Managing Content on a Web Page

Category: Pages & Content
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Reading Time: 5 min

Every page on your MyEvent website is built from **sections**, and each section holds **blocks**: a title, text and images, a gallery, a ticket form, and so on. The **new page editor** lets you change all of it from one screen, with a live preview of your page beside it. You can describe a change in plain words and let the **AI Page Editor** make it, or use **Manual Forms** to edit each block yourself.

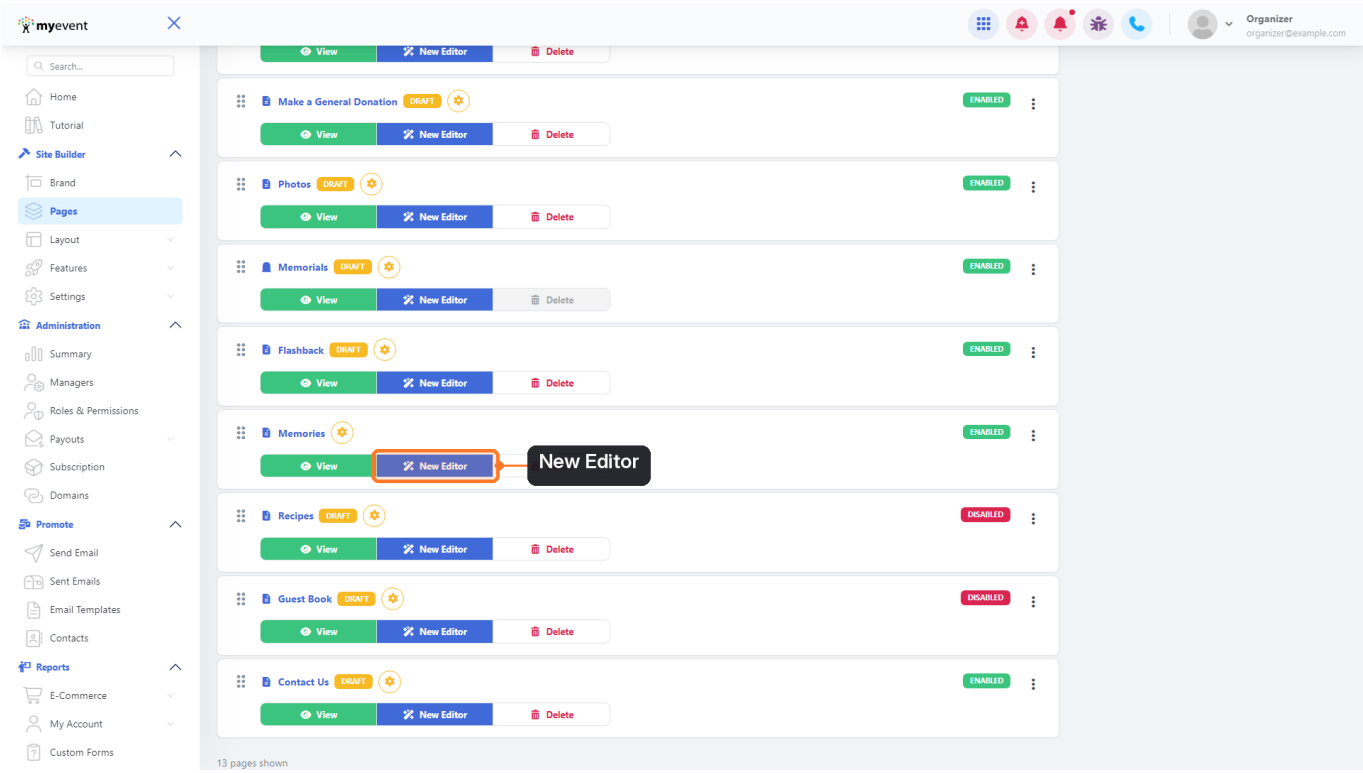
Package: Manual Forms is included in every package. The AI Page Editor is a **Premium** feature.

Your changes are safe until you publish. Everything you do in the editor is saved automatically as a **draft**. Visitors only see your changes after you click **Publish Changes**.

Open the new editor

1. Find your page

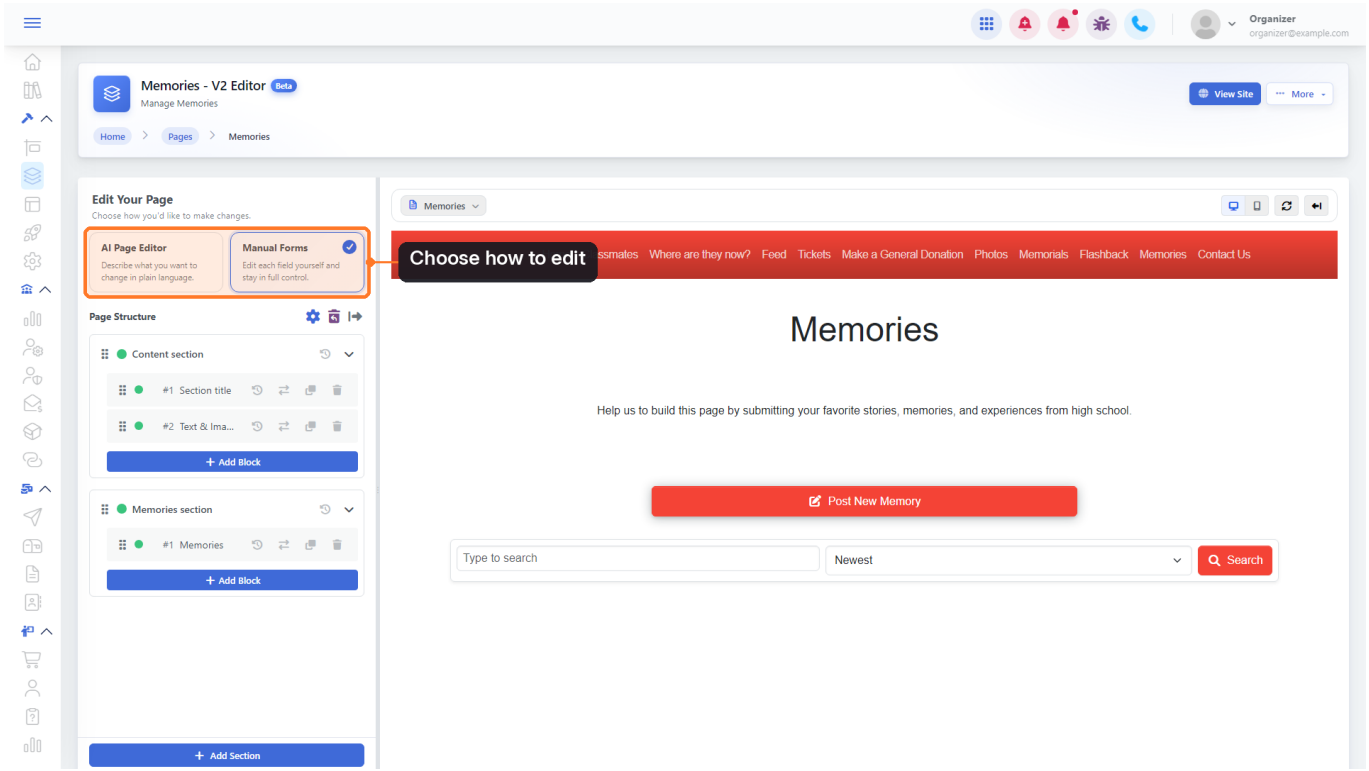
From your dashboard, go to **Site Builder → Pages**. Find the page you want to change and click **New Editor**, next to **View**.



