How to Create Pages

Category: Pages & Content
Published: Oct 29, 2025
Reading Time: 3 min

Create custom pages for your event website to provide additional information and enhance the visitor experience.

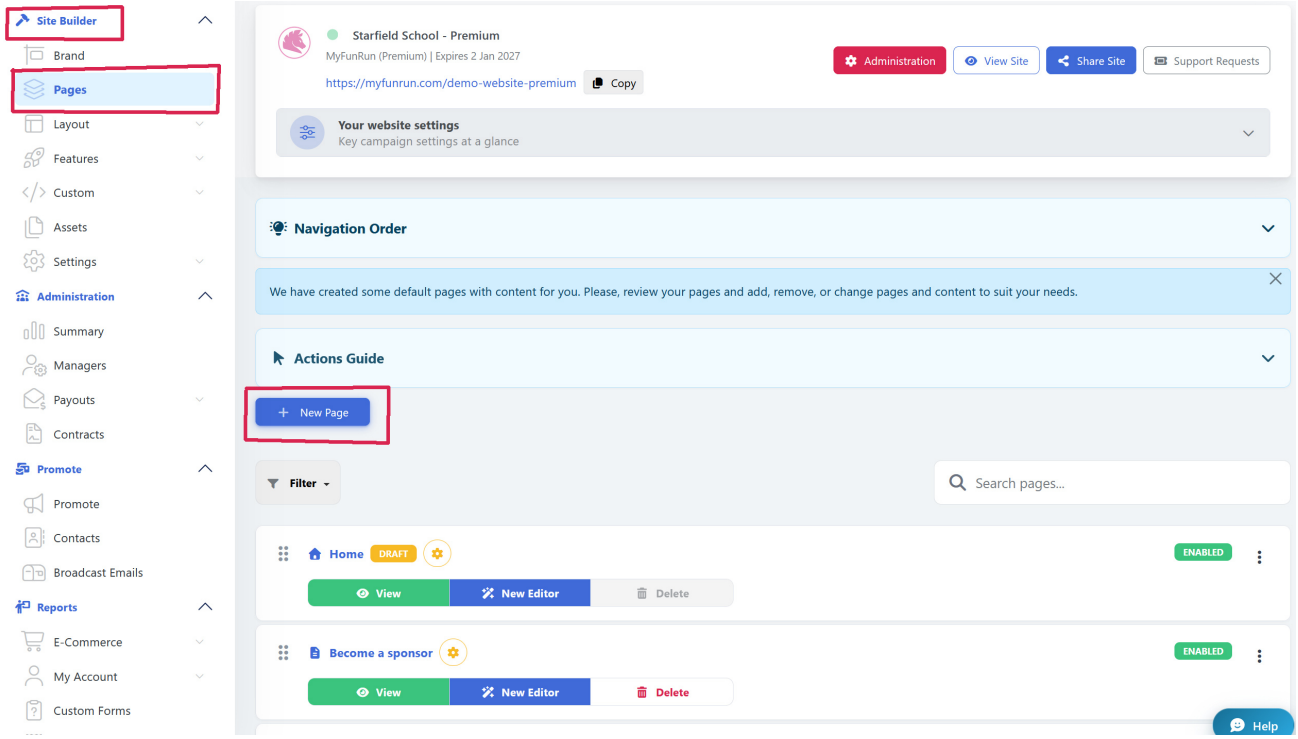
Why Create Custom Pages?

Custom pages allow you to:

- Share detailed event information
- Provide FAQs and help resources
- Display sponsor(s) information
- Links to resources
- Create a schedule or agenda page
- Add terms and conditions
- Showcase speakers or performers
- Create a photo gallery or add video(s)
- Add maps and directions
- Any page for any purpose

Step 1: Access Pages Management

From your event dashboard, navigate to **Site Builder→ Pages** in the main menu.



