Conference **Manager**
Advanced and easy

Website Designer

Design and customise your event website

Introduction

Create a professional website that matches your event, your brand and your participants.
With Conference Manager's Website Designer, you can easily structure content, adjust design settings
and build a responsive website – without technical or design experience.

With the Website Designer, you can:

🎨 **Work with themes and layout**

Set up the visual foundation of your event website and adjust the overall look and design.

⚙️ **Use global settings**

Define colours, fonts and styles that create a consistent visual expression across the website.
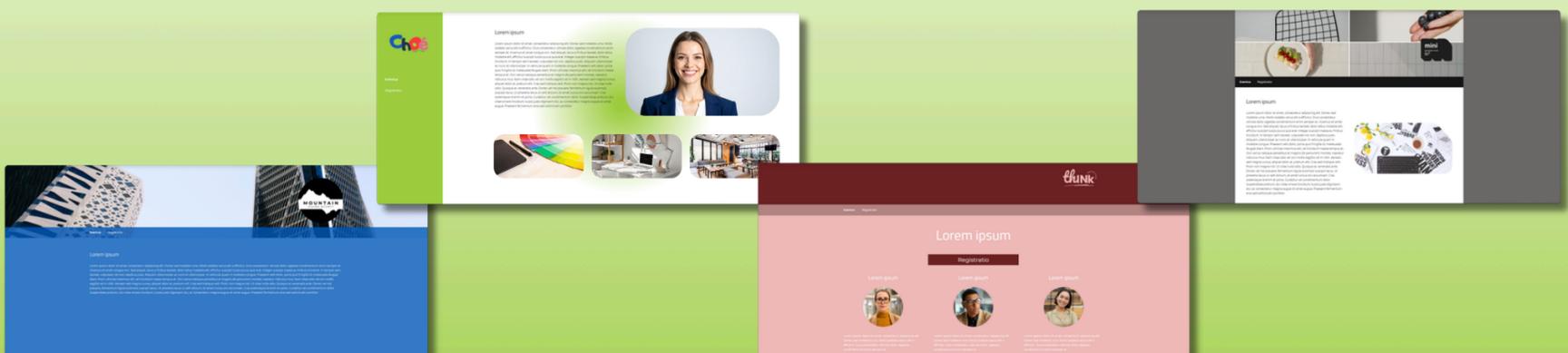
📄 **Structure and manage pages**

Control which pages are part of your website and how they are presented to participants.

🧩 **Build and customise content with elements**

Create content using sections, text, images and other elements.

