

Customise without code

Choose what visitors see and how the list looks.

Events per page

30

Default view

Grid

Show event image

☒

Show event name

☒

Show start date

☒

Show end date

☐

Show location

☒

Show status badges

☒

Show description

☐

Show custom field tags

☒

Main text

Select colour

Card background

Select colour

Card border

Select colour

Date text

Select colour

Your website

Home About Events News Contact

Upcoming events

Find and register for events that matter to you.

Search events...

Sort by date

Show 30

10 JAN

Waitlist

Annual Leadership Summit

January 10, 2028

Copenhagen

Leadership Strategy

23 MAR

Health Policy Conference

March 23, 2028

Berlin

Policy Health

30 MAR

Waitlist

Member Education Day

March 30, 2028

Stockholm

Members Education

16 APR

Few spots left

Community Forum

April 16, 2028

Oslo

Community Discussion

22 MAY

Sold out

Digital Transformation Day

May 22, 2028

Hamburg

Technology Digital

30 MAR

Sustainability in Action

March 30, 2028

London

Sustainability Environment

Event overview plugin

Display your Conference Manager events directly on your WordPress website

Setup guide

Event overview plugin

This guide explains how to install the WordPress event overview plugin, connect it to Conference Manager and add a customisable event overview to your WordPress website.

This guide shows you how to:

Install the plugin

Find the plugin in the WordPress plugin directory, install it and activate it.

Connect to Conference Manager

Log in with your API credentials so the plugin can retrieve your events.

Add the event overview to a page

Insert the event overview block or use the available shortcode.

Choose what visitors see

Select the default view, visible event information and toolbar features.

Customise colours and layout

Adjust colours, spacing, corners and card styling to match your website.

Test and publish

Check the connection and event overview before making the page available to visitors.



Need an API user?

The plugin requires an API user to connect to Conference Manager. If you do not already have one, contact us to hear more about pricing and order access.

[Contact us](#)

Install the plugin

To get started, download the CM Event Overview plugin file and upload it in Wordpress.

 Download the plugin .zip

In WordPress

1

Open the plugin library
Go to **Plugins** → **Add Plugin**.

2

Select Upload Plugin
Click **Upload Plugin** at the top of the page.

3

Choose the plugin file
Select the **.zip** file. Do not unzip the file.

4

Install the plugin
Click **Install Now**.

5

Activate it
Click **Activate Plugin** after the installation is complete.

Dashboard

Posts

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Add Plugins

Upload Plugin

Add Plugins

Upload Plugin

Choose File

Install Now

Choose File

cm-event-overview.zip

Install Now

Plugin installed successfully.

Activate Plugin

[Go to Plugin Installer](#)



Next step
Go to **Settings** → **CM Event Overview**.

Settings

General

Reading

Permalinks

CM Event Overview

Connect to Conference Manager

Connect the plugin to your Conference Manager account so it can retrieve and display your events.

In WordPress

CM Event Overview Settings

Connection	Display	Status Badges	Colours	Layout	Custom Fields	Developer	Help
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API Connection

Configure your Conference Manager API connection.

Company Subdomain

Your subdomain from <https://{subdomain}.cmapi.io>

API Username

api-user-name

API user issued by Conference Manager support.

API Password

.....

A value is currently saved. Leave this blank when saving later changes to keep the current password.

Tools

Test Connection

Clear Cache

Save Changes

- 1

Open the connection settings

Go to **Settings** → **CM Event Overview** and open the **Connection** tab.
- 2

Enter your company subdomain

Enter the part of your Conference Manager API address that identifies your company.
- 3

Enter your API credentials

Enter the **API username** and **API password** provided by Conference Manager.
Example:
For ***https://abc123.cmapi.io***, enter:
abc123
- 4

Save the connection

Click **Save Changes** to store the connection details.
- 5

Test the connection

Click **Test Connection** to confirm that the plugin can connect to Conference Manager and retrieve event data.