2. Choose how you want to edit

The editor opens with your page in a live preview on the right. On the left, under **Edit Your Page**, pick a mode:

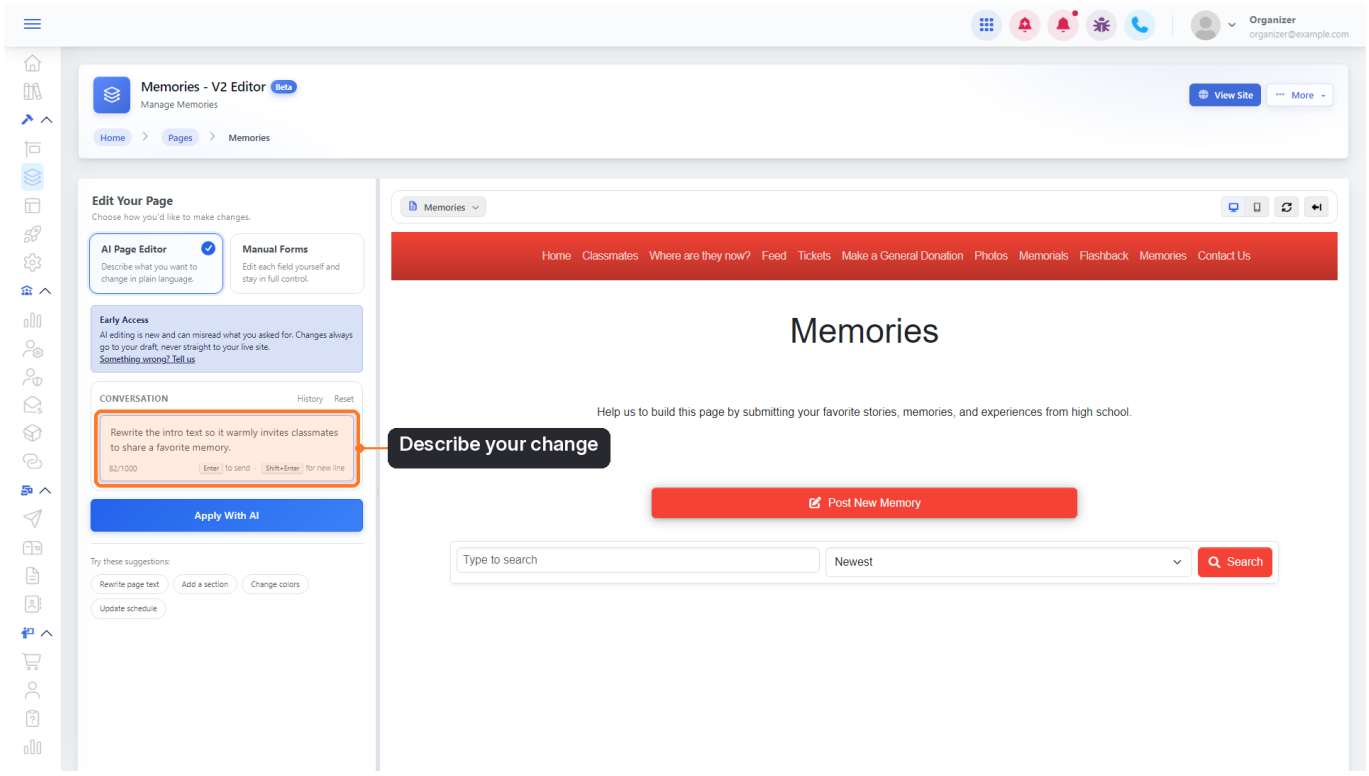
- **AI Page Editor**: describe what you want to change in plain language.
- **Manual Forms**: edit each field yourself and stay in full control.



Edit with the AI Page Editor (Premium)

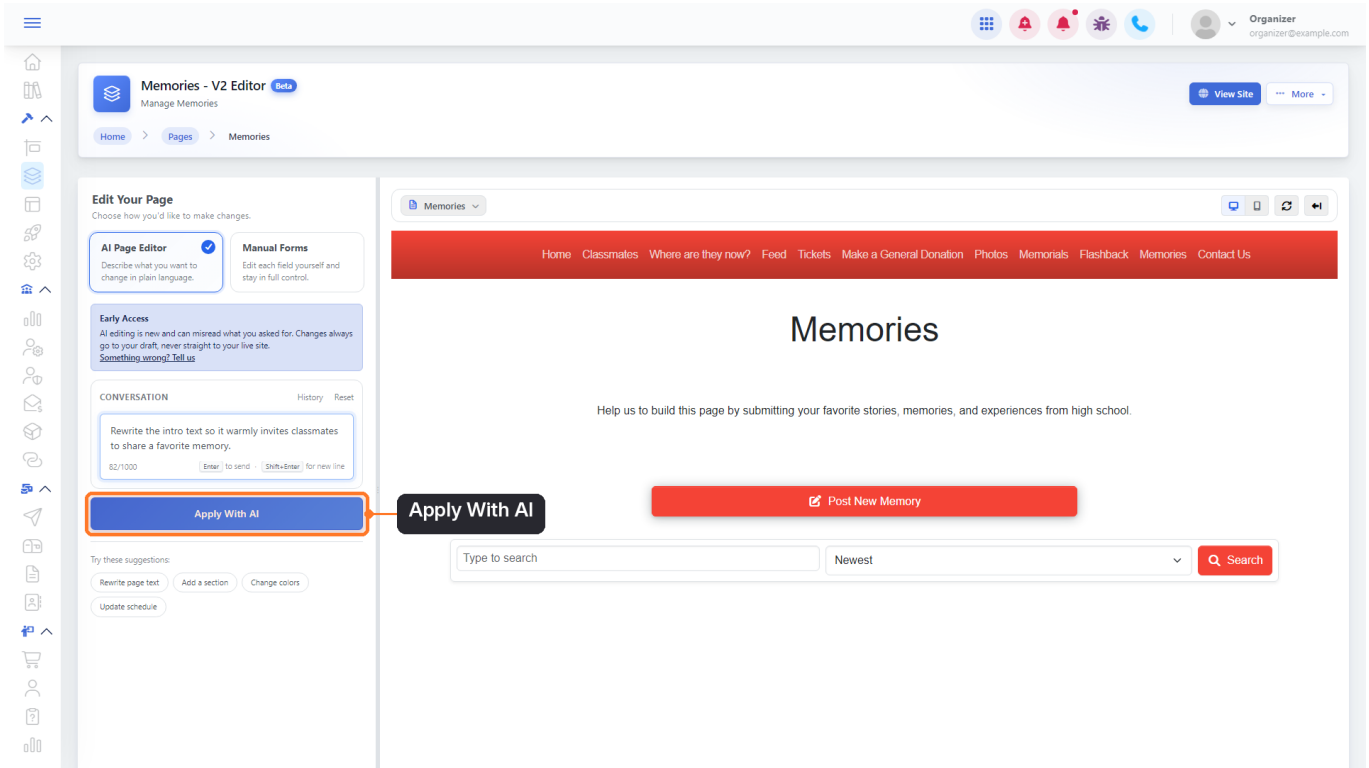
3. Describe your change

Click **AI Page Editor**, then type what you want in the conversation box. For example: "*Rewrite the intro text so it warmly invites classmates to share a favorite memory.*" Not sure where to start? Click one of the suggestions under the box: **Rewrite page text**, **Add a section**, **Change colors** or **Update schedule**.