Website examples:
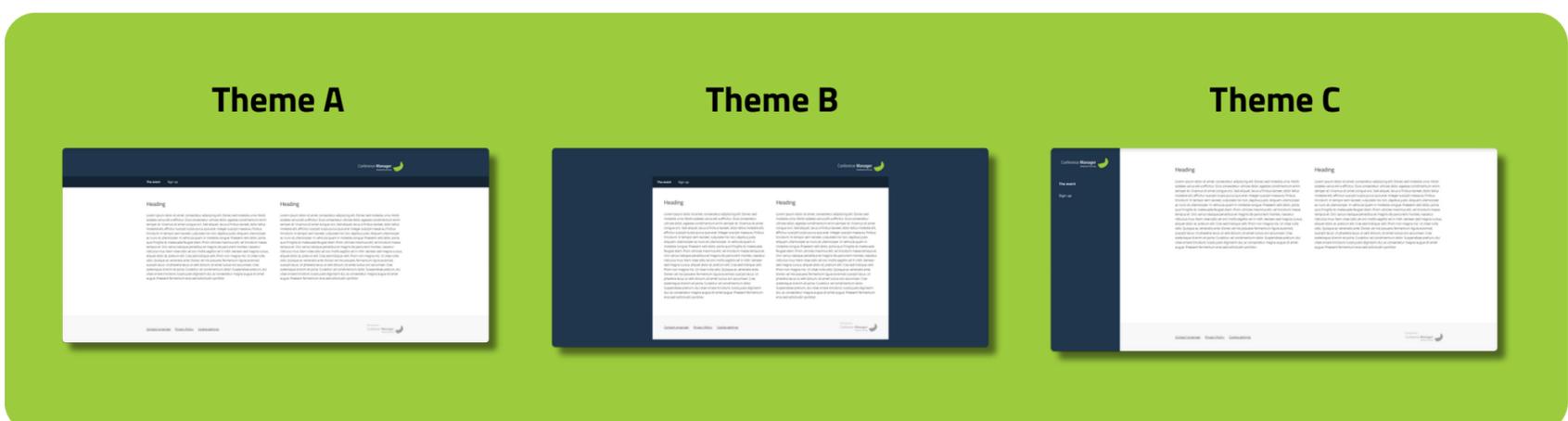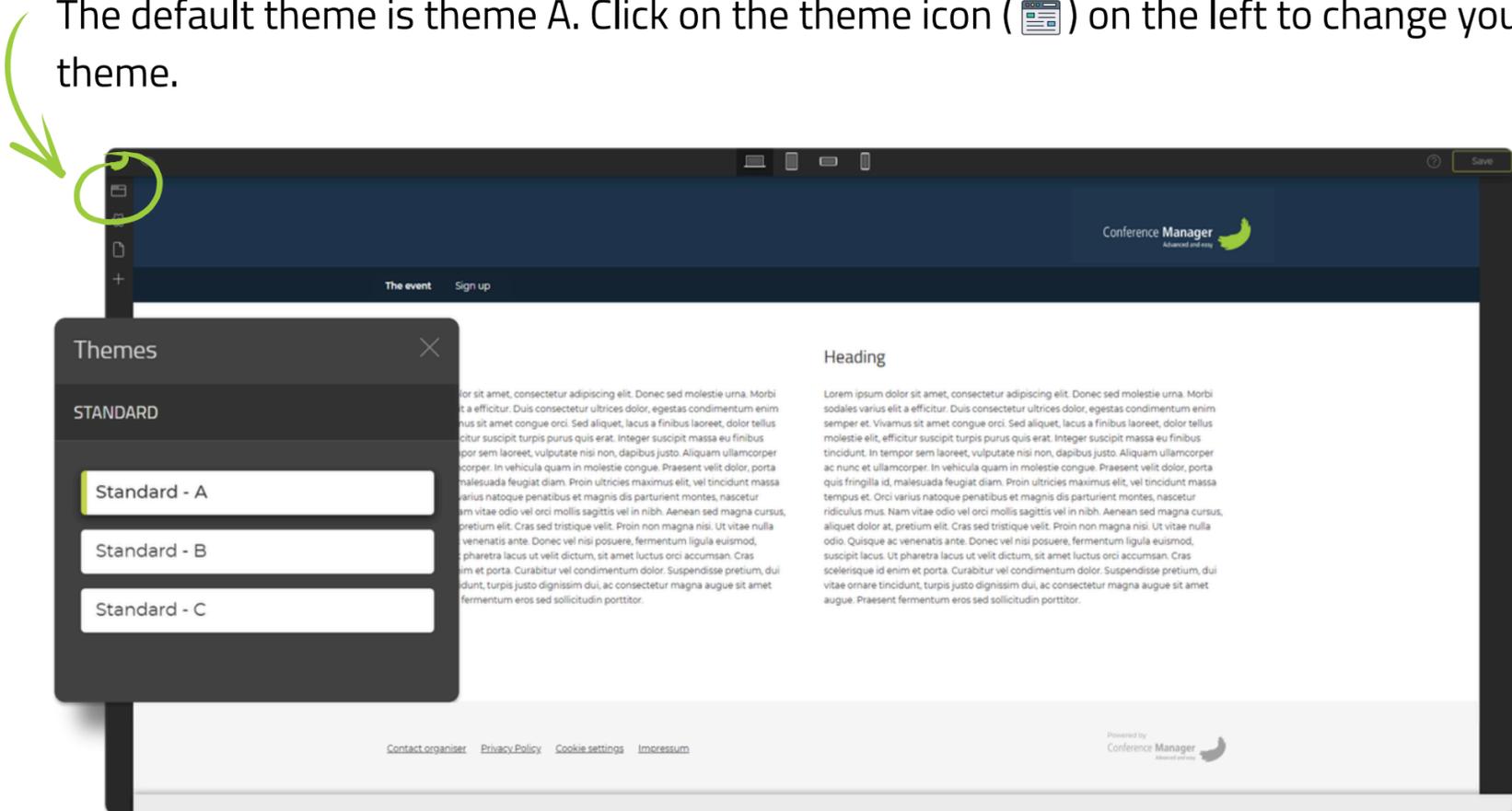
Theme and layout
Part 1

The theme defines the visual foundation of your event website and provides a starting point for your design choices.