API login

You can find the API username, password and domains in the email from Conference Manager.

For the WordPress plug-in, **always use the Rest API domain.**

Rest API domain

https://abc123.cmapi.io

✓

Use this

Admin API domain

https://yourcompany.admin.cmapi.io

✗

Do not use

Choose the default display

Use the **Display** tab to control the default view, visible fields and toolbar controls. These defaults can be overridden per block or shortcode.

Choose what visitors can see

Use **Events Per Page** to choose how many events are shown on each page, and select whether the overview should open in **List** or **Grid** view. You can also choose whether past and archived events should be included.

Use the checkboxes to decide which information appears on each event card, including dates, location, registration deadline, status badges, description and custom-field tags. The live preview updates as you change the settings.

CM Event Overview Settings

Connection

Display

Status Badges

Colours

Layout

Custom Fields

Developer

Help

Default Display Settings

These defaults can be overridden per block or shortcode.

Events Per Page

30

Number of events shown per page by default.

Default View

List

Whether events are shown as a list or grid by default.

Show Past/Archived Events

☐

Include past and archived events in the listing

Event Image

☐

Show Event Image

Event Name

☒

Show Event Name

Start Date

☒

Show Start Date

End Date

☒

Show End Date

Time Zone

☐

Show Time Zone

Location

☐

Show Location

Total Capacity

☐

Show Total Capacity

Used Capacity

☐

Show Used Capacity

Registration Deadline

☐

Show Registration Deadline

Status Badges

☒

Show Status Badges

Event Description

☒

Show Event Description

Custom Field Tags

☒

Show Custom Field Tags

Live preview

Current Events

10

JAN

Sample Event 1

10 January 2026 09:00 – 10 January 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Sold Out

11

FEB

Sample Event 2

11 February 2026 09:00 – 11 February 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Few spots left

12

MAR

Sample Event 3

12 March 2026 09:00 – 12 March 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Waitlist

15

JUN

Sample Event 6

15 June 2026 09:00 – 15 June 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Configure the toolbar and date format

Scroll further down on the **Display** tab to choose which toolbar controls should be available and how dates and times should appear in the event overview.

Toolbar Features

Control which toolbar elements are visible on the event list.

Section Header

☒

Show Section Header

Search Bar

☒

Show Search Bar

Sort Dropdown

☒

Show Sort Dropdown

Per-Page Dropdown

☐

Show Per-Page Dropdown

☒

Show List/Grid View Toggle

Date & Time Format

Choose how event dates and times appear on the list.

Date format

August 9, 2026

Time format

14:30 (24-hour)

Reset this tab to defaults

Save Changes

CHOOSE THE DEFAULT DISPLAY

EVENT OVERVIEW PLUGIN

PAGE 04

Configure status badges

Use the **Status Badges** tab to control when availability badges appear and rename their labels.

- Choose the badge shape and badge position.
- Decide when **Few spots** left should appear.
- Edit the default labels for **Sold out**, **Waitlist**, **Few spots left**, **Archived** and **Past**.
- Save your changes and review the result in the live preview.



Labels and colours are separate

Set colours in the colours tab.

CM Event Overview Settings

Connection

Display

Status Badges

Colours

Layout

Custom Fields

Developer

Help

Status Badges

Choose the badge shape and where it sits on each card, control when the "Few spots left" badge appears, and override the badge text.

Badge shape

Tab (rounded inner corners)

The outline of the status badges. Changes appear in the live preview.

Badge position

Top right

Which corner of each event card the status badge sits in.

"Few spots left" capacity threshold

5

%

Show the badge when the remaining capacity is at or below this percentage. Set to 0 to disable the percentage rule.

Not shown in preview

"Few spots left" maximum seats

50

Only show the badge when no more than this many seats remain (used together with the percentage above).

Not shown in preview

Registration deadline window

48

hours

Also show "Few spots left" when the registration deadline is within this many hours. Set to 0 to disable.

