

Managing Content on a Web Page

Category: Website Building

Published: Feb 02, 2026

Reading Time: 4 min

On the MyEvent platform, all website content is added using **blocks**.

Blocks can be simple content like text, or powerful pre-built features, such as **photo albums**, **donation forms**, or **tickets**.

To help keep your pages organized, blocks are placed within **sections**, making it easy to build clean, professional-looking pages.

Your website comes with several default blocks already set up to help you get started. You're free to **edit, add, move, or remove blocks** at any time to customize your site to your needs.

How to Add Content & Feature Blocks

To add new content to a page, follow these steps:

1. From your Dashboard, go to **Site Builder → Pages**
2. You'll see a list of your website pages. Click the **pencil icon** next to the page you want to edit
3. On the right-hand side, click the **+ Add Block** button
4. Choose the type of content you want to add:
 - **Content** blocks (text, images, etc.)

- **Feature** blocks (donations, photo albums, tickets, and more)

5. Select the block you want to add. Each block has its own settings
6. Enter your information and save

That's it! The block will immediately appear on your page.

Important Note About Feature Blocks

While many feature blocks (such as **Tickets**, **Photo Albums**, and others) are added from **Site Builder → Pages**, the **feature settings and the content inside those features** are managed from **Site Builder → Features**.

How to Edit Content & Feature Blocks

To edit existing content on a page:

1. From your Dashboard, go to **Site Builder → Pages**
2. Click the **pencil icon** next to the page you want to edit
3. The blocks on the page are listed on the right-hand side
 - As you hover over content in the page preview, the corresponding block will be highlighted

4. Click the **pencil icon** on the block you want to edit

5. Make your changes and save

Important Note

Feature blocks like **Tickets**, **Photo Albums**, and others are added through **Site Builder → Pages**, but their **settings and content** are managed through **Site Builder → Features**.

How to Move Content & Feature Blocks

To move existing content on a page (change the order of the blocks):

1. From your Dashboard, go to **Site Builder → Pages**

2. Click the **pencil icon** next to the page you want to edit

3. The blocks on the page are listed on the right-hand side

- As you hover over content in the page preview, the corresponding block will be highlighted

4. Click and hold the **handle icon** of the block you want to move, and drag the block up or down.

You can even move a block from one section to another. Changes are reflected instantly in the main viewing screen.

How to Delete Content & Feature Blocks

To delete existing content on a page:

1. From your Dashboard, go to **Site Builder → Pages**
2. Click the **pencil icon** next to the page you want to edit
3. The blocks on the page are listed on the right-hand side
 - As you hover over content in the page preview, the corresponding block will be highlighted
4. Click the **red garbage icon** on the block you want to delete
5. If you are sure you want to delete the block, click the confirm button in the warning

How to Recover Deleted Content, Sections & Feature Blocks

To recover deleted sections or blocks, you can click on any of the recovery options.

Clicking on the **Recover Sections**, you will find all the deleted sections and the blocks that were part of them that have been deleted.

Clicking on **Recover Block** will recover individual blocks that have been deleted.

