Step 3: Customising the Design of the Form

Quick Steps: Go to Tools > Themes > Add > Save > Events > Select your Event / Basic Information > Edit

1. Within the **Management Console**, select **Tools** from the top menu, then select **Themes** from the expanded left menu

2. Click **Add** at the top of the page to create a new theme. If your organisation already has themes for other modules, you can copy one of these, and proceed to point 6

3. Pick one of the colour scale options as the base for your theme. This provide you with a base colour scheme to assist you in customising your theme

4. Change the colours of the theme to match your required design, using the Adding a Theme article to assist you with which colours should be where. Use the hexadecimal code for each colour

5. Once you've finished changing the colours, click **Save**

6. Now within the **Management Console**, select **Events** from the top menu, then click on the name of the event, or the **Event Console** button to enter the Event Console

7. Select **Basic Information** from the expanded left menu

8. Click **Edit** at the top of the page

9. Within the **General** tab, select a pre-existing theme or the theme that you've just created from the drop-down menu. If you only have one theme, this will automatically be selected

10. Click on the **Images** tab

11. Upload the relevant images. The dimensions for your images should be as follows:

Header: 940px wide by no more than 200px high

Footer: 940px wide by no more than 50px high

Site Background: 1280px wide by 1024 high (min), 3000px wide by 1500px (max)

Top Menu & Main Menu: no more than 940px wide by 25px high

12. Click **Save** to update the changes.

Important Notes: When you've saved the design options in **Basic Information**, you can then go back to Events from the top menu, and click **Form** next to the event, to view how the design looks on the Events form.

Each time that you change a colour in a theme you must click on **Edit** and **Save** in **Basic Information** for the changes to apply to the form.

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