1. Select a theme

All event websites are based on a theme that defines the overall structure and responsiveness.

The default theme is theme A. Click on the theme icon (🖼) on the left to change your theme.


Theme A

Theme B

Theme C

Theme and layout
Part 2

The visual framework of your event website is further customisable. In the Website Designer, you can adjust the overall look and feel – including header, logo and navigation – to match your event and brand.

2. Customise

Each element can be edited individually. To make changes, simply click the edit icon (✏️) on the element you want to customise.
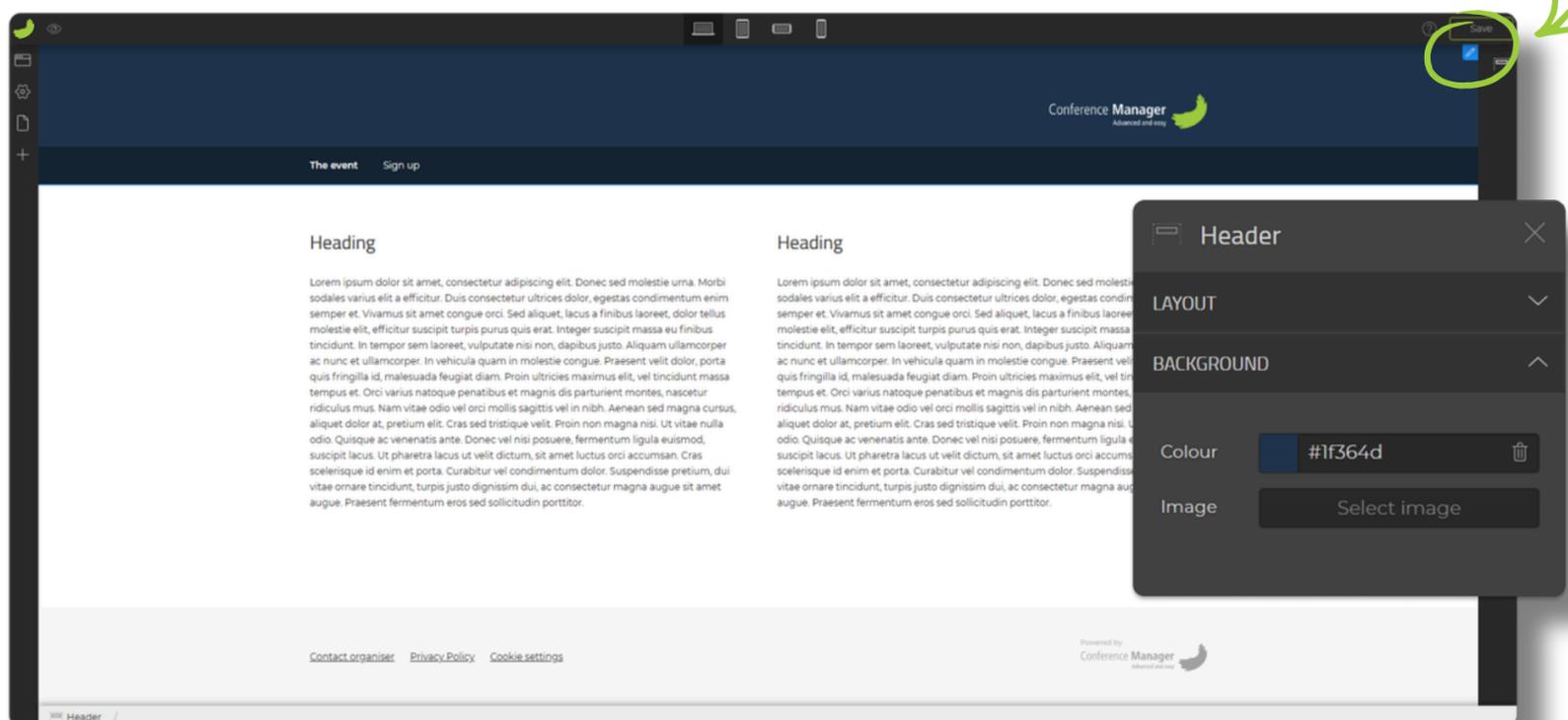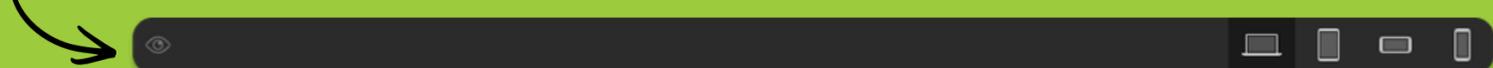