4. Apply it

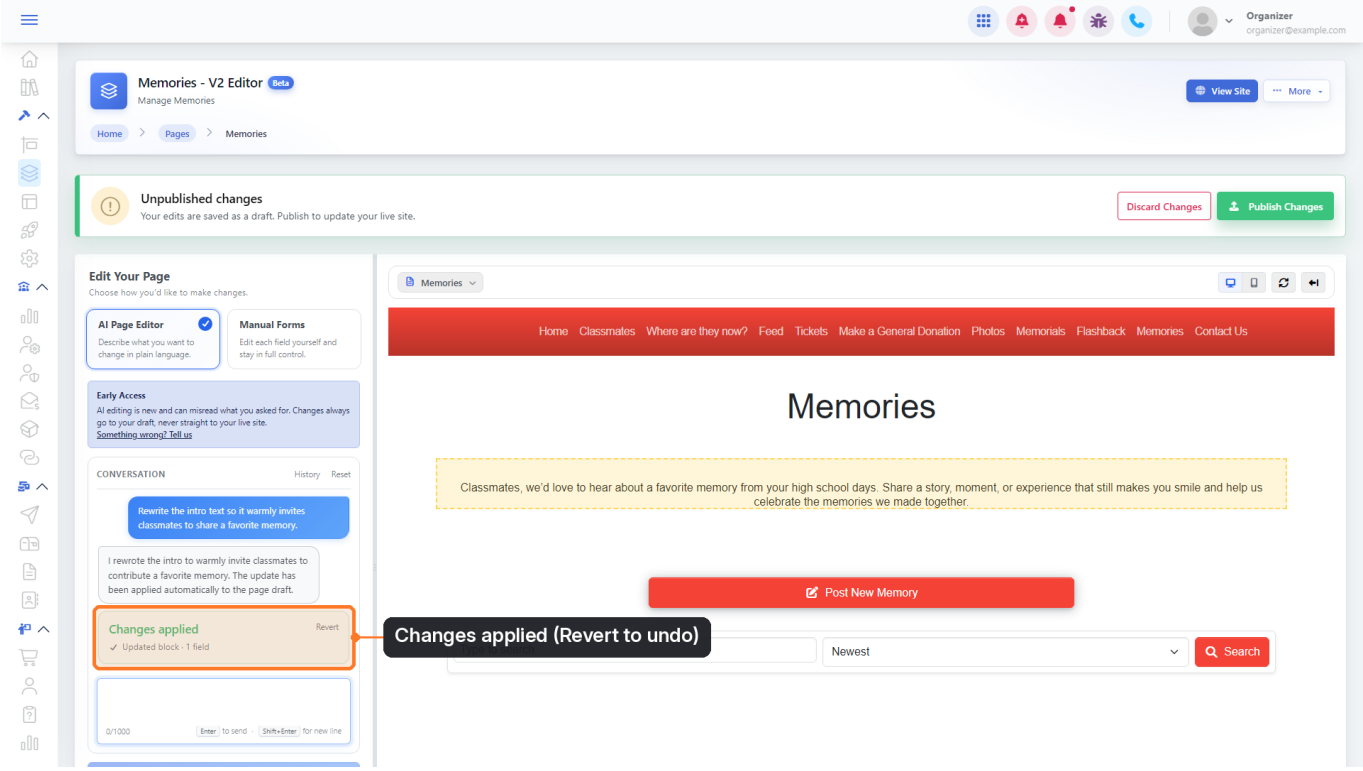
Click **Apply With AI** (or press **Enter**). It takes a few seconds.



5. Check the result

The AI explains what it did, and a **Changes applied** card lists what changed. The updated block is

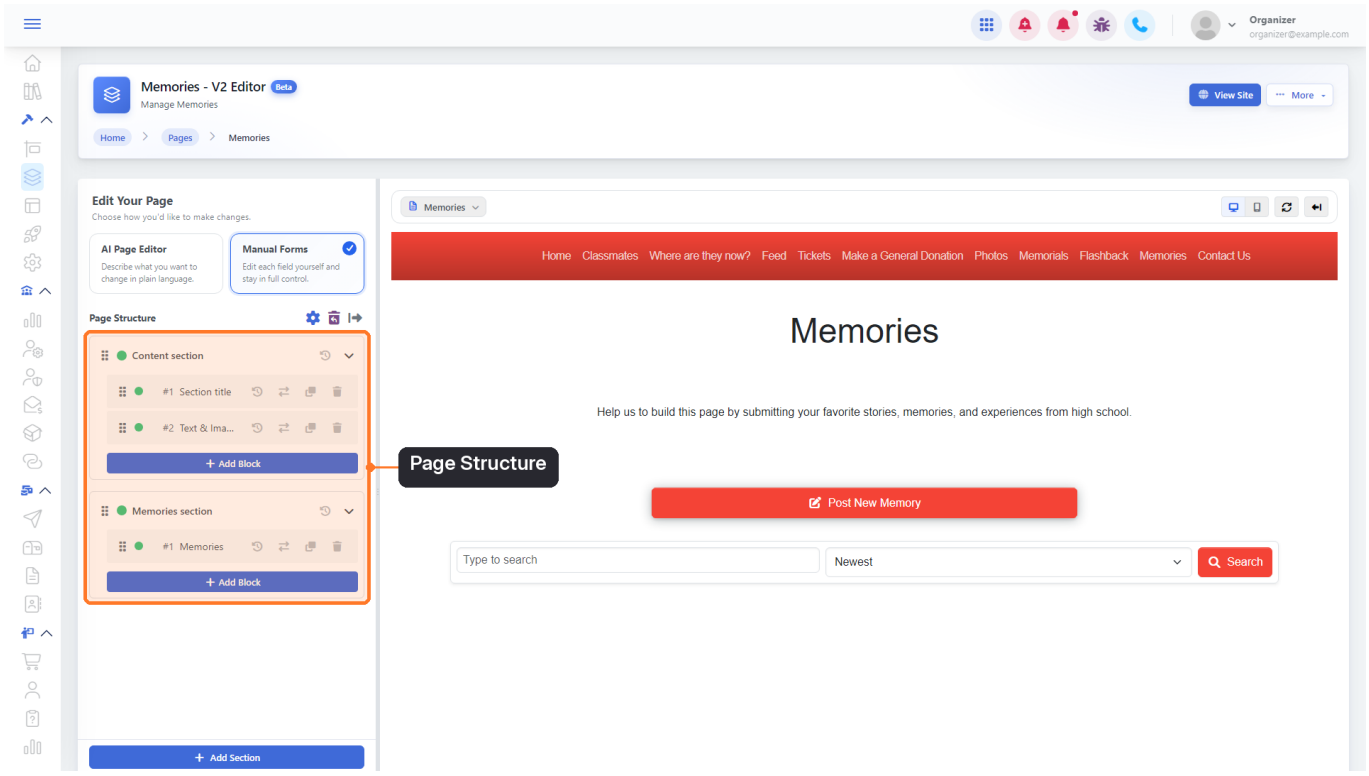
outlined in the preview. If it's not what you wanted, click **Revert** on the card to undo that change. You can also type a follow-up request to adjust it.



Edit with Manual Forms

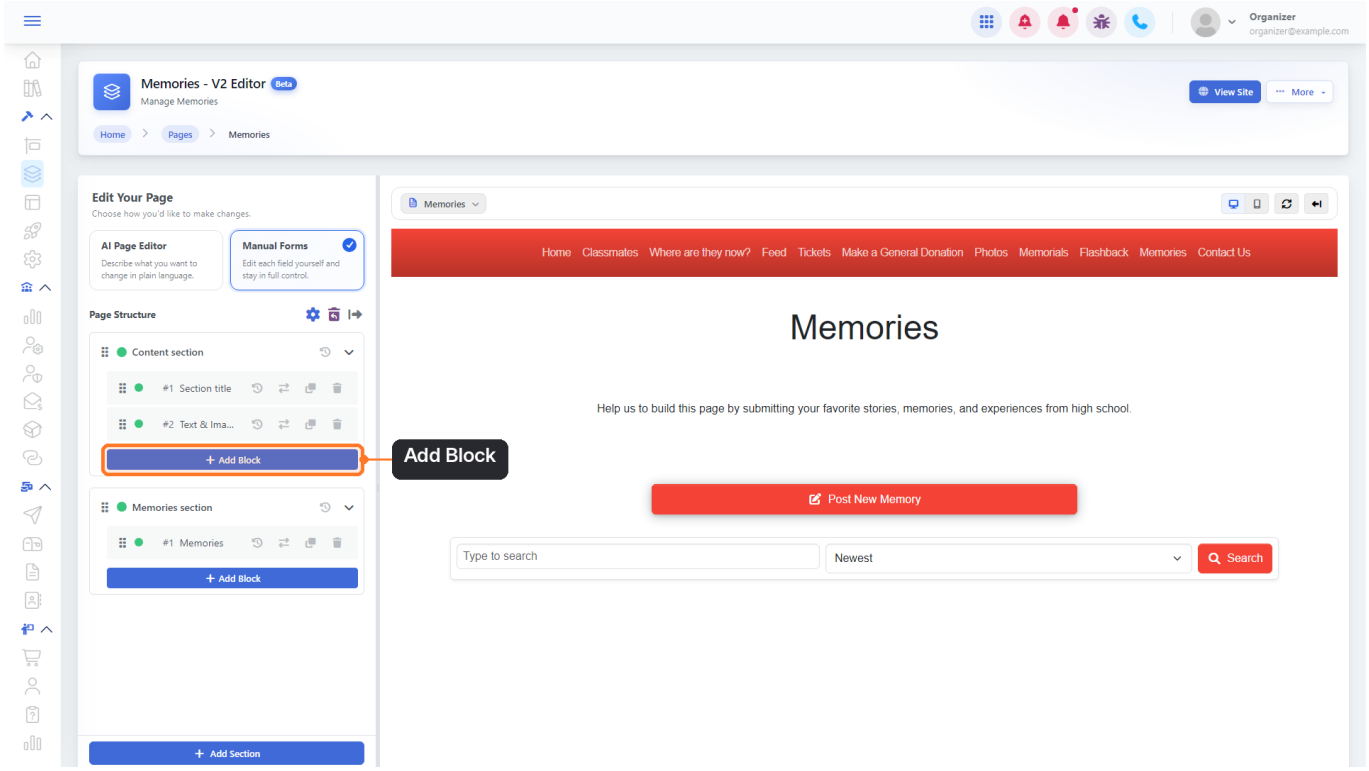
6. Look at your page structure

Click **Manual Forms**. Under **Page Structure** you'll see each section of your page and the numbered blocks inside it. Hover over a block to outline it in the preview.



