

Cvent Tip of the Week: Week of May 11

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.

Graphics Cheat Sheet for Flex Events

Not sure which dimensions to use for your Flex event? The Graphics Cheat Sheet contains the recommended dimensions for the images that appear on your event website. Once you know the dimensions, it's important to ensure your image formats are either JPG, PNG, or GIF, and the file size does not exceed 2 MB.

NOTE: These are *recommended* dimensions. With Flex's responsive pages, your website will rearrange to fit the screen size of the device your invitee is viewing. Because of this, you may need to adjust them to better fit your design. Be sure to preview your website on all devices before launching your event. To learn which options will work best for your background image or header, reference the 'Flex Image Options' article on the Cvent website.



Header Background Images

- 1920px wide



Email Header

- 600px x 150px



Logo Images

- 190px x 80px



Planner, When, and Where Icons

- Using [Image widgets](#) - 300px x 126px



Speaker Images

- 300px x 300px



Profile Pictures

- Using Event only - 80px x 80px
- Using Event and CrowdCompass - 300px x 300px
- File size max is 10 MB

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.

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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!