

# Cvent Tip of the Week: Week of March 30

Flex Version of Cvent, Website Design

Browse information about each event on the summary page, agenda page, attendee list and other pages. Then walk through the registration process to experience the sample event from a registrant's point of view.

## Customize the Website's Theme

**1 Access the global theme section of the site designer.** Instead of individually editing each widget to create a cohesive website, customizing the global theme section of the site designer will allow the changes to be applied across your whole website.

Begin by selecting your Flex event. Hover over Website & Registration and, under Registration, click **Registration Process**. Click **Open Site Designer**.

Click **Theme** to the right of the canvas.

**2 Select a theme.** Click **Change Theme** to determine the basic design of your survey.

**NOTE:** The available themes' colors and fonts can be customized, but they currently align with WCAG for 508 compliance.

**3 Customize the colors, if necessary.** To customize the theme colors, click **Theme Colors** to the right of the canvas. The first three make up your background colors, while the last two are your text. Notice that the first three contrast with the last two. This has to do with being 508 compliant and aligning with WCAG. If changing the colors to match some of your branding, it's best to pick similar colors, keeping the background light and the text dark, or vice versa.

To change the color, click the textbox and enter a HEX value, or select a color from the color picker.

**4 Set the dimensions.** Click **Dimensions**.

The website layout width stretches your *sections* to fit the length of the screen. We recommend that you check **Fit to Entire Screen**.

The website content width determines the width of your *widgets* within the sections. It is recommended that you *do not* check **Fit Content to Full Width**, as this can stretch your widgets out. Instead, we suggest setting the "Max." to 1024 to ensure your images fill the screen without stretching it.

## Issue Number 7 March 2020

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### To Become Part of the Distribution List for Cvent Tips of the Week:

In the Chapter Relations Center, under Chapter Resources, Cvent, there is a sign up form to be added to our distribution list.

### About Us

The Chapter Relations Team is always here for Chapter Assistance. If you ever have any questions or concerns please reach us at [chapter@hfma.org](mailto:chapter@hfma.org)

Join our Social Media Pages.

Search for us based on the information below and join, follow or like!

[Instagram](#): hfmadreamteam

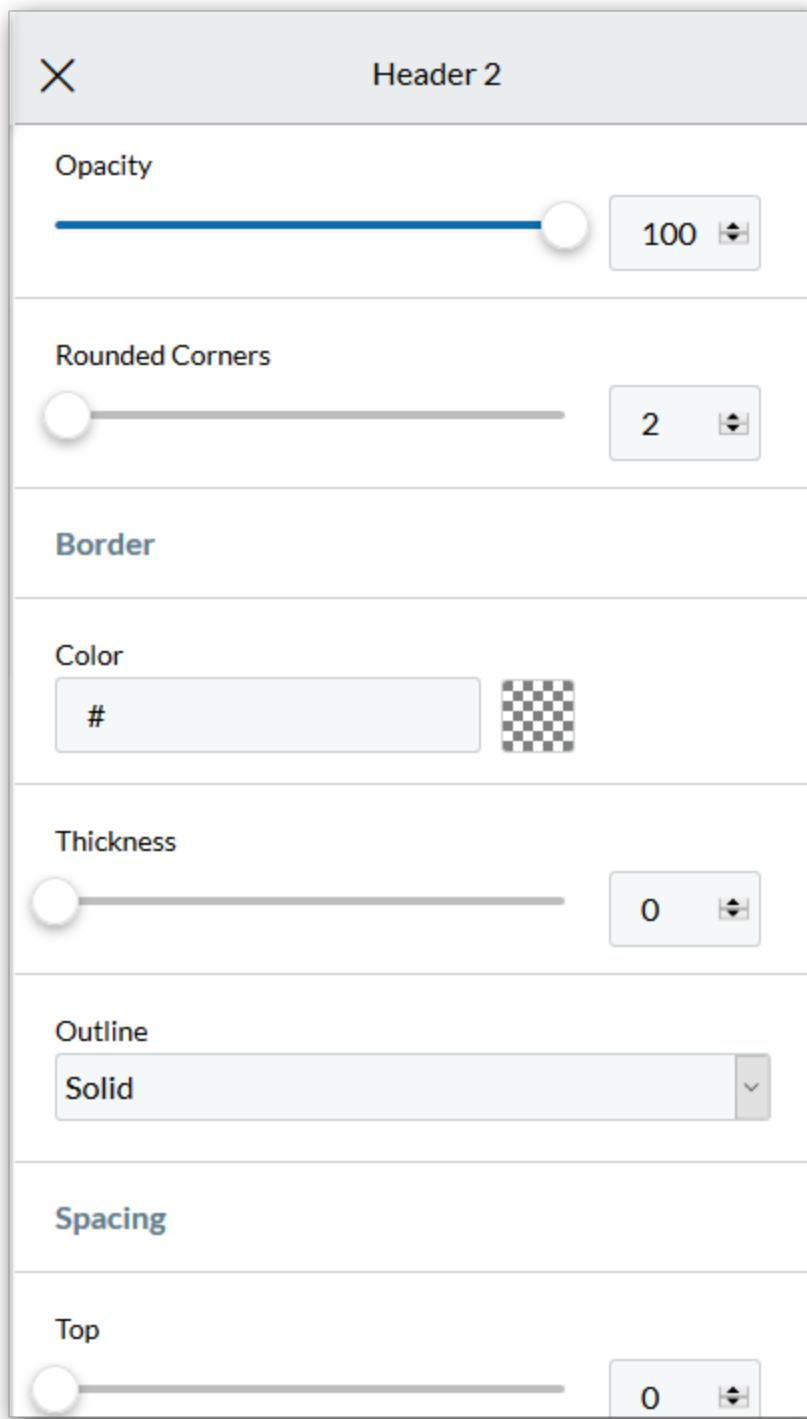
[LinkedIn](#): Chapter Relations Team

[Twitter](#): @hfmadreamteam

### Leadership Connection

**Community** – A new, one-stop destination for HFMA chapter news is here! Check out the Leadership Connection community group by logging into your HFMA account online and navigating to [Community](#); this group will be listed under My Groups. We've already been at work in the Leadership Connection group, posting discussions and files to the Library, so get engaged and check it out!

**5 Customize the text styling options.** Click one of the components from the Text Styling section. Here you can choose how the text, background image, background, border, and spacing display.



Once you're done, click **Save** to save the draft, or click **Publish** to make it visible to invitees.

Thank you for reading the Cvent Tip of the Week. If you have any questions regarding Cvent please reach out to Erica Roccario-Thorpe, Project Management Administrator, at [ethorpe@hfma.org](mailto:ethorpe@hfma.org).