7. Add a block

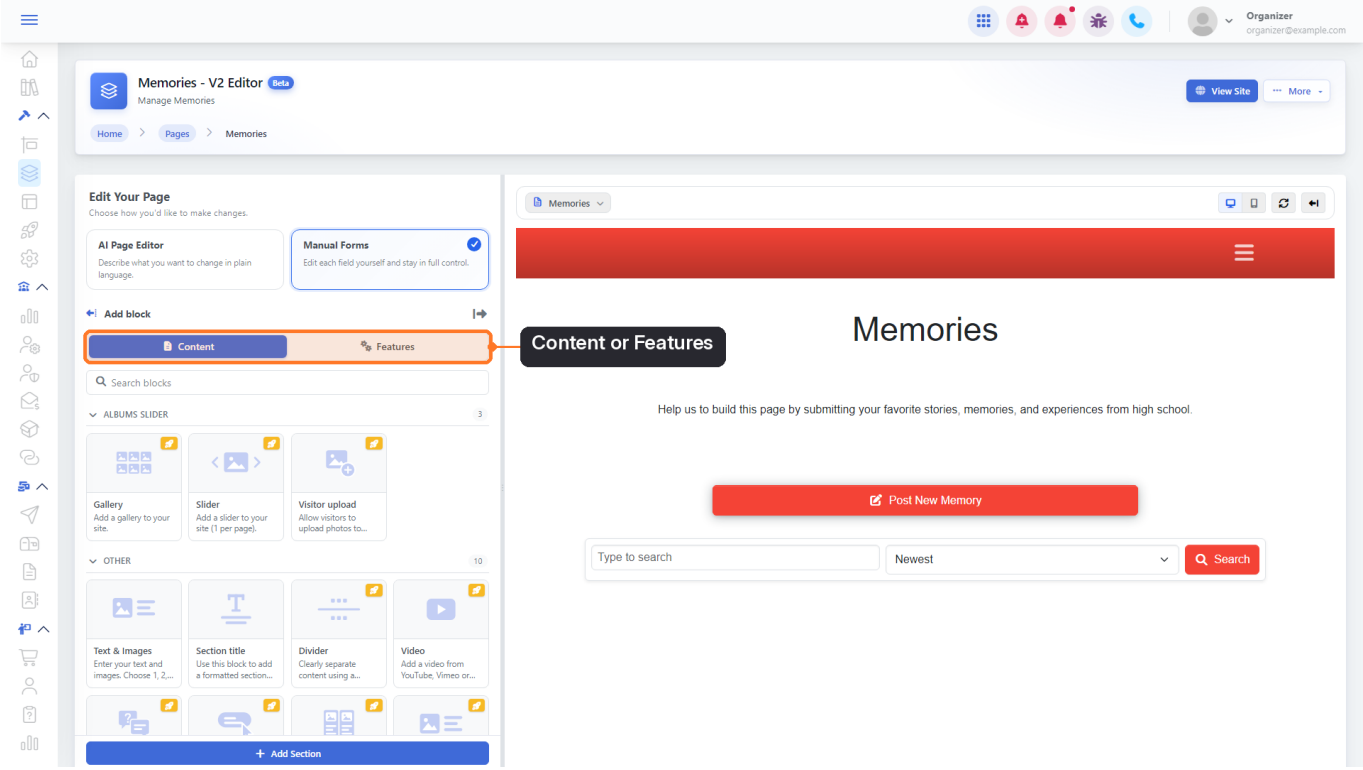
Click **Add Block** under the section where you want the new content.



8. Pick Content or Features

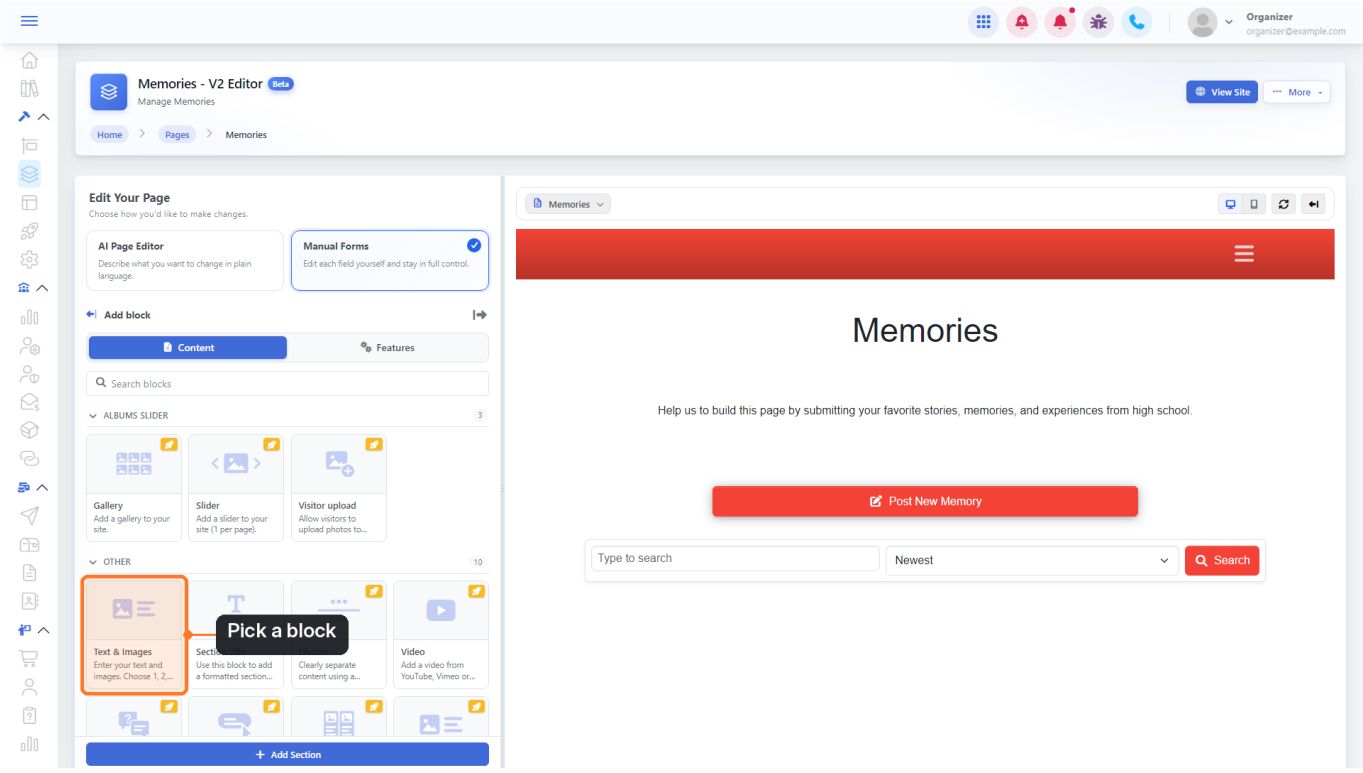
Choose **Content** for blocks like text, images, galleries, videos, FAQs and buttons, or **Features** for

blocks like tickets and registrations, an event countdown, the schedule, a donation form or a contact form. You can also use **Search blocks**. Blocks marked with an orange badge are Premium.