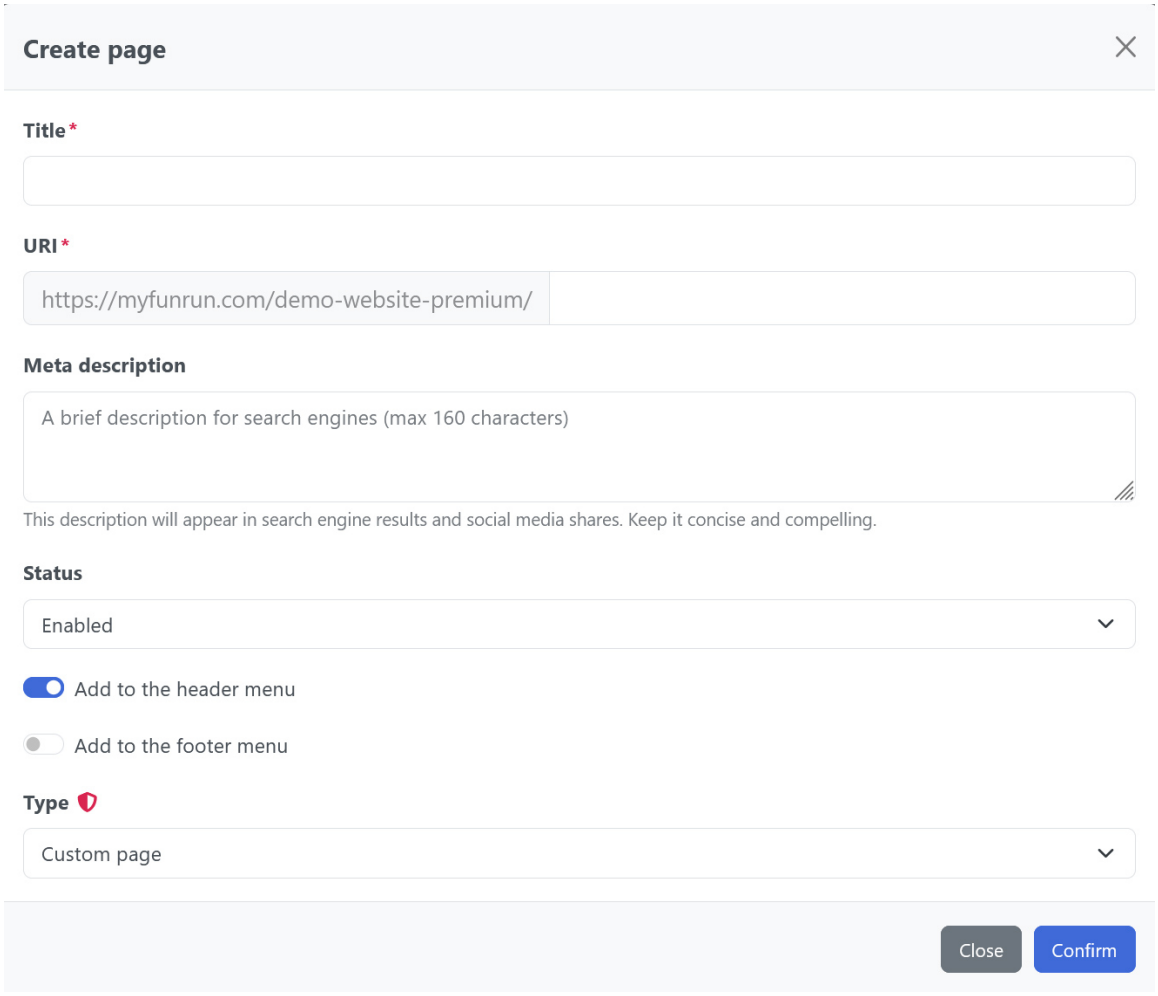
Step 2: Click 'New Page'

Click the '**+ New Page**' button to start creating your page.

Step 3: Set Page Properties

Configure the basic settings for your page:

- **Page Title:** The name of your page (e.g., 'About', 'Schedule', 'Sponsors', 'FAQ')
- **URL Slug:** The URL-friendly version of your page name (auto-generated but can be customised)



Click to confirm.

Step 4: Add Page Content

Use the page editor to add content to your page. You have several options:

- **Rich Text Editor:** Use the TintMCE editor to format text, add images, and create links
- **Block/Section Builder:** Add pre-designed sections and blocks (see 'How to Add Sections and Blocks to Pages')

Step 5: Configure Page Settings

Set additional options for your page:

- **Visibility:** Choose who can view this page (public, registered users, or password)
- **Menu Placement:** Add the page to your navigation menu
- **Meta Description:** Add a description for search engines (SEO)
- **Featured Image:** Set a banner or header image

Step 6: Set Navigation

Determine how participants access your page:

1. Add the page to the main navigation menu
2. Set the menu order by dragging pages in the pages list
3. Create dropdown menus by making pages subpages of others
4. Add footer links if needed

Step 7: Preview Your Page

Before publishing, use the preview function to see how your page will appear to visitors. Check:

- Content displays correctly
- Images load properly
- Links work as expected
- Mobile responsiveness
- Navigation functions correctly

Managing Your Pages

After creating pages, you can:

- **Edit:** Update content at any time
- **Duplicate:** Create copies of pages with a similar structure
- **Reorder:** Change the order that pages appear in navigation
- **Archive:** Hide pages without deleting them
- **Delete:** Permanently remove pages you no longer need

Page Tips

Common page templates you might want to create:

- **About:** Event background, mission, and organiser information
- **Schedule:** Event timeline, sessions, and activities
- **Sponsors:** Showcase your event sponsors with logos and descriptions
- **FAQ:** Frequently asked questions and answers
- **Venue:** Location details, maps, parking information
- **Contact:** Contact form and organiser contact information
- **Terms:** Terms and conditions, privacy policy, refund policy

Add Images and Media

Enhance your page with visual content:

- Click the image icon to upload photos
- Embed videos from YouTube or Vimeo
- Add photo galleries or carousels
- Include PDF downloads or documents

Best Practices

- Keep page titles short and descriptive
- Use clear navigation that's easy to understand
- Optimise images for the web to ensure fast loading
- Use headings (H2, H3) to structure content for readability
- Keep important information 'above the fold'
- Include a clear call-to-action on each page
- Test all links before publishing
- Ensure content is mobile-friendly
- Update pages regularly to keep information current
- Use consistent branding and styling across all pages

SEO Tips

- Write descriptive page titles (50-60 characters)
- Add meta descriptions (150-160 characters)
- Use descriptive URLs (avoid generic slugs like 'page-1')
- Include relevant keywords naturally in your content
- Add alt text to all images
- Create internal links between related pages