When clicking the edit icon (✏️) on the different elements, a panel opens on the right, giving you access to all editing options.

💡 **Tip**

Use the top bar to switch between different device views: Desktop, tablet, mobile – horizontal and mobile – vertical.

Click the eye icon (👁️) to preview and navigate the website live.

You can find recommended image sizes for the different devices on our learning platform, CM Academy.

Global settings

Global settings allow you to define the default design styles used across your event website. These settings apply throughout the website and help ensure a consistent visual appearance. When you add new elements to the website, they automatically follow the global settings.

Click on the settings icon (⚙) on the left to edit your global settings.
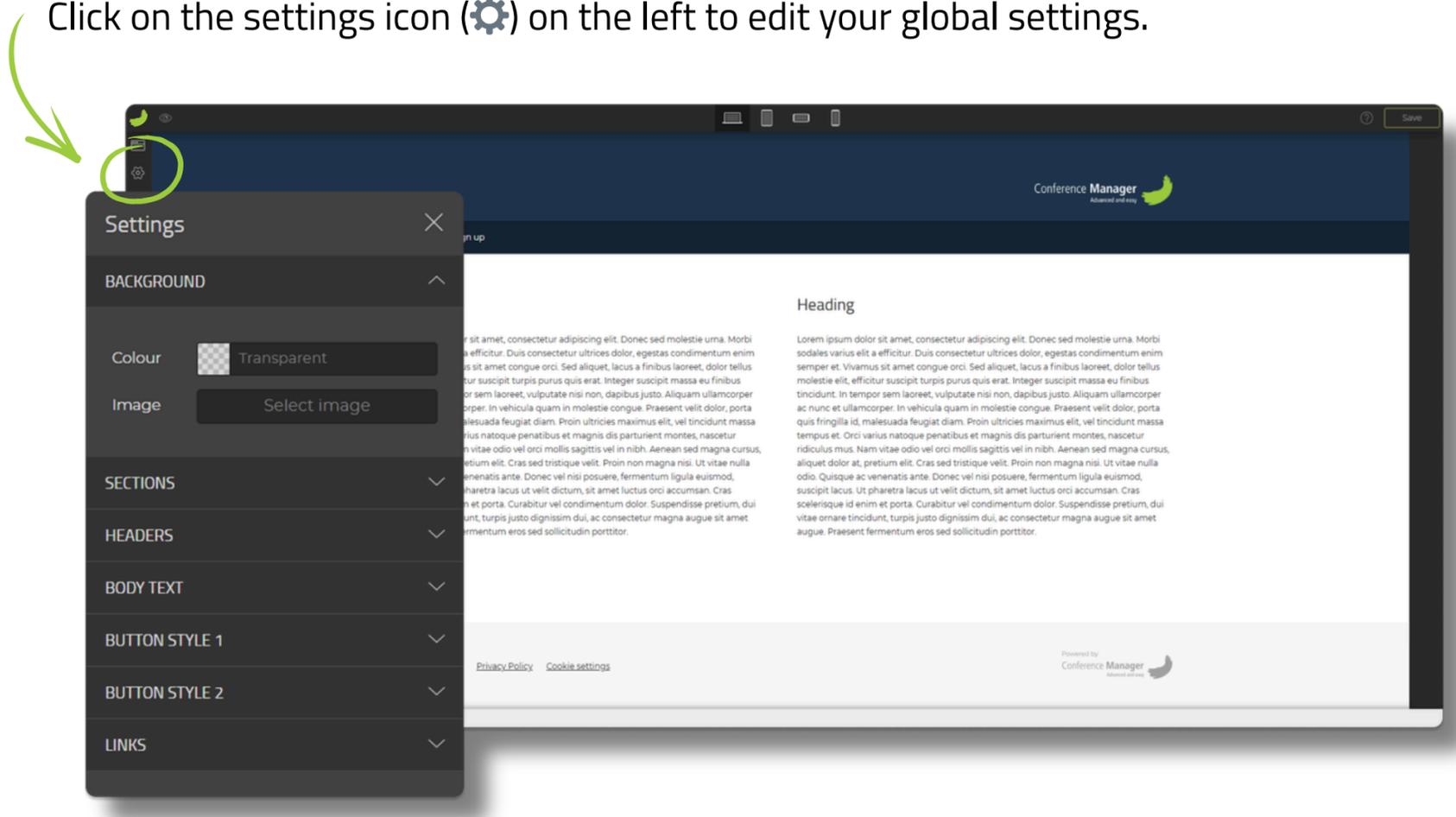
With global settings, you can:

- **Set background styles**

Define background colours or background images used across the website.

- **Control sections**

Adjust padding and colour for sections to create consistent layout and rhythm.

- **Define heading styles**

Set default font, size, colour and alignment for headings (H1–H4).

- **Adjust body text appearance**

Define typography, font size and line spacing for longer text content.

- **Style buttons**

Create up to two different button styles and define how they appear in standard and hover state.

- **Customise links**

Choose default styling for links, including colour and hover behaviour.

Pages

You can manage the structure of your event website and control which pages are available to participants. You can work with existing pages and create new ones, depending on your needs.

Click on the page icon (📄) on the left to manage your website pages.
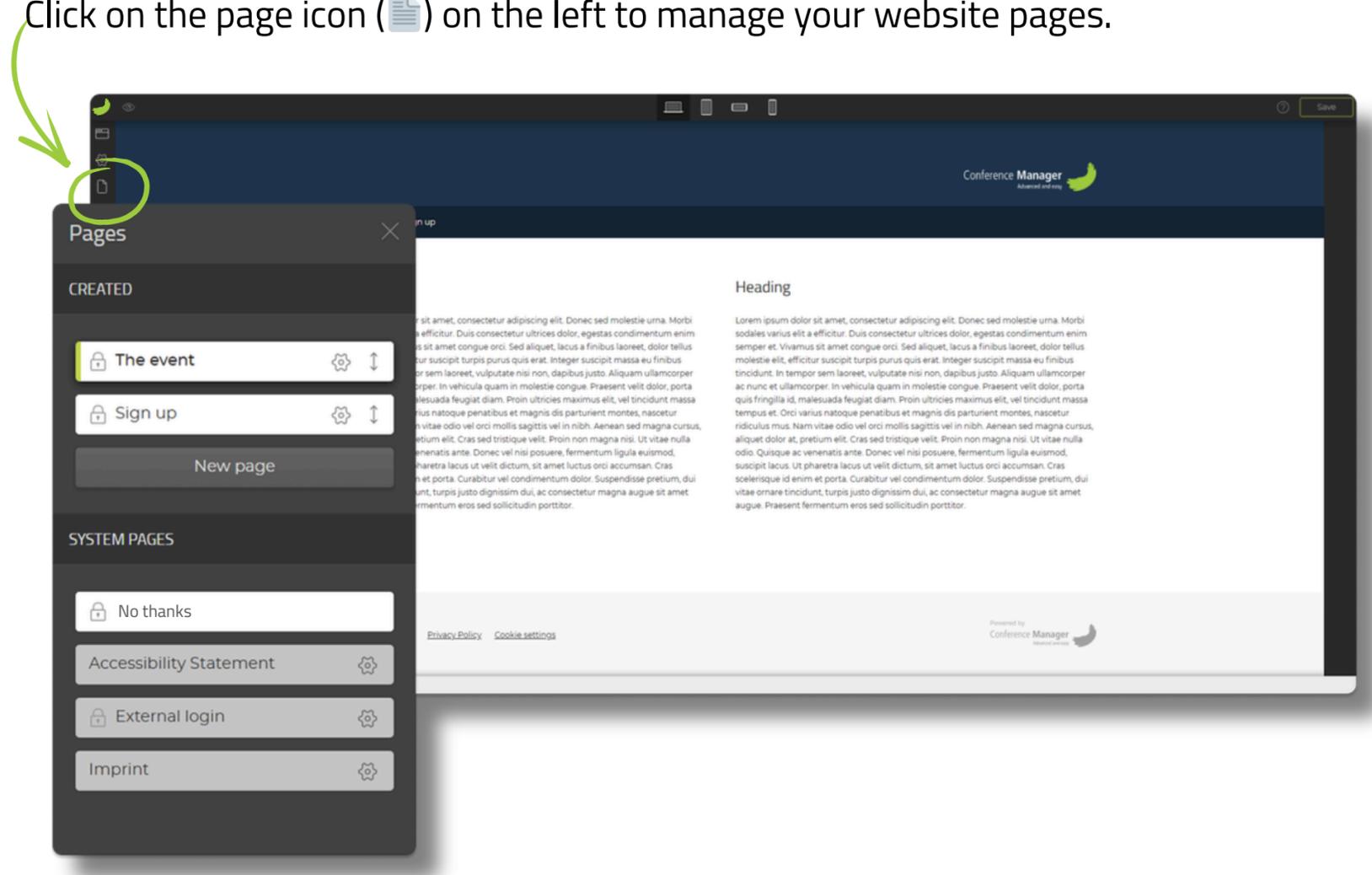
With pages, you can:

- ## Manage existing pages

Edit, reorder and adjust settings for pages that are already part of the website.

- ## Create new pages

Add new pages by selecting a predefined page that automatically displays event content, or a custom page where you freely build the content.

- ## Work with system pages

Manage pages that support specific functions, such as the "No thank you" page.

Elements
Part 1

Elements are the building blocks of your event website. With elements, you can build page layouts and add content such as text, images, videos and buttons. Elements are added directly to the page using drag and drop and allow you to structure content in a flexible way.

