


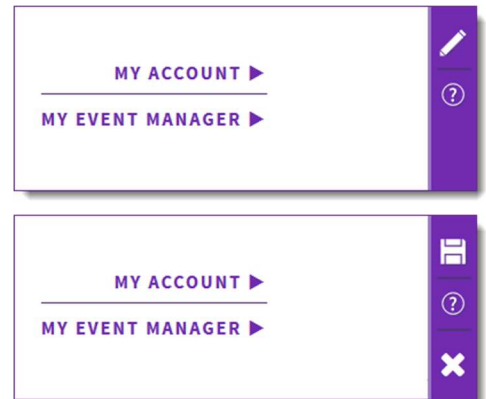


## Chapter 3: Edit Greeting Page

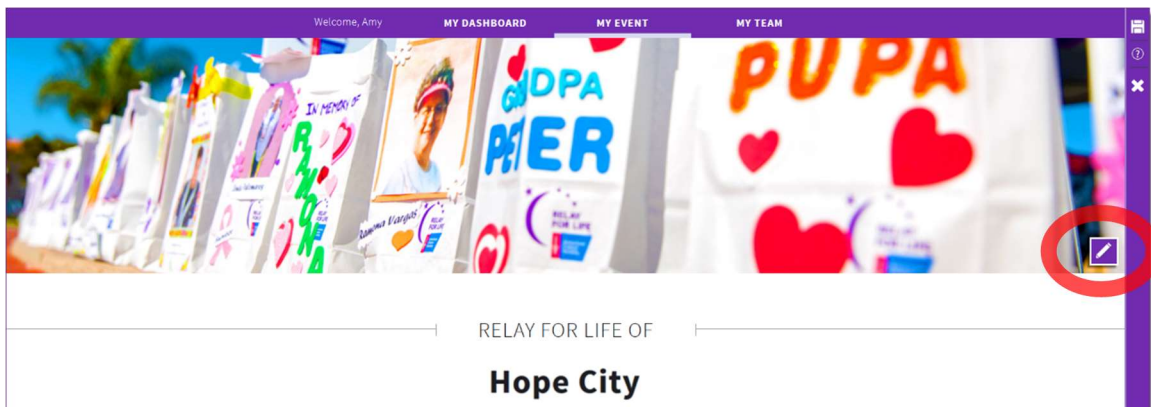
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### Using the Edit Tool

1. Click the pencil icon  to open your Greeting Page for editing!
2. Save  your changes often
3. Click the X  to close out and automatically refresh your page

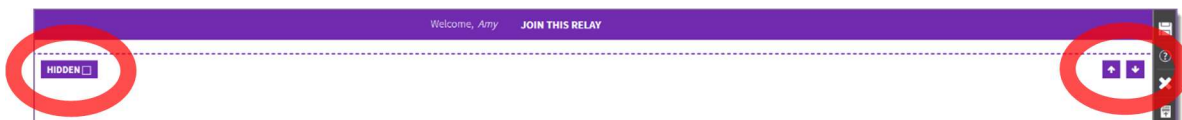


### Change Your Banner Image



### Sort and Hide Sections

Most sections on the greeting page can be hidden or re-ordered.



## Edit Content Blocks

Some event websites may have a content block section for additional event information. Add custom content to describe your event. *Uncheck the 'hidden' box to have the section appear on your greeting page.*

The screenshot shows a web editor interface for 'Content Blocks'. At the top, there's a header bar with 'Welcome, Amy' and a 'HIDDEN' checkbox. Below this, there are two content block templates. Each template has a 'Title' field and a 'Content' field with a placeholder text 'Type something'. A red arrow points from a red box containing the text 'Add custom content to describe your event' to the first content block template.

## Edit Event Announcements

Edit the default announcements or add your own. *Uncheck the 'hidden' box to have the section appear on your greeting page.*

The screenshot shows a web editor interface for 'EVENT ANNOUNCEMENTS'. At the top, there's a header bar with 'EVENT ANNOUNCEMENTS' and a 'HIDDEN' checkbox. Below this, there are three announcement cards. Each card has a 'Title' field and a 'Content' field. The first card is titled 'Register Early' and the second is titled 'Download the App'. The third card is titled 'Luminaria'. A red arrow points from a red box containing the text 'Add/edit your announcement images' to the first card. Another red arrow points from a red box containing the text 'Turn your image into a clickable button' to the first card. A third red arrow points from a red box containing the text 'Sort and delete your announcements' to the second card. A fourth red arrow points from a red box containing the text 'Add new local announcements' to a large purple plus sign at the bottom of the interface, which is labeled 'ADD NEW ANNOUNCEMENT'.