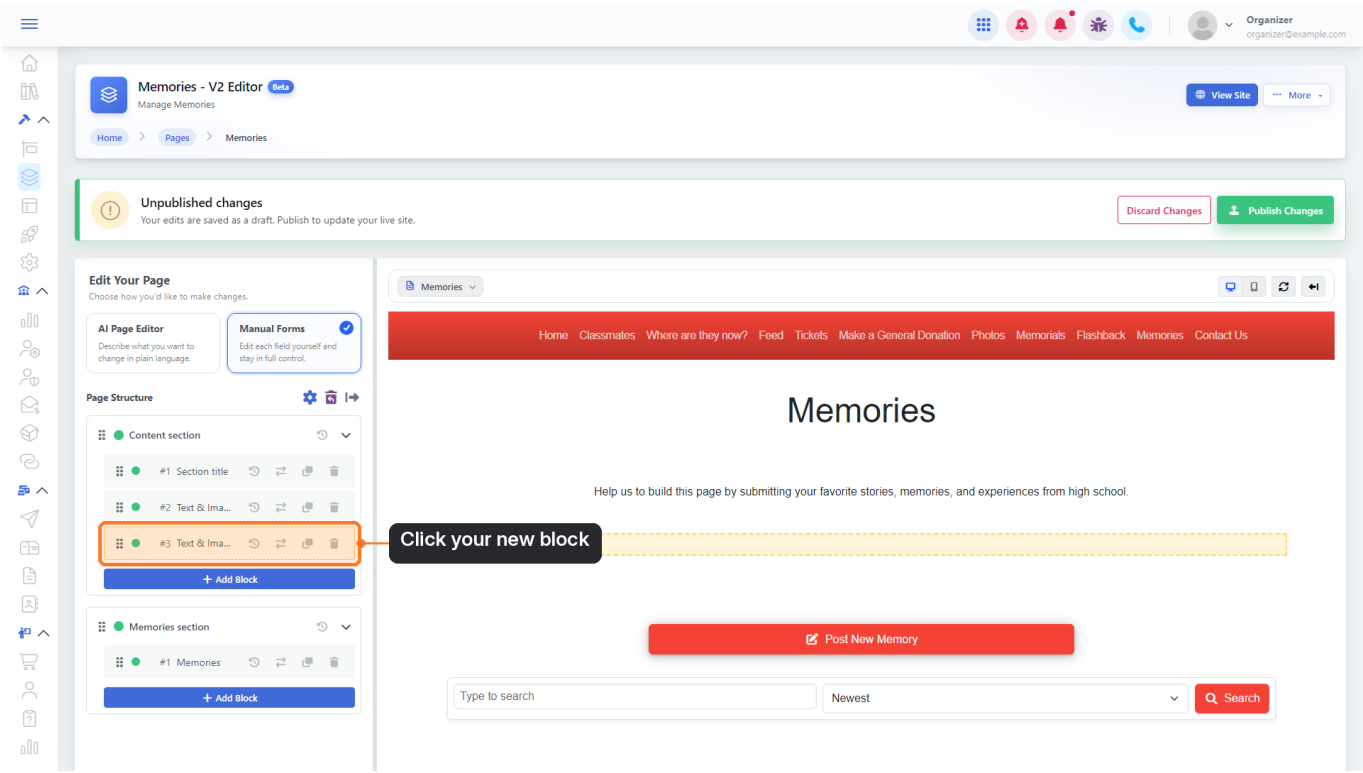
9. Choose a block

Click the block you want, for example **Text & Images**. It's added at the bottom of the section.



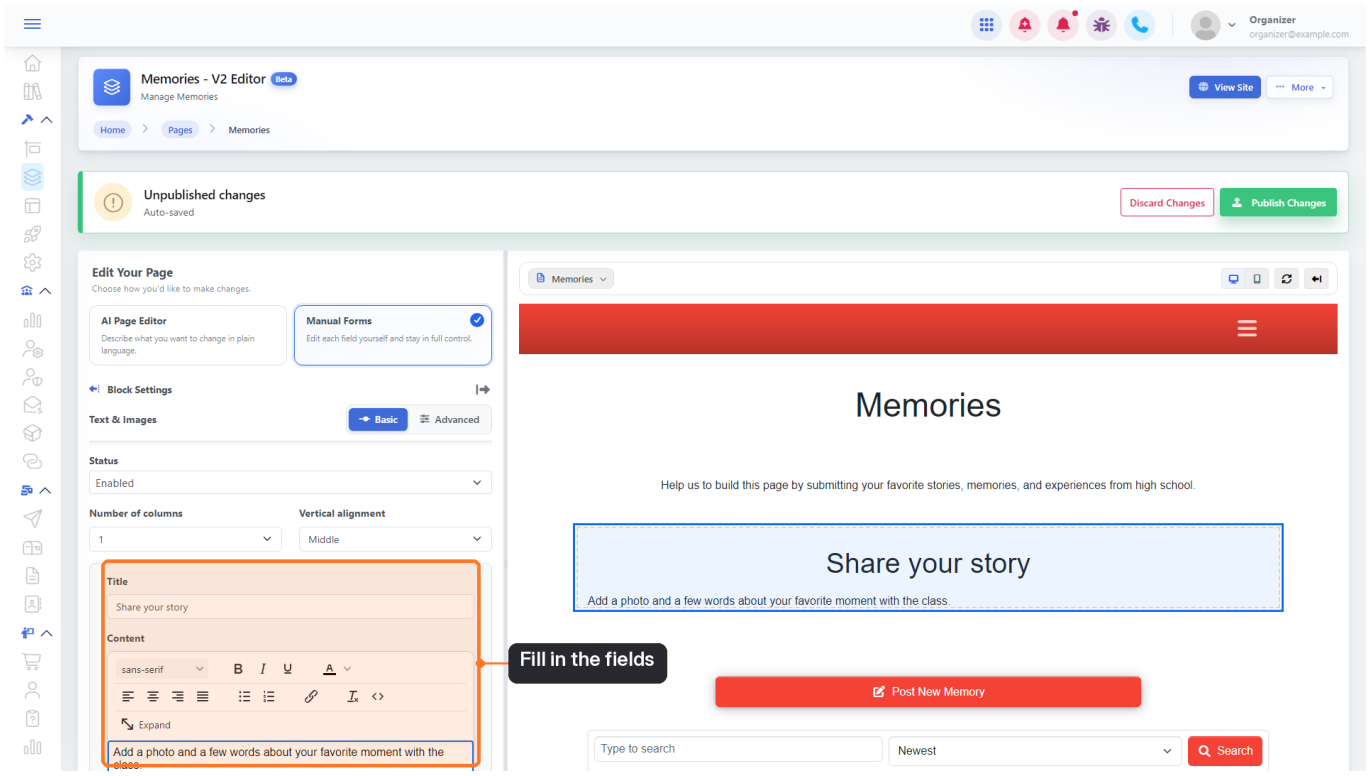
10. Open your new block

Click the new block in **Page Structure** to open its **Block Settings**.