Not shown in preview

"Sold Out" label

Sold Out

Leave blank to use the default ("Sold Out").

"Waitlist" label

Waitlist

Leave blank to use the default ("Waitlist").

"Few spots left" label

Few spots left

Leave blank to use the default ("Few spots left").

"Archived" label

Archived

Leave blank to use the default ("Archived").

"Past" label

Past

Leave blank to use the default ("Past").

Reset this tab to defaults

Save Changes

Live preview

Current Events

10

JAN

Sample Event 1

9 August 2026 09:00 – 11 August 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Sold Out

11

FEB

Sample Event 2

9 August 2026 09:00 – 11 August 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Few spots left

12

MAR

Sample Event 3

9 August 2026 09:00 – 11 August 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Waitlist

15

JUN

Sample Event 4

9 August 2026 09:00 – 11 August 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Sold Out

Waitlist

Few spots left

Archived

Past

Default thresholds

By default, **Few spots left** can be triggered by remaining capacity, the number of seats left, or how close the registration deadline is.

One badge per card

If several statuses apply at the same time, the event card shows the highest-priority badge.

CONFIGURE STATUS BADGES

EVENT OVERVIEW PLUGIN

PAGE 05

Match to your brand

Use the **Colours** tab to adjust the appearance of the event overview and match it to your brand and website.

CM Event Overview Settings

Connection

Display

Status Badges

Colours

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Custom Fields

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Help

Colours

Choose the main colours used in the event overview.

Accent

Select Colour

Selected page number and the focus outline on the search box.

Main text

Select Colour

Event titles and primary text on each card.

Secondary text

Select Colour

Dates, location and other supporting details.

Card background

Select Colour

Background of each individual event card.

Card border

Select Colour

Thin border around each event card.

List background

Select Colour

Background behind the whole event list.

Date badge text

Select Colour

Day and month text shown over the date tile.

Live preview

Current Events

10

JAN

Sample Event 1

10 January 2026 09:00 – 10 January 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Sold Out

11

FEB

Sample Event 2

11 February 2026 09:00 – 11 February 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Few spots left

12

MAR

Sample Event 3

12 March 2026 09:00 – 12 March 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Waitlist

15

JUN

Sample Event 6

15 June 2026 09:00 – 15 June 2026 17:00

Copenhagen

Example description text.

Sample tag

Region

Choose the main colours

The first settings control the main visual elements in the event overview, including the accent colour, text colours, card background, card border and list background.

You can also choose the colours used for the date text and date tile shown on each event card.

The live preview updates as you change the colours, so you can review the result before saving.

Configure individual elements

Further down on the **Colours** tab, you can adjust the colours used for:

- Status badges
- Custom-field tags
- Toolbar controls
- Pagination
- Image placeholders

Click **Reset this tab to defaults** to restore the original colour settings. Click **Save Changes** to store your selections.

Reset this tab to defaults

Save Changes

Status badge and tag colours

Choose the colours used for status badges and custom-field tags.

Status Badge Colours

Sold Out background

Sold Out

Select Colour

Waitlist background

Waitlist

Select Colour

Few spots left background

Few spots left

Select Colour

Archived background

Archived

Select Colour

Past background

Past

Select Colour

Tag Colours

Tag background

Select Colour

Tag text

Select Colour

Tag border

Select Colour

Toolbar, pagination and placeholder colours

Choose the colours used for the event-list controls and fallback image placeholders.

Toolbar & Pagination Colours

Toolbar background

Select Colour

Toolbar text

Select Colour

Toolbar border

Select Colour

Pagination active

Select Colour

Pagination text

Select Colour

Placeholder / Image Colours

Placeholder colour 1

Select Colour

Placeholder colour 2

Select Colour

Placeholder colour 3

Select Colour

Leave colours empty

Each colour is blank by default. Leave it empty to use the website theme or stylesheet.

Advanced styling

Stable prefixed CSS classes and CSS variables are listed in the **Developer** tab.

