

# Make Advanced Site Edits with the Page Editor

Now that your event has been created, you need to create a website that details your event and allows guests to easily purchase their tickets. In this Crash Course, you will learn all about the Page Editor's advanced capabilities to make edits to your site's layout and design, further personalizing your event's registration experience. For simple site edits, please use this Crash Course instead.

## Navigate to the Website tab.

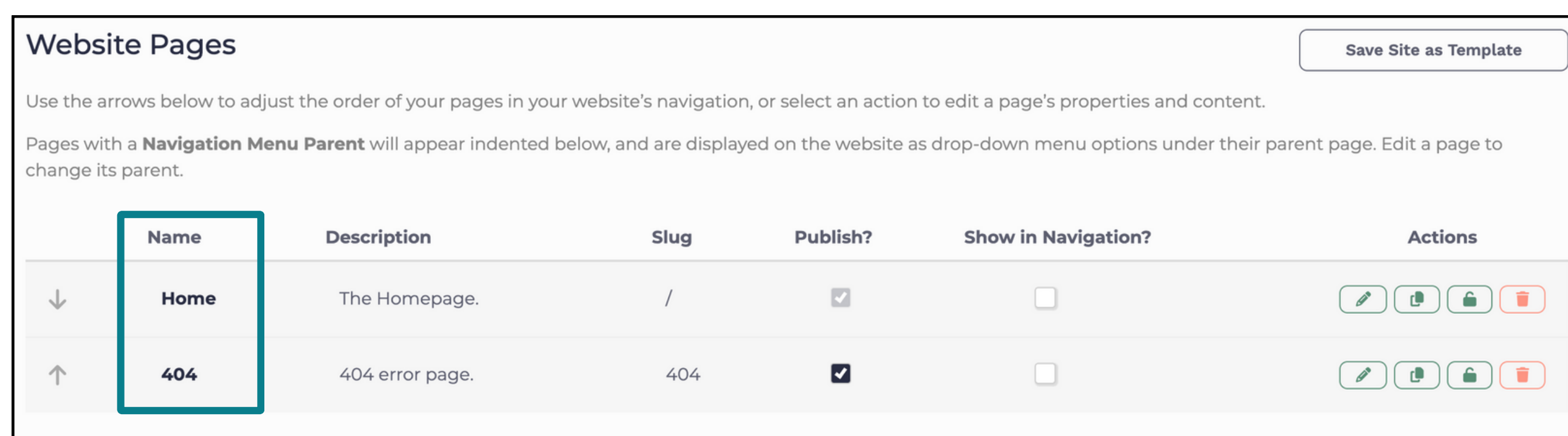
Once you are in the Tripleseat Tickets portal for your specific event, you will want to click on the Website tab. By default, you will land on the Site Manager page, which produces the following website pages:

- Home Page
- 404 Error Page









On this page, you can also add additional website pages for your event. For example, you could add a page solely dedicated to your event's menu or detailed event schedule. These new pages can then be chosen to be shown in the navigation panel of your site.

