

Use the text editor to customize events and emails

Jump to: [Add images](#) | [Add speaker headshots](#) | [Add links](#) | [Embed videos](#) | [Add a Twitter feed](#)

When you select the **Custom** option for the landing page content, custom players tabs, and event emails, it opens the text editor.

The following table shows the elements you can customize and the content you can add.

Element	Go to this tab and select...	Things you can add
Landing Page Content	Registration tab. Landing Page Content > Landing Text > Custom	Text, images, links, videos, speaker details
Player Footer	Event Content tab. Player Footer > Manage Player Footer	Text, images, links, videos, speaker details, Twitter feed
Custom Player Tabs	Event Content tab. Add Custom Player Tabs	Text, images, links, videos, speaker details, Twitter feed
Registration Confirmation, Event Reminder, and Follow-up Emails	Email & Marketing tab: <ul style="list-style-type: none">• Enable Registration Confirmation > Send My Custom Message• Enable Event Reminder Email > Send My Custom Message Follow-up Emails > Add New	Text, images, links

[Back to top](#) ▲

Add images

To add images:

1. On the toolbar, click the **Insert Image** button.

Text editor toolbar shows the Insert Image button

Image not found or type unknown

2. Click **Choose File**, select the image, and then click **Upload**.
3. Optional. Resize, rotate, crop, or add text to the image before adding it. You can also add padding to the image by resizing the canvas and set the background color for the canvas.
4. When finished editing, click **Insert**.

[Back to top ▲](#)

Add speaker headshots

Tell your audience about your presenters and add speaker details, including their photo, name, title, and company. Headshots must be at least 300x300 pixels and preferably the same height and width.

To add headshots:

1. On the toolbar, click the **Speaker Details** button.

Text editor toolbar shows the Speaker Details button

Image not found or type unknown

2. Under Display Settings, choose a layout for the speaker details, select the image shape, and use the slider to set the headshot image size.

Speaker Details window shows the Display Settings section with a horizontal speaker layout :

Image not found or type unknown

3. Under Speaker List, in the Photo column, click **Upload Photo**.

Speaker Details window shows the Speaker List section

Image not found or type unknown

4. Click **Choose File**, select the image, and then click **Upload**.
5. If your image is a rectangle, point to the image and drag to center it within the guides, and then click **Apply** to crop the image.

Headshot editor window shows image being cropped to fit

Image not found or type unknown

6. Optional. Rotate or add text to the image.
7. Click **Save**.
8. In the Details column, enter the name of the presenter, their title, and company name.
9. To add details for another presenter, click + **Add More Headshots** and repeat steps 3 to 8.
10. When finished, close the Add Speaker Details window.

[Back to top ▲](#)

Add links

To add links:

1. On the toolbar, click the **Insert Link** button. To turn text into a link, type the text and select it, and then click the **Insert Link** button.

Text editor toolbar shows the Insert Link button

Image not found or type unknown

2. Enter the URL and link text.

If you highlighted the link text, it is already entered in the Text field.

Insert Link window shows a link in the URL field and display text entered in the Text field

Image not found or type unknown

3. Click **Insert** .

[Back to top ▲](#)

Embed videos

You can embed a video from YouTube, Vimeo, and Brightcove using its shareable URL.

To embed videos:

1. On the toolbar, click the **Insert Video** button.

Text editor toolbar shows the Insert Video button

Image not found or type unknown

2. Enter the video URL. If the Autoplay option is available, you can select it to play the video when an attendee lands on the page.

Insert Video window shows a video link in the Video URL field with Autoplay off

Image not found or type unknown

3. Click **Insert**.
4. Optional. By default, the video size is 640x360. To change the size of the video, click `</>` to switch to code view and change the height and width of the iFrame.

[Back to top ▲](#)

Add a Twitter feed

You can add a real-time feed of a Twitter timeline to the event window in a custom player tab.

To add a Twitter feed:

1. On the toolbar, click the **Twitter** button.

Text editor toolbar shows the Twitter button

Image not found or type unknown

2. In the Embed a Twitter Widget window, select **User Timeline** and enter the @username of the feed you want to embed.

Embed a Twitter Widget window shows User Timeline selected and Twitter handle entered in

Image not found or type unknown

3. Click **Embed Widget**.
4. Optional. By default, the feed size is set to 100%. To change the size of the feed, click `</>` to switch to code view and change the height and width of the iFrame.

[Back to top ▲](#)

Revision #6

Created 3 May 2022 21:00:09

Updated 11 May 2022 17:52:22