


Then click **Design Form** next to the attendee type you want to work on. IMPORTANT – separate registration forms for each attendee type is only available with the Advanced add-on bundle.

Attendee Type	Site Status
Delegate	Design Form Live Data Entry Design Badge
Exhibitor	Design Form Live Data Entry Design Badge

Click on the Form tab and then select Change Theme.





You will now have a number of options to choose from to create your design.

Make your changes and then click Save to apply these to your form.

You can also upload a header graphic to compliment your design. To do this, click Change Header Graphic.

Select whether you want to upload a graphic to use over the whole event or just for the attendee type you are creating the form for (Advanced add-on required) and choose your file.

Click Save and your header graphic will appear on the form.

EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

+44 (0)1827 818181

 www.eventreference.com

@ support@eventreference.com