## Access the Page Editor.

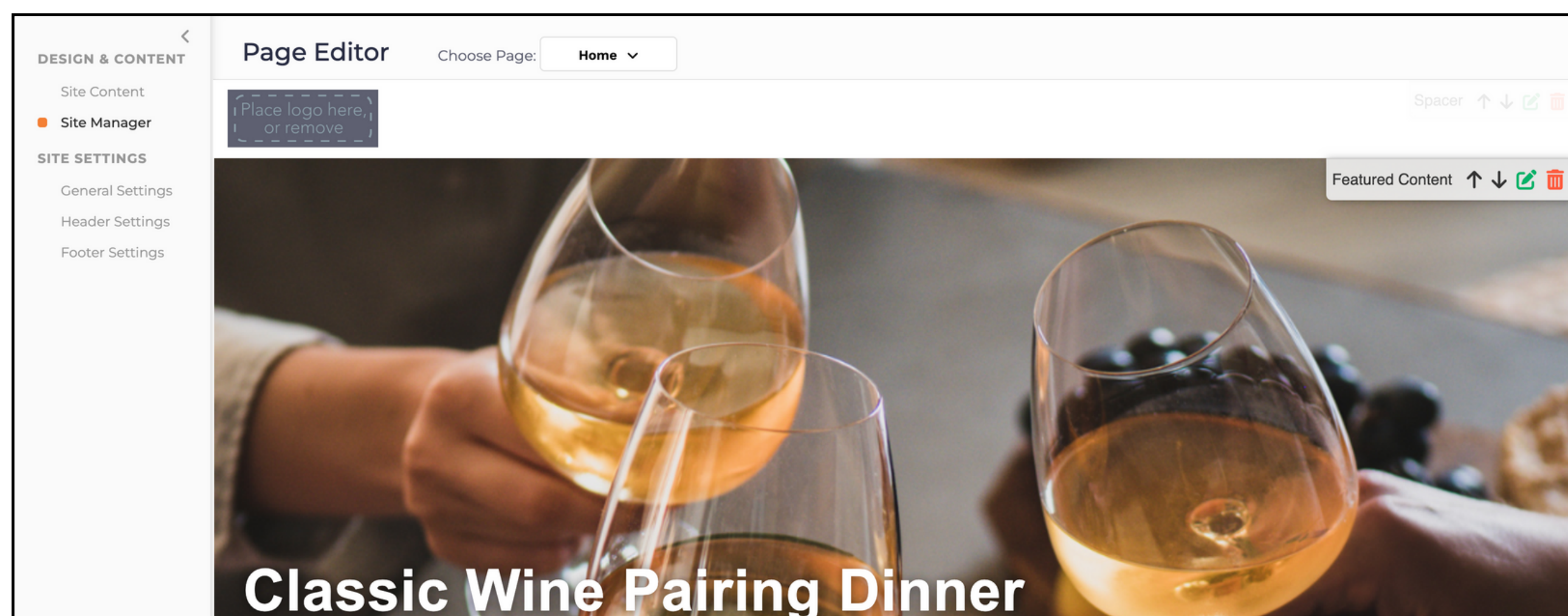
To access the Page Editor, select one of the web pages listed in the "Web Pages" section while on the Site Manager screen.



The screenshot shows the 'Website Pages' management interface. It includes a 'Save Site as Template' button, instructions on how to use arrows to adjust page order, and a table of existing pages. The 'Name' column is highlighted with a red box.