Click on the element icon (**+**) on the left to add an element.
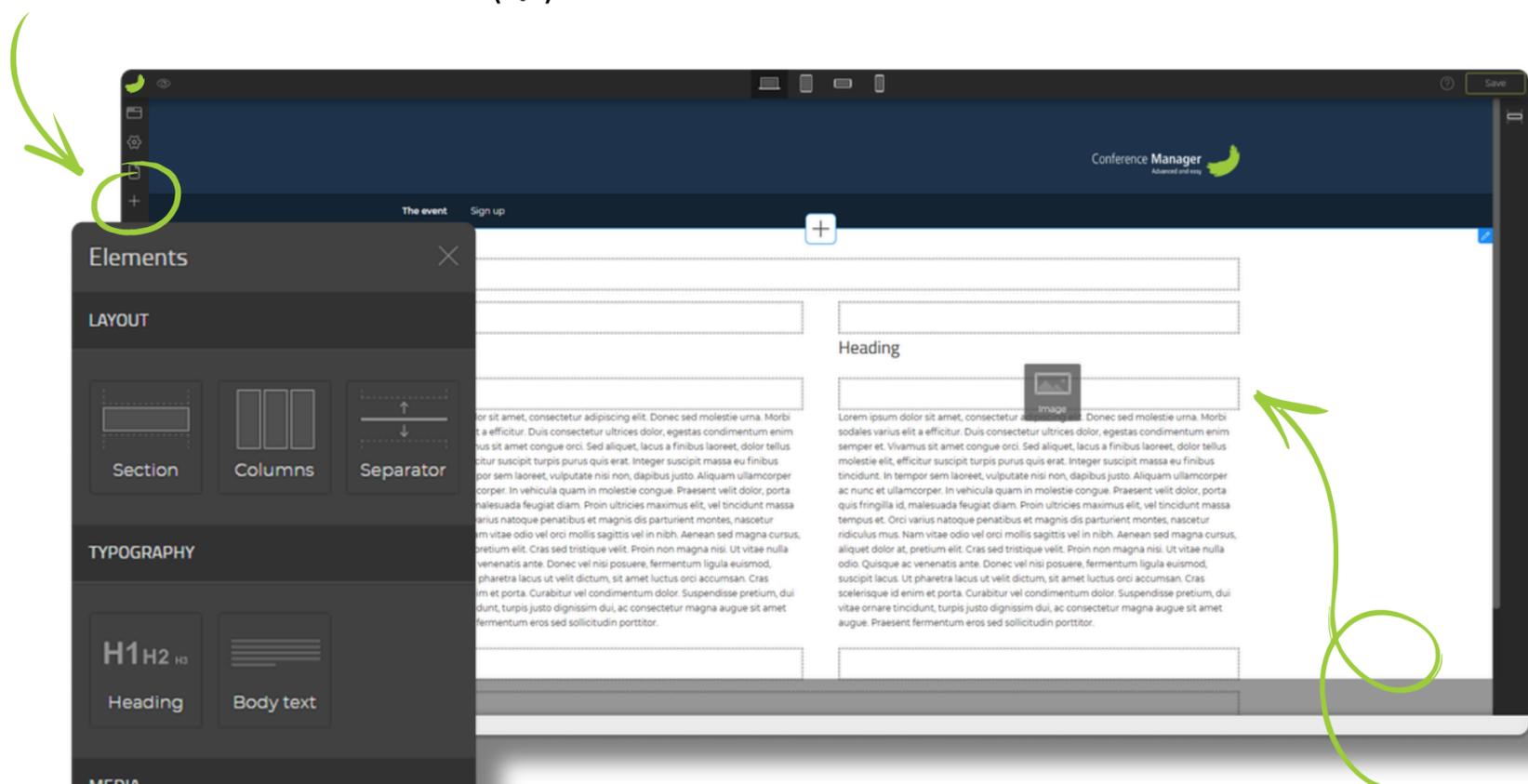
*Drag an element from the elements box onto the page and drop it inside one of the dashed rectangles that appear.*

With elements, you can:

- ### Build page layouts
Structure content using sections and columns.
- ### Add text content
Insert headings and body text to present information clearly.
- ### Add media
Insert images and videos (hosted on YouTube or Vimeo) to support your content visually.
- ### Add interactive components
Use elements such as buttons and maps.
- ### Combine elements freely
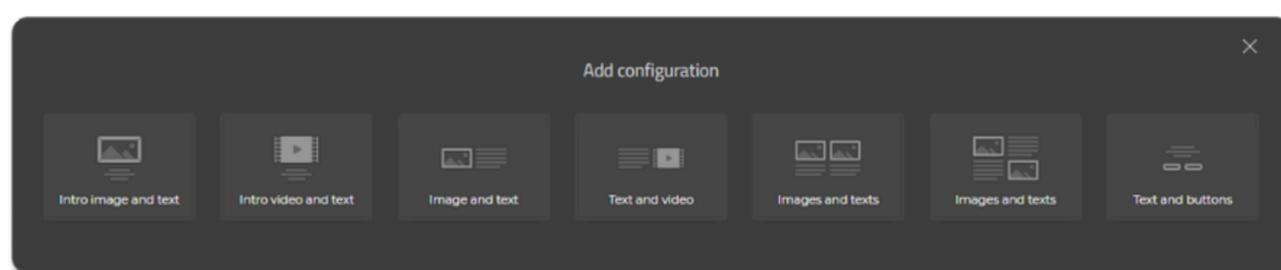Mix different element types to adapt each page to its purpose.

