

# Step 3: Customising the Design of the Form

Last Modified on 15/02/2017 11:10 am AEDT

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

1. Within the **OST Console**, select **Events** from the top menu, then click on the name of the event, or **Actions > View**
2. Select **Event Options > Basic Information** from the expanded left menu
3. Click **Actions > Edit** at the top of the page (it will default to the General Tab).
4. Within the **General** tab, select a pre-existing theme. If you only have one theme, this will automatically be selected.

Adding Images to your Form:

1. **OST Console**, select **Events** from the top menu, then click on the name of the event, or **Actions > View**.
2. Select **Event Options > Basic Information** from the expanded left menu
3. Click **Action > Edit** at the top of the page (it will default to the General Tab).
4. Click on the **Images** tab
5. Upload the relevant images. The dimensions for your images should be as follows:

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

Background: 1280px wide by 1024 high (min),

Select the settings for the background image if applicable.

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

**Important Notes:** When you've saved the design options in **Basic Information**, you can then view how the form looks on the front end by navigating back to the **General** Tab and clicking on the URL.

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