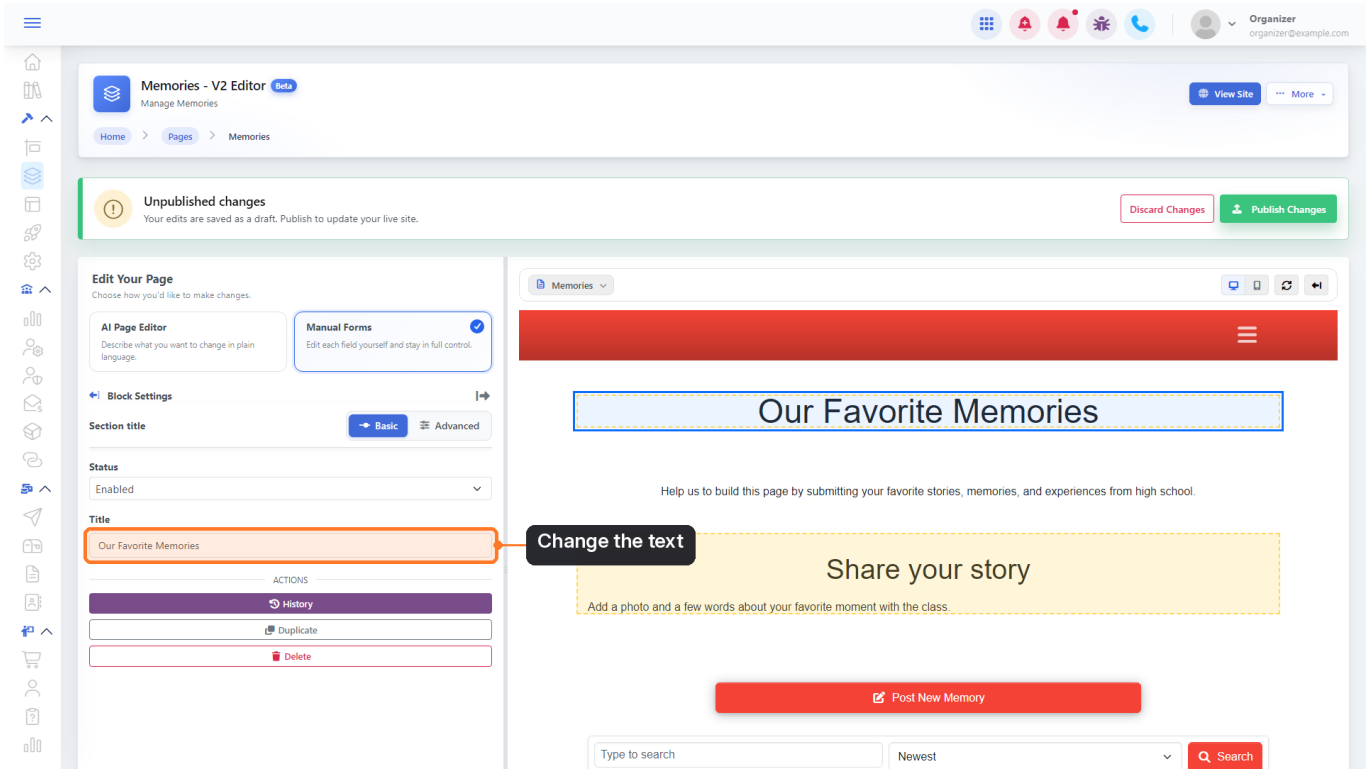
11. Fill in the fields

Type your title and content, and add an image if you like. Your changes appear in the preview within a moment and are saved automatically as a draft. Want more options? Switch from **Basic** to **Advanced** at the top of the settings.



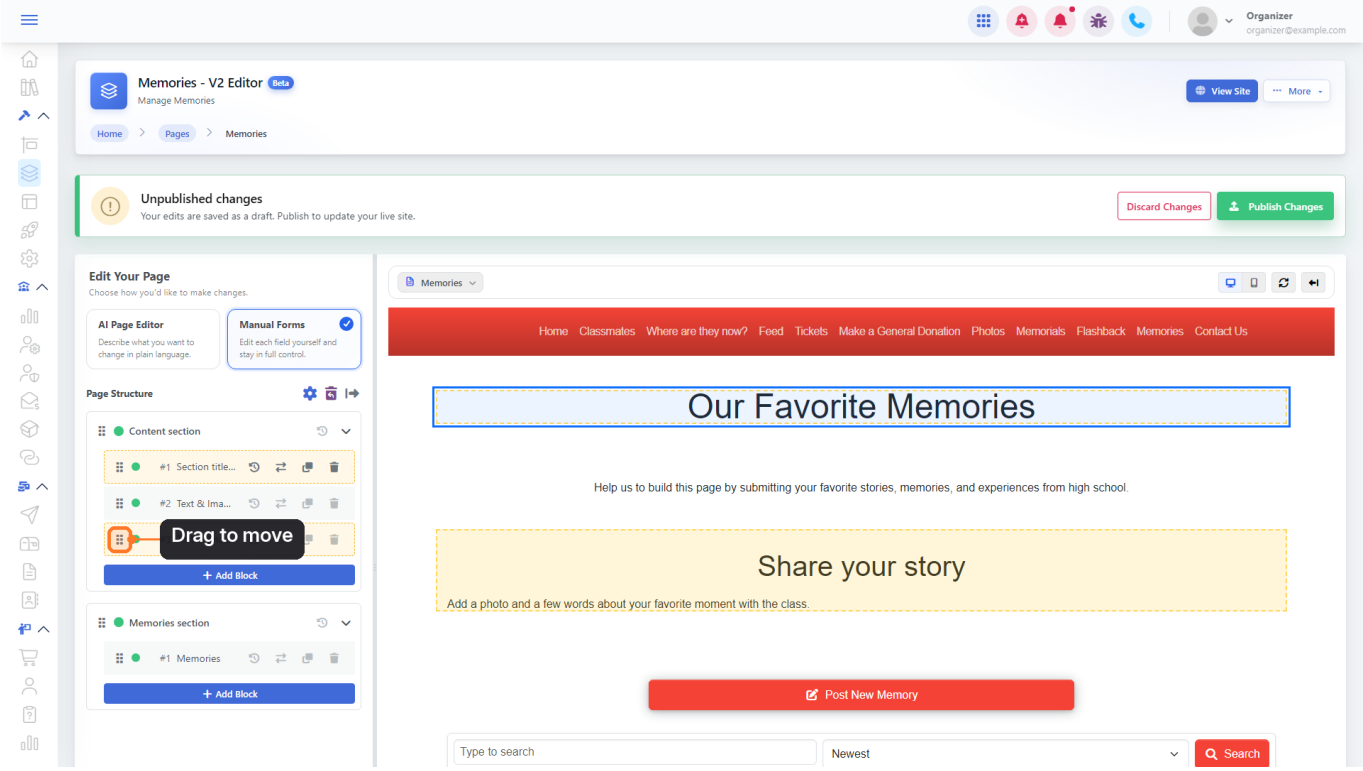
12. Edit a block that's already on the page

Click any block in **Page Structure** (use the back arrow next to **Block Settings** to return to the list), then change its fields the same way.



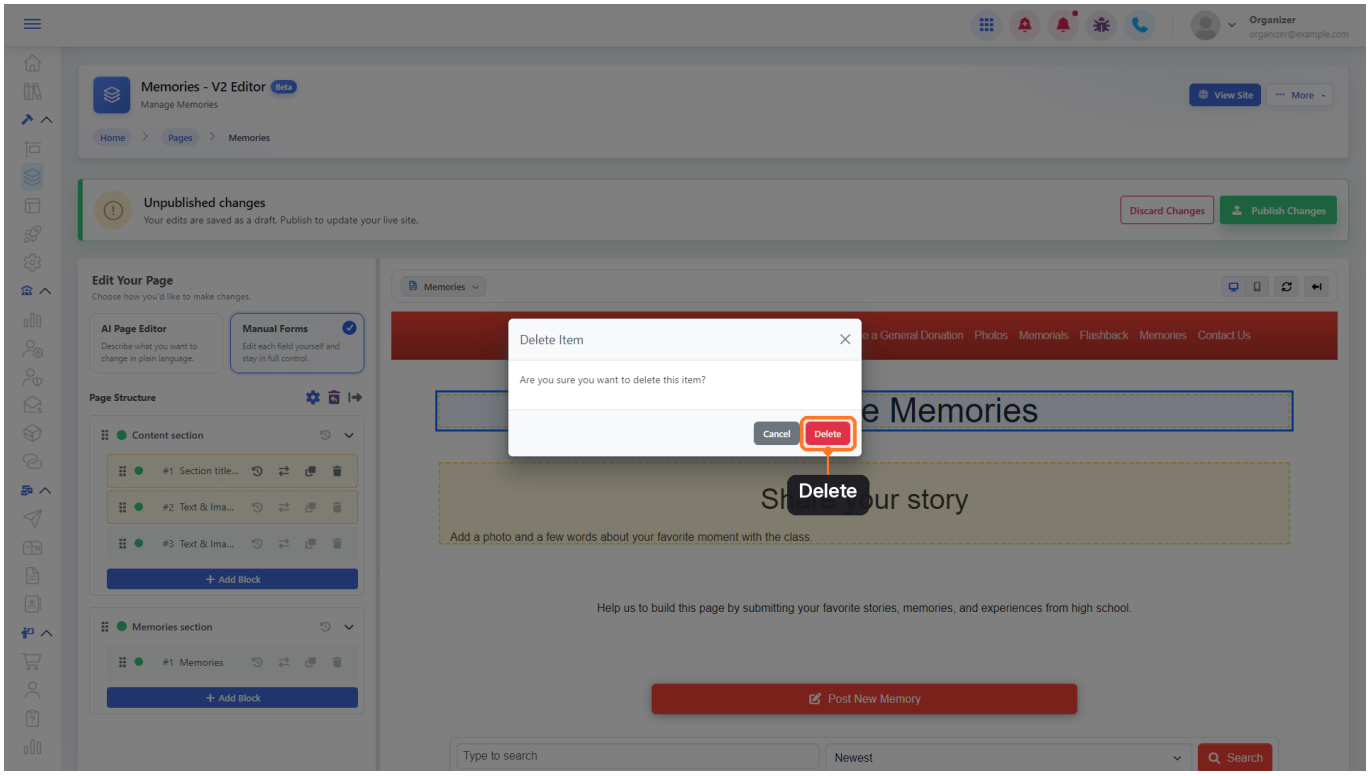
13. Move a block

Drag a block by its handle (the dotted icon on the left of the row) and drop it where you want it, even into another section. You can also use the **Move** (arrows) icon on the row.



