

How to Create a Design Template

Bryan Jenkins' Events [Edit Profile](#)

Participant Organizer

[Organizer](#) > [Organization: demo Racelt](#)

[Summary](#)
[Events \(3\)](#)
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[Participants](#)
[Contacts](#)
[User Access](#)


demo Racelt [Edit](#)
 1 demo Dr.
 Richmond, VA 23323
 US

Phone 555-555-5555
 Fax
 Email me@demo.com
 Website <http://www.demo.com>

Primary Contact
 Bryan Jenkins
 Demo Administrator
bryan.jenkins@raceit.com
 804-201-1234

[Invoices & Payments](#)

Number	Type	Date	Amount	Date Range
No Invoices or Payments were found.				

[demo Racelt's Events](#) (7 Current Events)

Show Sort By [Create Event](#)

Step 1: Click on your organization and click on the 'Design Template' page on the left hand side

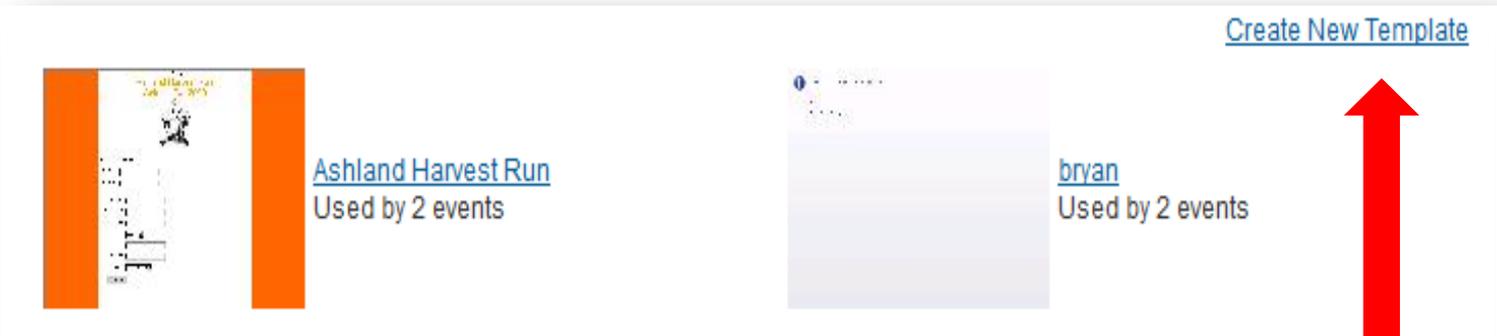
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Step 2: Click 'Create New Template'

Put name here

Global Properties | Header | Footer

Global Template properties

Layout:
Standard

Background Color:
[Color Selection]

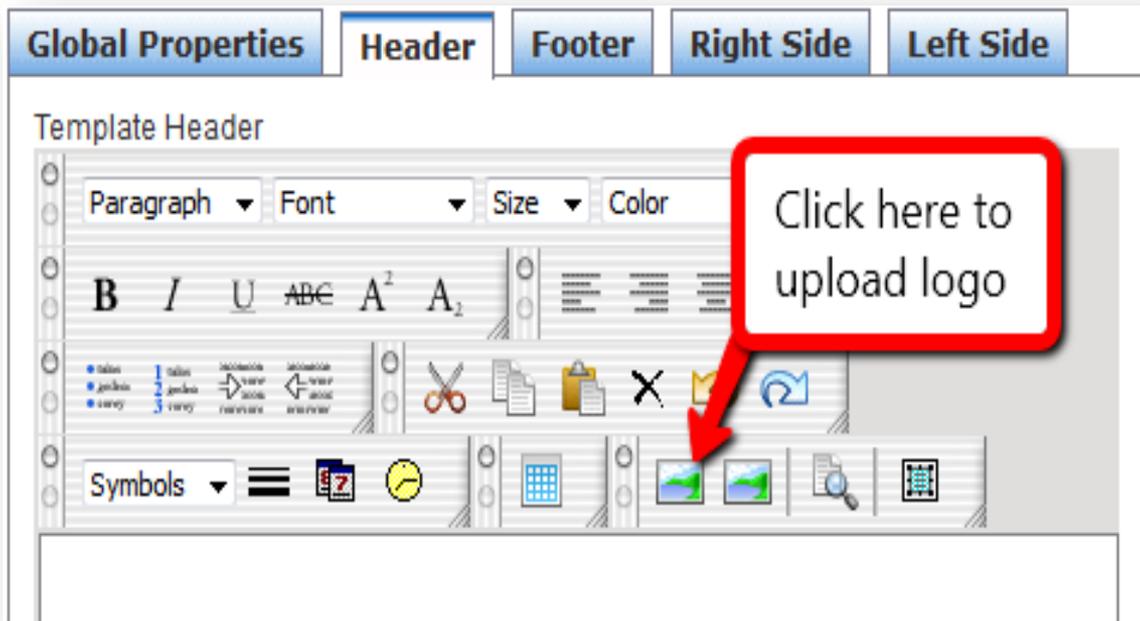
Background Color For Registration Form:
[Color Selection]