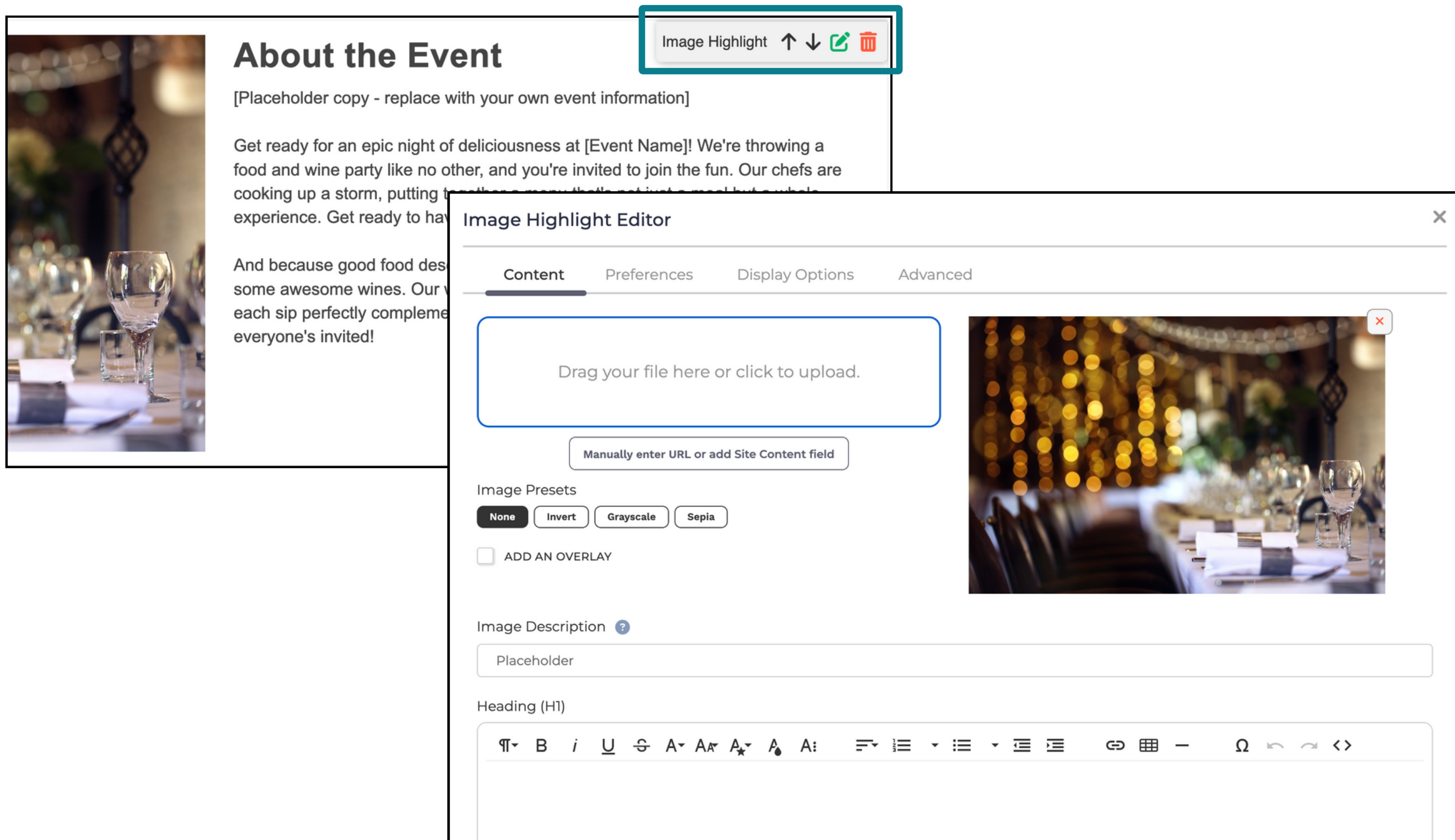
	Name	Description	Slug	Publish?	Show in Navigation?	Actions
↓	Home	The Homepage.	/	<input checked="" type="checkbox"/>	<input type="checkbox"/>	   
↑	404	404 error page.	404	<input checked="" type="checkbox"/>	<input type="checkbox"/>	   

Each page is comprised of content blocks, which are row-based sections with their own content and preferences. The Page Editor provides an accurate preview of each page.