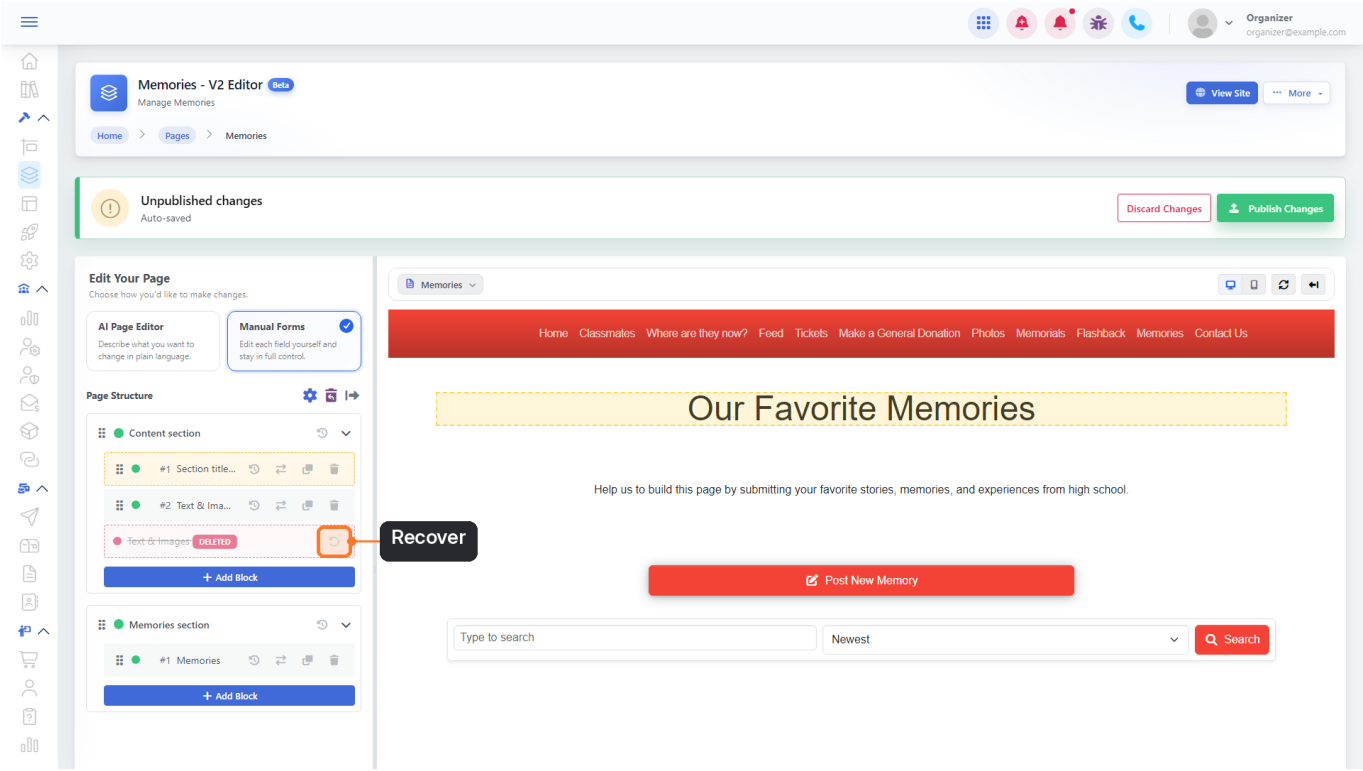
14. Delete a block

Click the **trash** icon on the block's row, then click **Delete** to confirm.



15. Changed your mind? Recover it

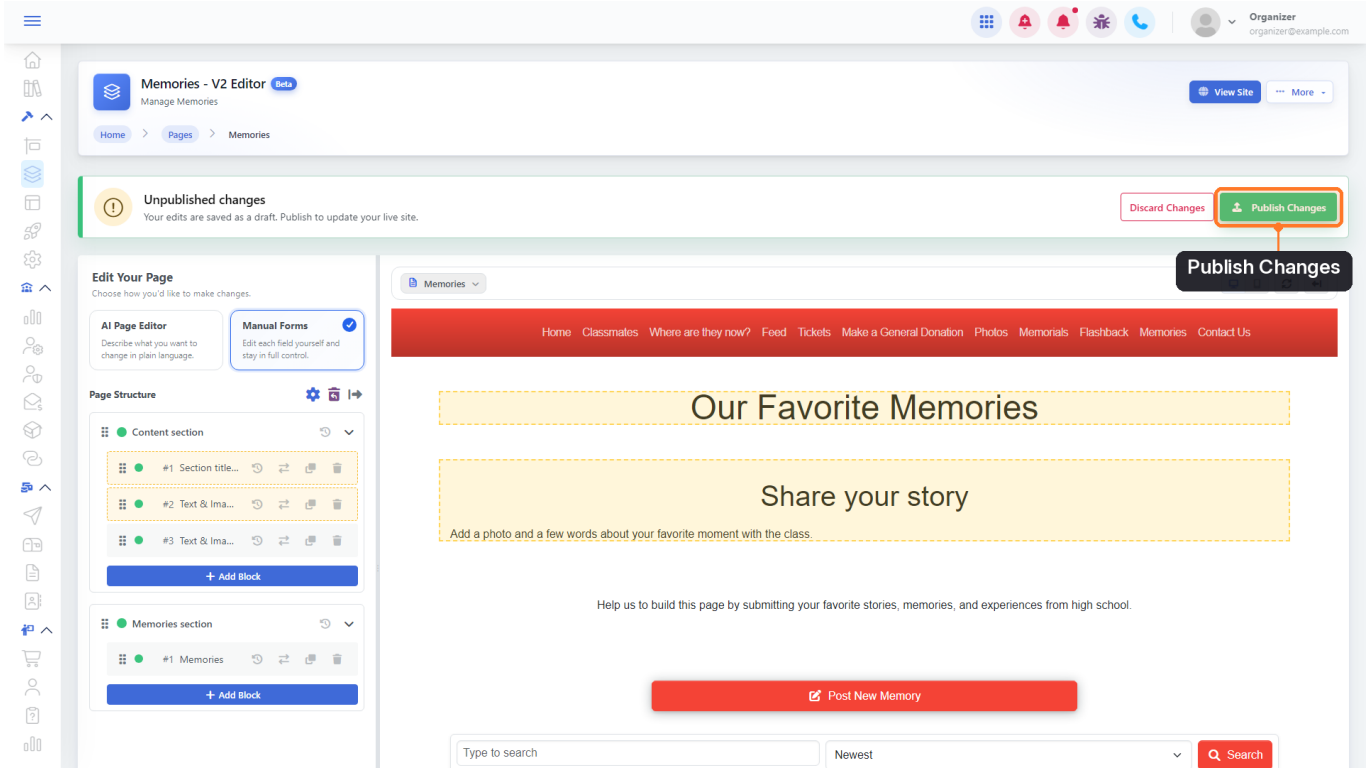
A deleted block stays in the list, crossed out and marked **Deleted**, until you publish. Click the green **Recover** arrow to bring it back.