Horizontal Alignment Of Registration Form:
Left

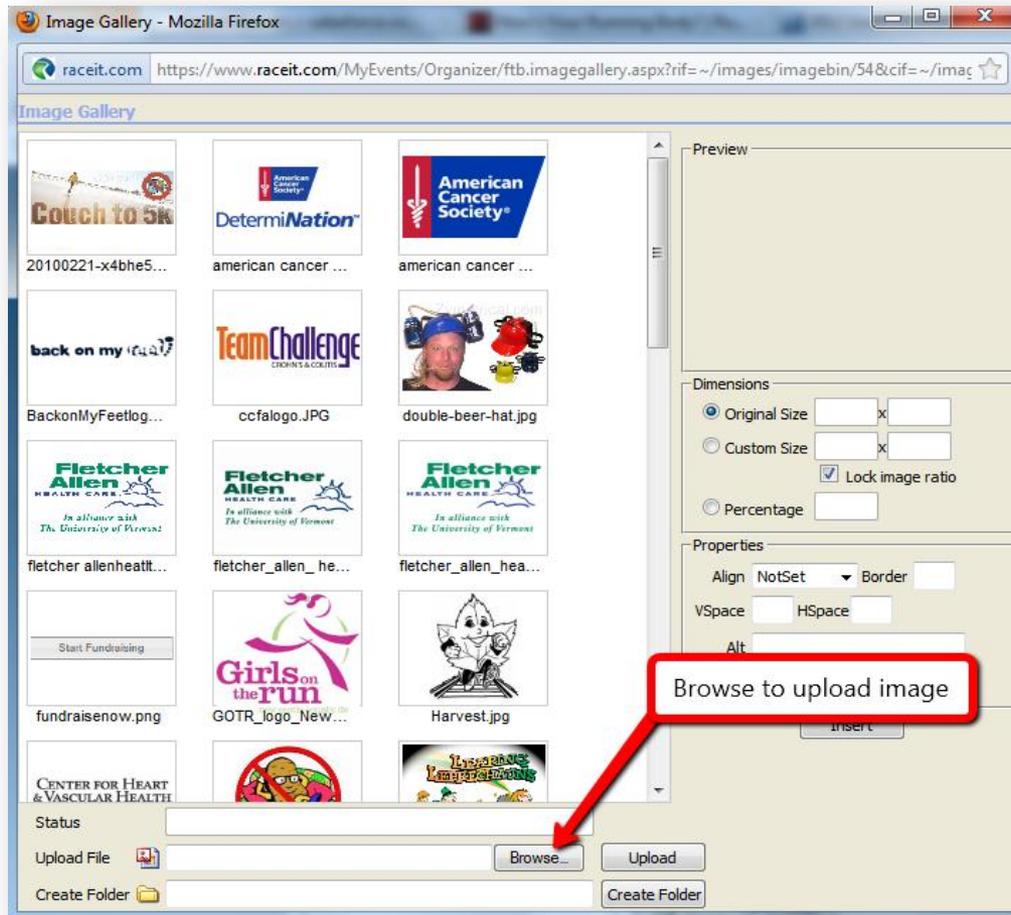
Font Color:
[Color Selection]

Font Type:
Arial

Step 3: Always Name your Template (otherwise it will not save)