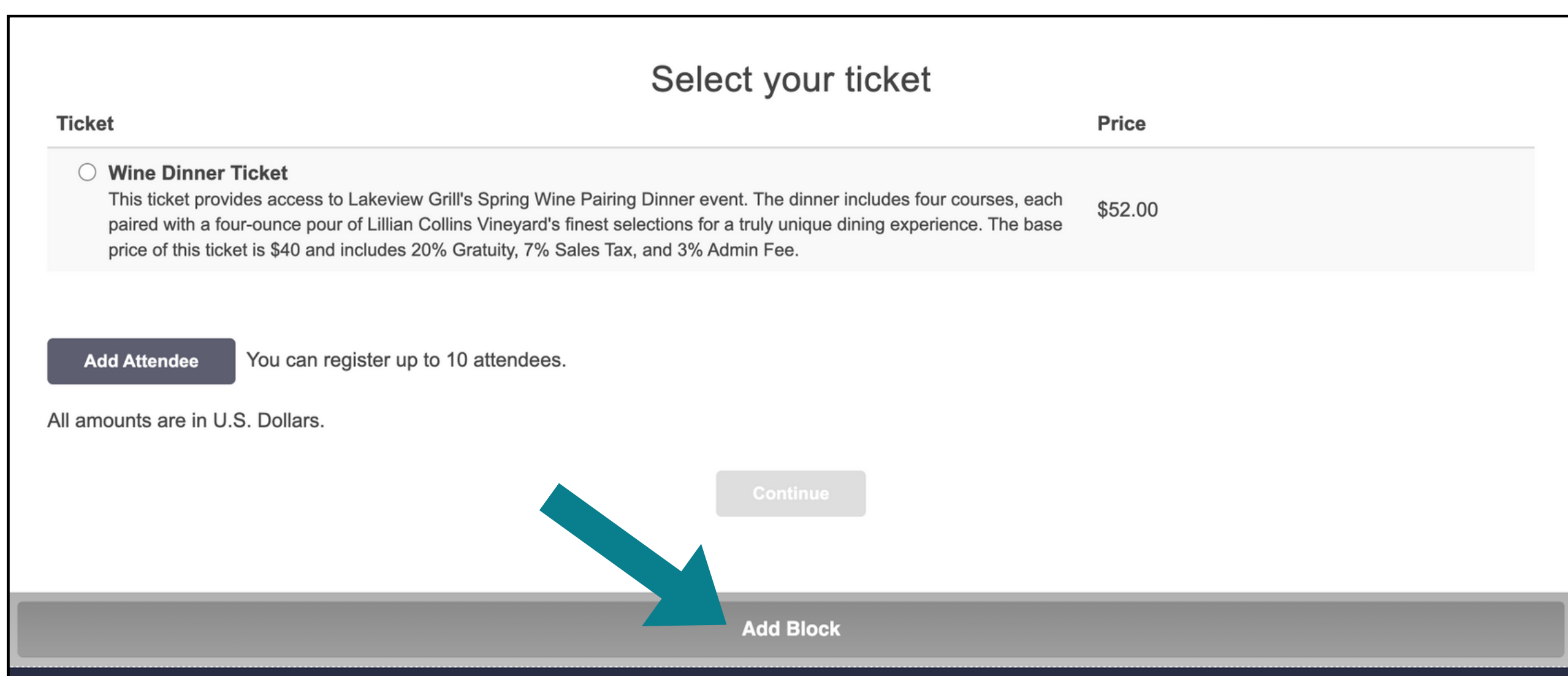


## Edit content blocks.

As you hover over each block, you'll see a small menu appear in the top-right. You can use the arrows to move the block up and down the page. Click to open the edit window and click to remove the block.



To add a block, scroll to the bottom of the page and select "Add block." There are a number of different blocks to choose from. You can select a block by clicking on a section heading and browsing the options.



There are two different types of content blocks that can be added to the Page Editor: static and dynamic blocks. The next page goes into more detail about them.

