

Cvent Tip of the Week: Week of April 13

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.

Flex's Theme Color Defaults

Flex's Site Designer allows you to select a theme to use when creating your registration and website. Each theme contains five colors that will automatically be assigned to different components. You can change these colors using the Quick Setup Theme Wizard or within the Site Designer's Theme builder. Any changes will automatically update the related components or elements.

NOTE: If you update a color so that it no longer is associated to one of the five theme colors, changing the theme's color will no longer automatically apply. You'll need to go into each widget and reset the widget style to return to the Global colors.

To access the theme colors, begin by selecting your Flex event. Hover over Website & Registration and, under Registration, click **Registration Process**. Or hover over Website & Registration and, under Website, click **Event Website**. Click **Open Site Designer**, then, to the right of the canvas, click **Theme**. Click **Colors**.

Reference the list below to see what elements and components each color is applied to by default.

Color 1

- **Website Footer background**
- **Table headers**
- **Pop-Up Window Header background**

Color 2

- **Alternative Paragraph text**
- **Primary Button text**
- **Pop-Up Window Body background**

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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

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!

Color 3

- **Table background**
- **Pop- Up Window Title**
- **Pop-Up Close Button background**

Color 4

- **Header 1 text**
- **Header 3 text**
- **Main Text**
- **Paragraph text** - For all themes except *Vigor*.
- **Fields**

Color 5

- **Website Background**
- **Header 2 text**
- **Header 4 text**
- **Alternative Text**
- **Paragraph text** - For Vigor theme only.
- **Links**
- **Secondary Button text**
- **Primary Button background**
- **Labels**

Thank you for reading the Cvent Tip of the Week. If you have any questions regarding Cvent please reach out to Erica Roccaro-Thorpe, Project Management Administrator, at ethorpe@hfma.org.