## Add Local Forms & Documents

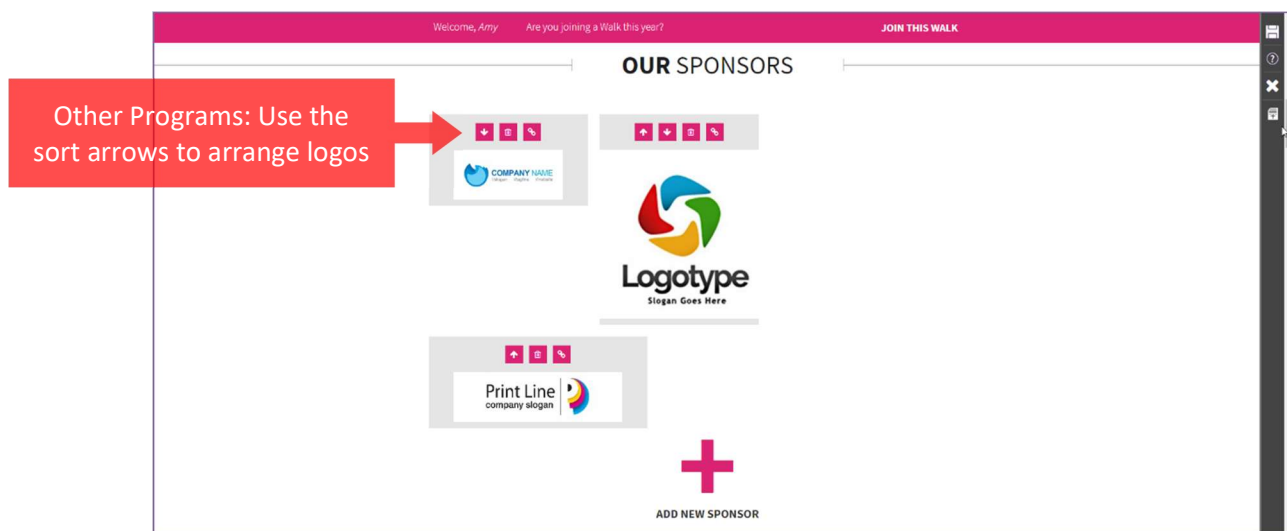
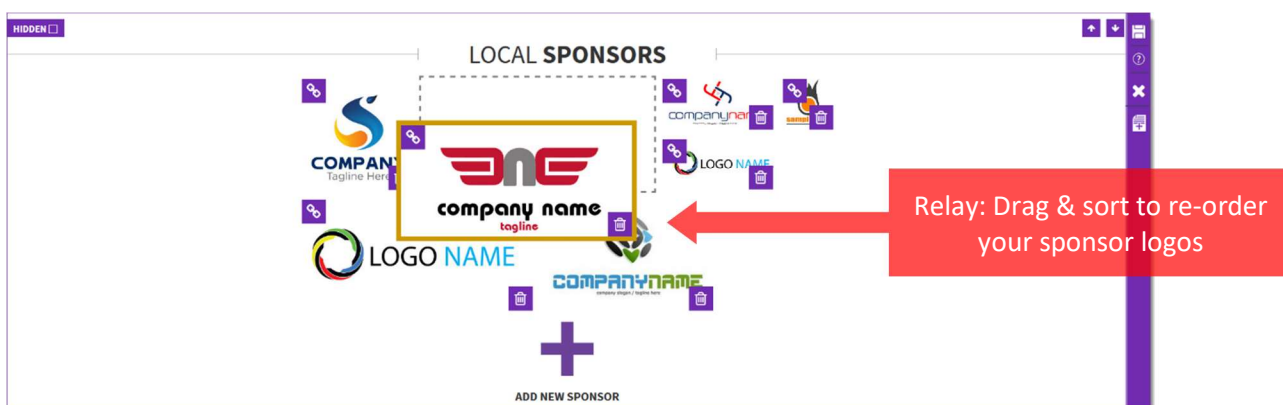
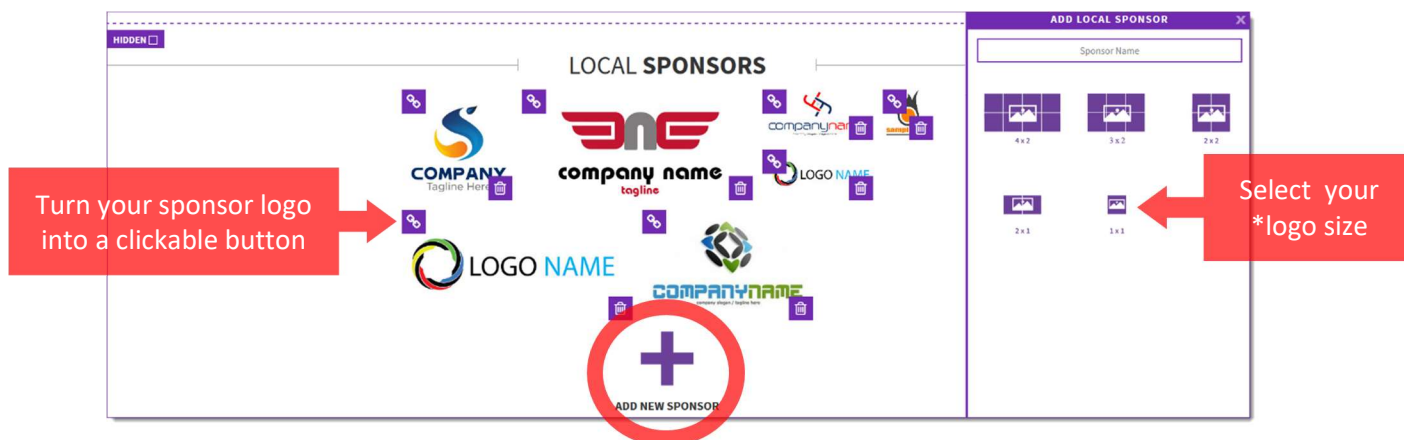
You can add local custom documents to your event site. *Uncheck the 'hidden' box to have the section appear on your greeting page.*