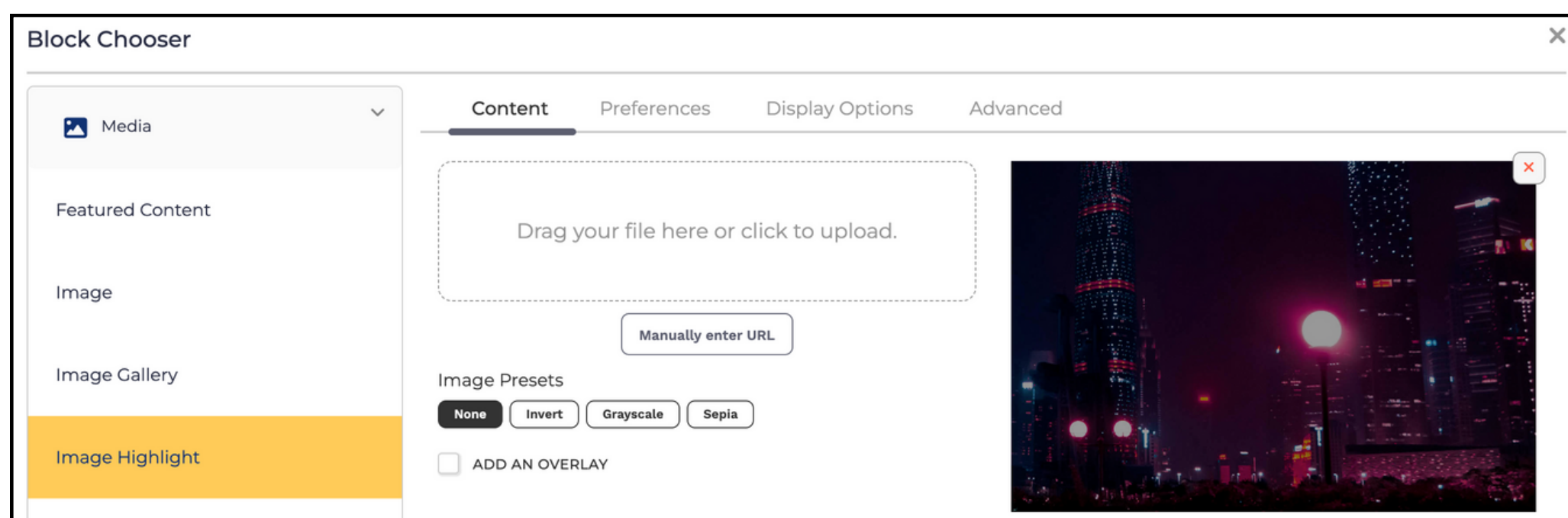
### Static Blocks

- Static blocks are self-contained, meaning you manage the block content from within the block settings.
- Static blocks require you to republish your event to publish changes to your website.
- This content is included when you save your site as a website template.

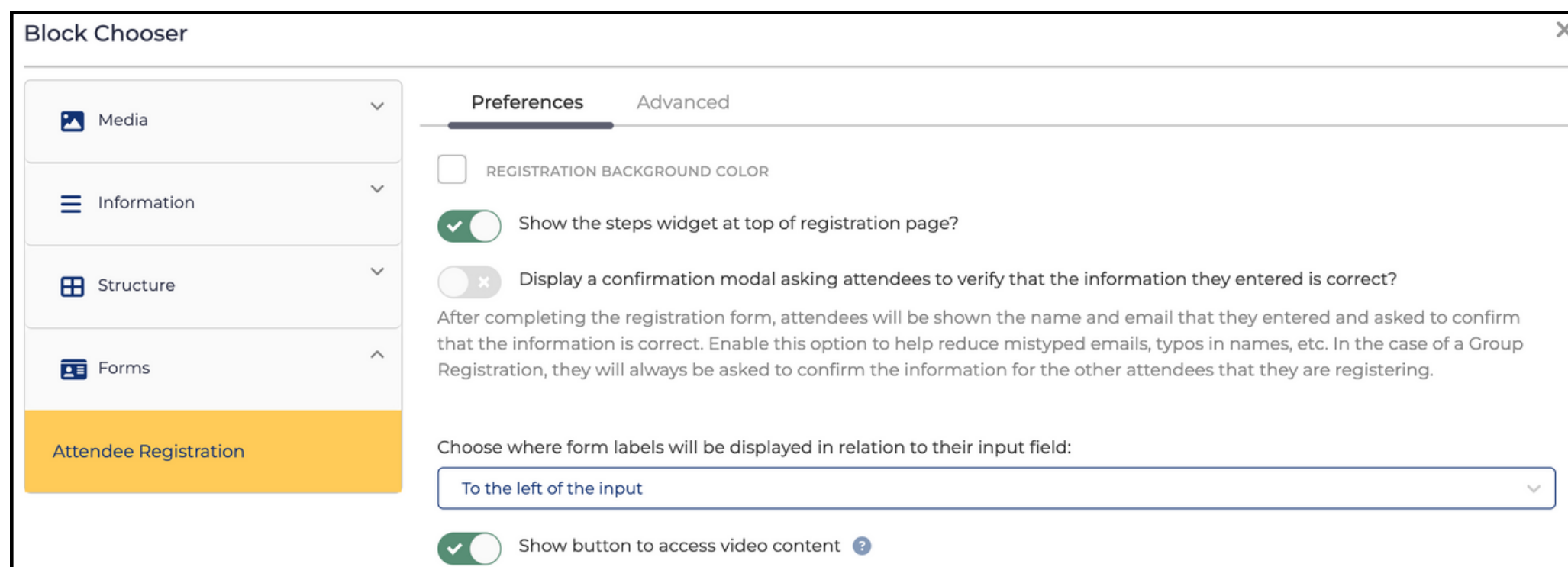
### Dynamic Blocks

- Dynamic blocks automatically pull content in from the integrated area of the admin. For example, the Attendee Registration block pulls its content from the Registration module. You edit your registration form under the Registration Forms screen in the Registration module, not from within the block settings, but the Attendee Registration block will automatically display the current state of your registration form.
- Dynamic block content syncs with the website automatically and does not require a site republish.
- **Note:** This content is not included when you save your site as a website template.