Step 4: Adding a logo



Step 5: Browse to upload image

Step 6: Click on image



Step 7: Customize images & Click insert

Preview



Team Challenge
CROHN'S & COLITIS

Dimensions

Original Size 184 x 56

Custom Size x

Lock image ratio

Percentage

Properties

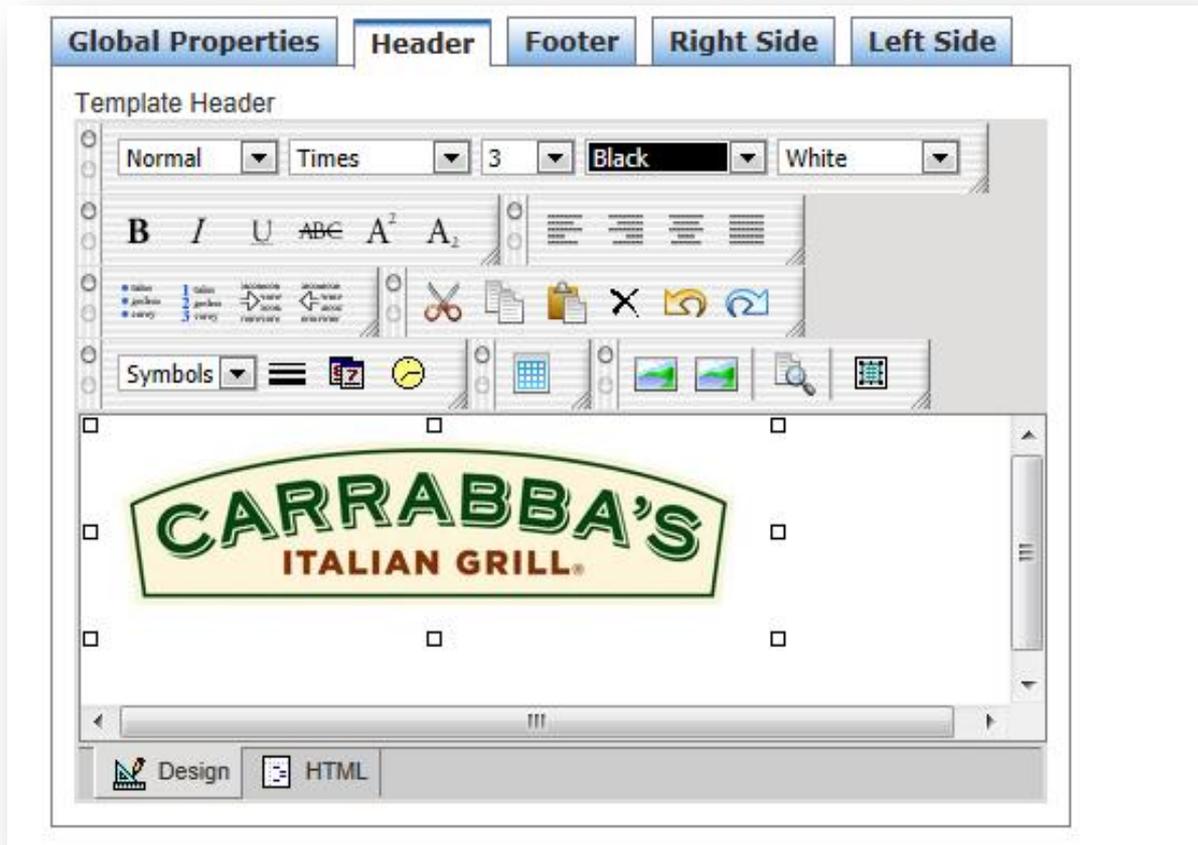
Align Border

VSpace HSpace

Alt

Title

Insert



Step 8: Manipulate image (center, left, right) etc.

Global Properties | Header | Footer | Right Side | Left Side

Global Template properties

Layout:
Standard

Background Color:
[Color Selection]

Background Color For Registration Form:
[Color Selection]

Horizontal Alignment Of Reg
Left

Font Color:
[Color Selection]

Font Type:
Arial

Font Size:
8

Set background color for form

I usually set to white

I usually set to size 10

The image shows a software interface for setting global properties. At the top, there are four tabs: 'Global Properties', 'Header', 'Footer', 'Right Side', and 'Left Side'. The 'Global Properties' tab is active. Below the tabs, there is a section titled 'Global Template properties'. Under this section, there are several settings: 'Layout' is set to 'Standard'; 'Background Color' is a color selection dropdown; 'Background Color For Registration Form' is another color selection dropdown; 'Horizontal Alignment Of Reg' is set to 'Left'; 'Font Color' is a color selection dropdown; 'Font Type' is set to 'Arial'; and 'Font Size' is set to '8'. Three red callout boxes with arrows point to specific settings: one points to the 'Background Color' dropdown with the text 'Set background color for form'; another points to the 'Background Color For Registration Form' dropdown with the text 'I usually set to white'; and a third points to the 'Font Size' dropdown with the text 'I usually set to size 10'.

Step 9: Set Global settings

Step 10: Click on Events



Step 11: Click on the event to set the template



test	Wed Nov 30, 2011	0	0	\$0.00	Copy
5201 Hickory Park Drive, VA					

- Event Settings
 - [Event Details](#)
 - [Registration](#)
 - [Event Pricing](#)
 - [Form Designer](#)
 - + [Advanced Settings](#)
- Event Registrations
 - [Participants](#)
 - [Add Participants](#)
 - [Email Participants](#)
 - [Other Forms](#)
 - [Results](#)
- Charities
 - [Set-up Charities](#)
 - [Donations](#)
 - [Fundraisers](#)
- E-commerce
 - [Products](#)
 - [Transactions](#)

Start date and time:  

Event time zone:

Start location: Location

Address

Address line 1

Address line 2

City

State

Province:

Postal code

Country

Web Design Template:

Event Logo [Add New](#) 

What type of event is this?
This will help us categorize it for search purposes.

Select template

Step 12: Click on Event Details

Step 13: Select your named design template under the 'Web Design Template' header and select 'Save' at the bottom