The screenshot shows a web editor interface for 'FORMS AND DOCUMENTS'. At the top, there's a header bar with 'FORMS AND DOCUMENTS' and a 'HIDDEN' checkbox. Below this, there are three document thumbnails: 'Youth Waiver', 'Team Captain Guide', and 'Luminaria Form'. A large purple plus sign is centered at the bottom of the interface, with the text 'ADD NEW FILE' below it.

If you have any questions, please open an [event support case](#)

## Add Local Sponsors

Event managers have the ability to add their own event sponsor logos. *Uncheck the 'hidden' box to have the section appear on your greeting page.*



\*Suggested Image Sizes for Sponsor Logos:

4x2: 384x184 px

2x1: 184x84 px

3x2: 284x184 px

1x1: 84x84 px

2x2: 184x184 px

## Add Custom Content

The screenshot displays the Relay for Life page editor. The main workspace shows a 'Page Title' section with the text 'Custom Content' and an 'Image & Text' section below it containing a 'RELAY FOR LIFE' logo and the text 'Type something'. A red callout box with a white arrow points to a plus icon and the text 'ADD NEW SECTION'. To the right, the 'PAGE MANAGER' sidebar lists various templates: 'Page Title' (HEADING, SUBHEADING), 'SINGLE COLUMN', 'DOUBLE COLUMN', 'TRIPLE COLUMN', 'IMAGE & TEXT', 'TWO IMAGES', 'THREE IMAGES', 'BANNER IMAGE', and 'IMAGE & CAPTION'.

Pick from the menu of templates to add custom content to your greeting page

ADD NEW SECTION

\*Suggested Image Sizes for Image Templates:

Image & Text: 250x250 px  
Image & Caption: 800x400 px  
Banner Image: 1440x350 px