Elements
Part 2

Once you have added an element, you can edit it by clicking on the edit icon (✏️) on the specific element to open its toolbox on the right.
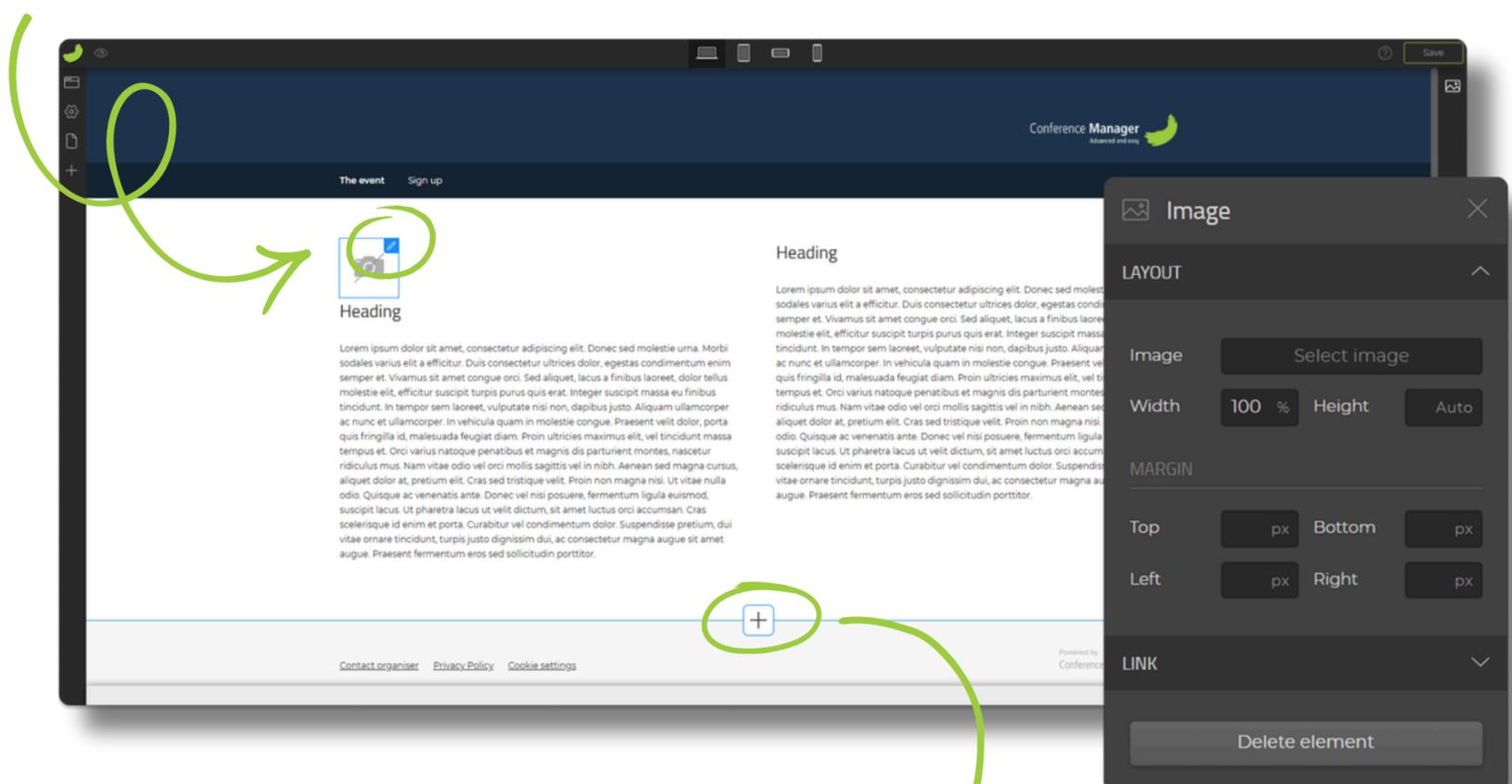
Predefined element configurations

In addition to individual elements, you can also add predefined element configurations. By clicking the plus icon (✚) on the page, you can insert ready-made layouts that combine multiple elements, such as text and images or text and buttons.

These configurations give you a quick starting point and can be customised further to match your content and design.