The easiest way to tell the difference between these two types is by double-checking whether they have a “Content” tab within the editor. Static blocks do have the “Content” tab, while dynamic blocks do not.



← **Static**



← **Dynamic**

## Customize additional site settings.

When you have finished making all of the changes to your website template within Site Content, you can further customize your site’s settings in the following places: General Settings, Header Settings, and Footer Settings.

### General Settings

- Five tabs that have various options for editing: Look + Feel, Social, Analytics, Meta, and Scripts.
- Our suggestions for editing the Look + Feel tab:
  - Add your venue’s logo which will appear in your site navigation.
  - Adjust theme colors to match your branding for all aspects of the website.
  - Edit typography settings for your body text and headings.
- Our suggestions for editing the Social tab:
  - Add social media profile URLs which will appear on your site footer.
- For the Analytics, Meta, and Scripts tabs, we suggest having your webmaster look through these.

### Header Settings

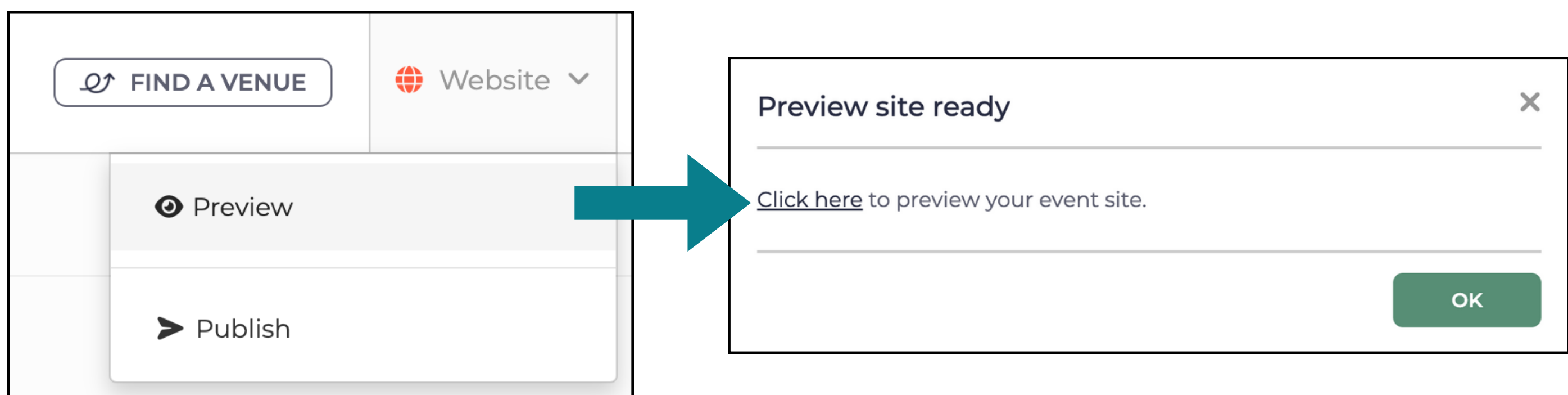
- Adjust the position and height of your logo.
- Customize the settings for your navigation bar.
  - **Note:** If your organization utilizes the portal website, you can enable your portal’s website pages to appear in a dropdown menu in the event’s navigation bar for guests to see other events happening at your venue. For more details on the organization portal, click here for this Crash Course.
- Adjust the font settings for your header text.

### Footer Settings

- Choose to display various icons, text, and navigation options within the site footer, as well as adjusting the height of the footer and the font color which appears for all text in the footer.

## Preview the website before publishing.

The Page Editor should **not** be used for testing your website. When you have finished making all of the changes to your website template, you can preview your website in the top-right of the screen.



**Note:** Default tickets and registration form will appear on the website preview until they are edited.

Any changes to the registration experience (ticket prices, form components, etc.) will reflect automatically on the website. You can always unpublish your website if you need to make any changes and then preview the website again before republishing it to make sure all of the information is correct.

**Best Practice:** If you host a recurring event or would just like to reuse your site design without having to recreate it, click the **Save Site as Template** button while on the Site Manager so you can use it again when creating new events.