Adjust layout and custom fields

Use the Layout tab to fine-tune the size, spacing and appearance of the event overview. Then use the Custom Fields tab to choose which custom-field values should appear as tags on each event card.

Adjust the layout

The **Layout** settings control the overall dimensions and spacing of the event list.

Changes to most layout settings appear in the live preview. The maximum width is applied to the event overview on the website and is not shown in the preview.

CM Event Overview Settings

Connection

Display

Status Badges

Colours

Layout

Custom Fields

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Help

Layout & Appearance

Size and spacing of the event list. Changes appear in the live preview.

Corner radius

5

px

Roundness of card and control corners.

Card padding

15

px

Inner spacing inside each event card.

Spacing between cards

12

px

Gap between cards in the list.

Maximum width

1140

px

Maximum width of the whole event list.

Not shown in preview

Card shadow

Subtle

Drop shadow under each event card.

Reset this tab to defaults

Save Changes

CM Event Overview Settings

Connection

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Status Badges

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Custom Fields

Some Conference Manager plans include custom company fields. Choose which of them to display as tags on each event card.

Fields to show as tags

☐ Theme

☐ Language

☐ Area

☐ Type

Selected fields appear as tags on each event card. Leave all unchecked to hide custom fields.

Not shown in preview

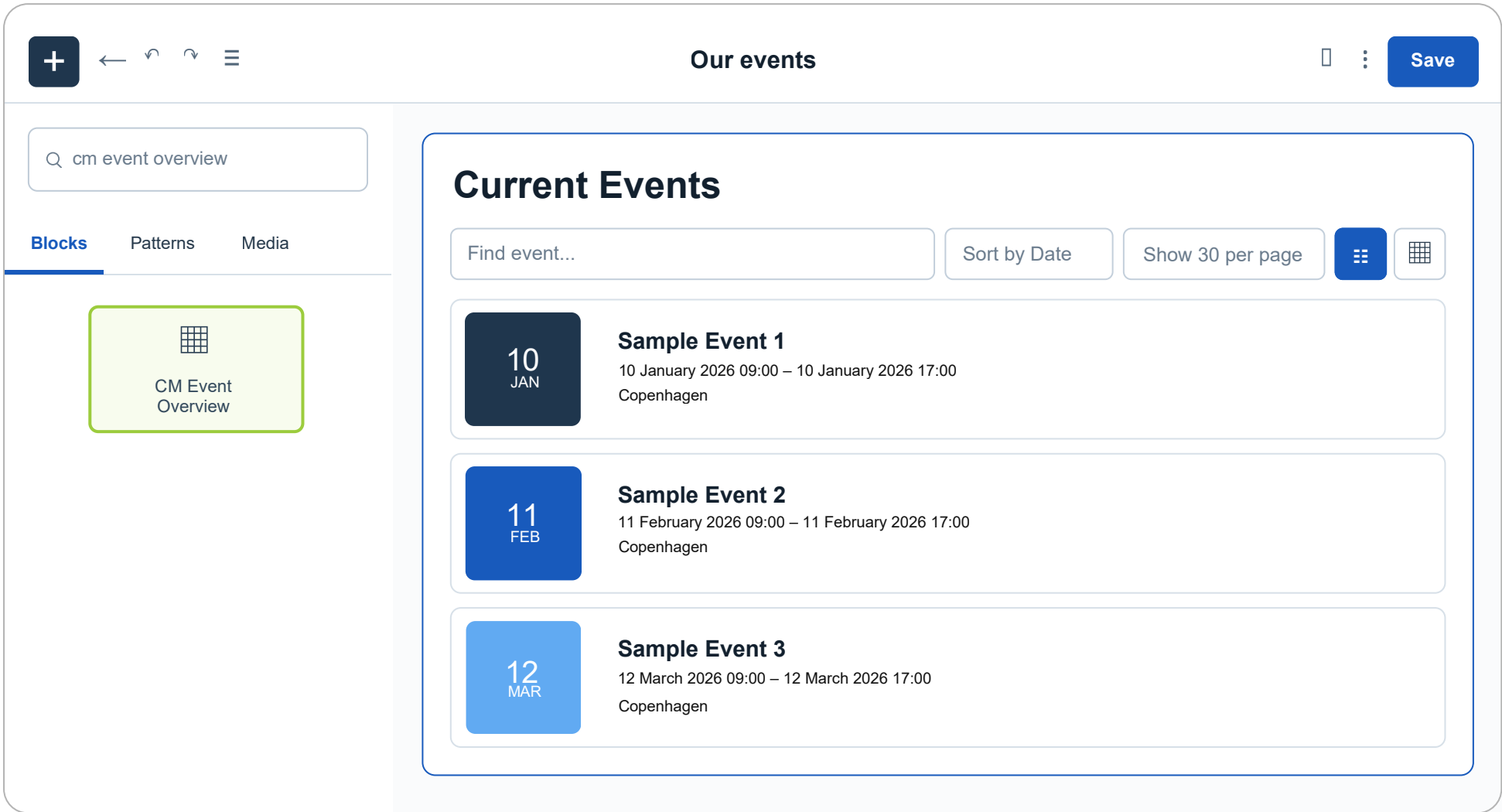
Reset this tab to defaults

Save Changes

	Layout setting	Default	What it changes
	Corner radius	4 px	Controls the roundness of cards and interface controls.
	Card padding	15 px	Sets the amount of space inside each event card.
	Spacing between cards	12 px	Controls the vertical gap between individual event cards.
	Maximum width	1140 px	Limits the total width of the event overview on the website.
	Card shadow	Subtle	Adds a soft drop shadow below each event card.

Add the event overview to a page

Use the block editor to insert the event overview where visitors should browse your events.



1. Open or create the page