Publish or discard your changes

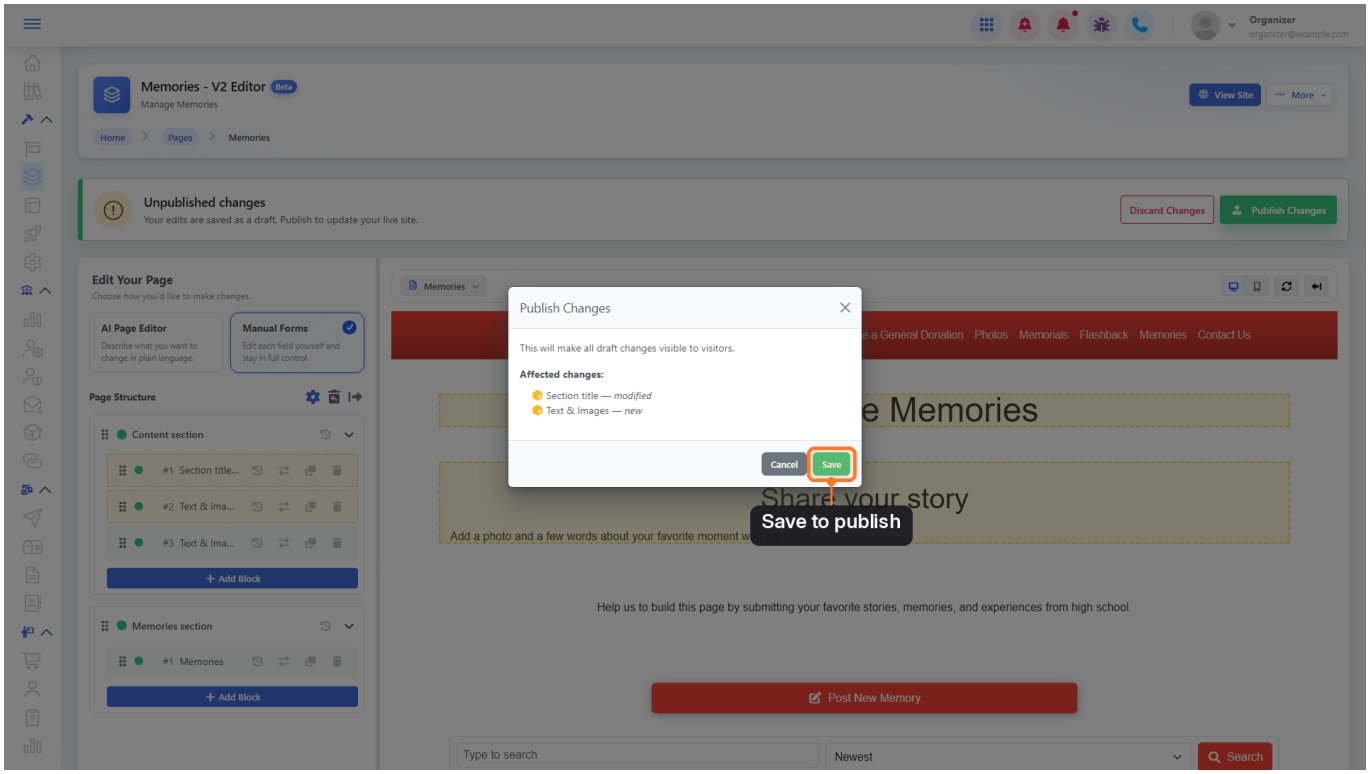
16. Publish your changes

When you're happy with the preview, click **Publish Changes** in the **Unpublished changes** bar at the top.



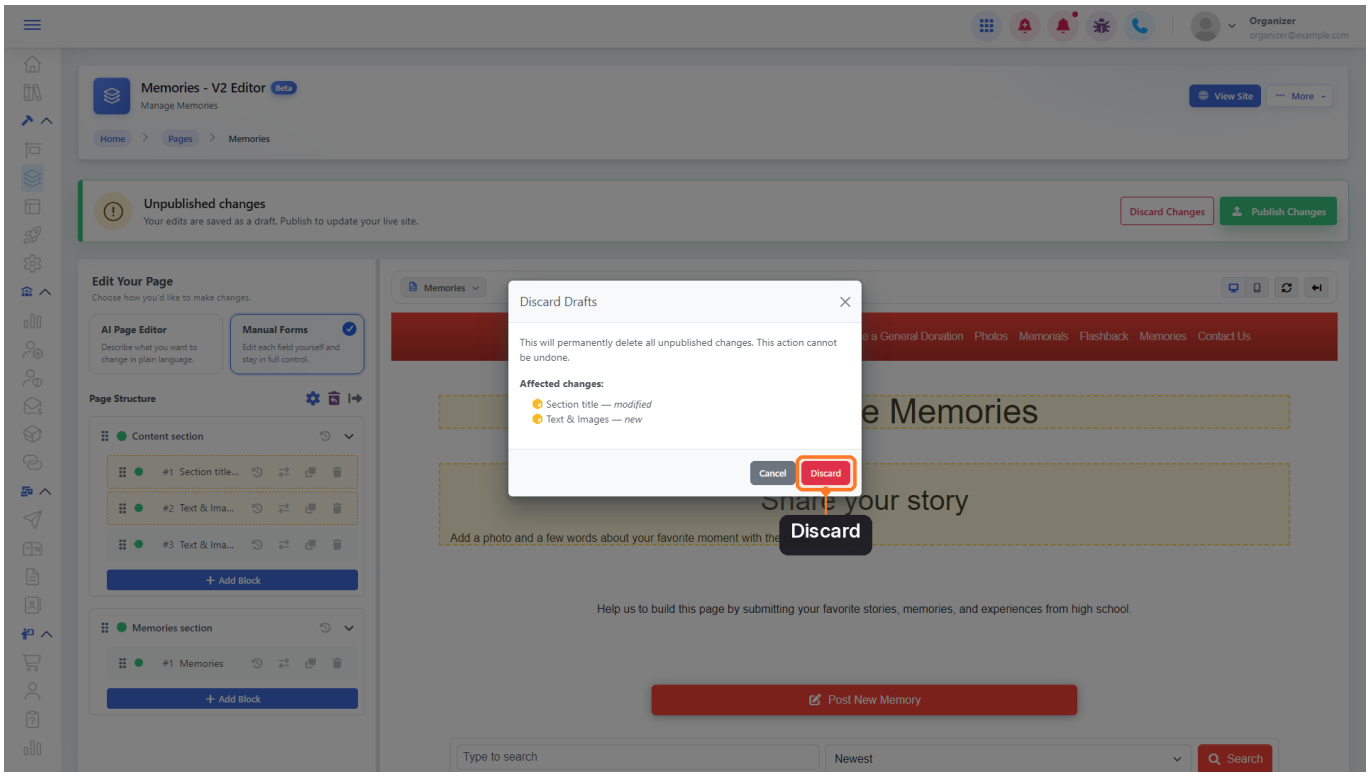
17. Confirm

The **Publish Changes** window lists every change about to go live. Click **Save** to publish them, or **Cancel** to keep working.



18. Or start over

To throw away everything you haven't published yet, click **Discard Changes**, then **Discard**. This can't be undone, and your page goes back to its last published version.



Good to know

- **Switch pages without leaving.** Use the page menu at the top of the preview to jump to another page. The **Desktop** and **Mobile** buttons show how the page looks on each screen.
- **Add a whole section.** Click **Add Section** at the bottom of the Page Structure panel.
- **Hide a section or block without deleting it.** Click its green status dot, or set **Status** to **Disabled** in its settings.
- **Duplicate and History.** Each block can be duplicated, and **History** lets you look back at earlier versions.
- **Restore something you deleted earlier.** Blocks and sections deleted before your last publish are kept under **Deleted Items** (the trash icon next to **Page Structure**), where you can restore them.
- **Feature content lives in Features.** A feature block (like Tickets, Memories or a Poll) shows the feature on your page. You manage the feature's own content in **Site Builder → Features**.
- **Change every page at once.** On **Site Builder → Pages**, the **AI Page Editor: all pages** panel lets you describe a change once and have it made on every page (Premium). **Publish All** and **Discard All Changes** handle drafts on all your pages together.
- **Need the old editor?** Click **More → Use Old Editor** at the top of the new editor.