Go to **Pages** and open an existing page or create a new one.

2. Insert the block

Select the **CM Event Overview** block.

3. Open the block inserter

Click **+** and search for **CM Event Overview**.

4. Save the page

Click **Save/Publish**.

**Alternative: shortcode**

Add `[cm_event_overview]` to a **Custom HTML** block or another supported content area.

BlocksPatternsMedia

Q Search


Image


List


CM Event Overview


Quote


HTML
Custom HTML


Embed

**Advanced customisation**

See the **Developer** tab for CSS classes and CSS variables. The **Help** tab contains the full list of shortcode attributes and examples.

CM Event Overview Settings

ConnectionDisplayStatus BadgesColoursLayoutCustom FieldsDeveloperHelp

Shortcode
[cm_event_overview]

CSS classes
.cm-event-overview-wrapper
.cm-event-overview-list
.cm-event-overview-dropdown
.cm-event-overview-icon

CSS variables
--cm-event-overview-primary
--cm-event-overview-text
--cm-event-overview-bg
--cm-event-overview-gap

Help tab: shortcode attributes such as **limit**, **view**, **show_search** and **show_tags**

Test and go live

Check the connection, event data and visitor controls before publishing the event overview.

Final checklist

- ✓ **Test Connection** returns a successful result.
- ✓ The correct events, dates, locations and statuses appear.
- ✓ Search, sorting, pagination and the List/Grid View Toggle work.
- ✓ The page has been reviewed on desktop and mobile.
- ✓ The page has been saved and checked on the website.

About the cache

Event data is cached for approximately **15 minutes** to improve performance.



Clear Cache

Use this when you want the event overview to refresh immediately.

Troubleshooting



No events appear

Check **Company Subdomain**, **API Username** and **API Password**, then run **Test Connection**.



Recent changes are not visible

Click **Clear Cache** or wait for the cache to refresh automatically.



Custom-field tags do not appear

Confirm that matching custom-field values exist in the retrieved event data.



The plugin cannot be installed

Confirm that you have permission to install and activate plugins in WordPress.



Need help?

Contact us if you need API credentials or the connection still does not work.

Contact us now