



# Design Template Theme Builder

The new theme builder allows you to create your own custom registration design easily by uploading logos, fonts, colors and more...

This is a step by step guide to creating a new design template using the new theme builder.

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## Step 1

In your organization, click **Design Templates** in the left navigation.

Then select **Create a new template**.

Create New Template

Create New Email Template

View Disabled Templates

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## Step 2

Name your Template

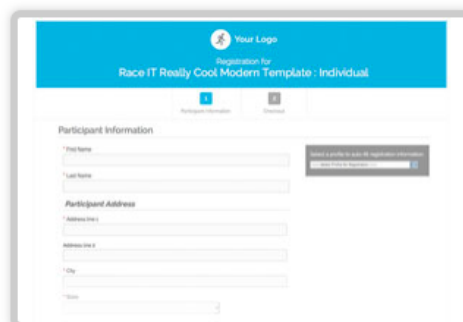
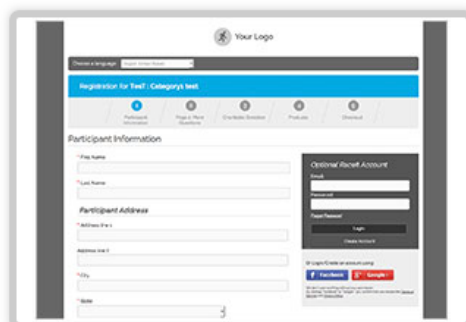
### \* Name Your Template

Template name is required before using theme builder.

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## Step 3

Choose a Template Theme





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## Step 4

Use the Theme Builder to customize your template.

You have complete control over how your template will look. Upload your logo for desktop and mobile. Choose your fonts and colors to match your brand.

Your changes will be updated on the right in the preview section.

**Logos, Fonts, and Colors:** Customize your registration template to match your brand by uploading your logo, choose a font, and pick your colors

**Mobile Preview:** Test how your design will look on phones with the preview selector in the top tool bar.

**Event Date Feature:** Include your event date in your template by clicking the checkbox under Event Date. You may also choose how your date will be formatted.

**Google Analytics:** Do you use Google Analytics? If you do you can include your tracking code in your design template and track traffic on your form.



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### Step 5

Save your template

Save

Cancel

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### Step 6

Apply to your event and preview.

ALPINE  
VANCOUVER  
RUN

**Master Template**  
Used by 0 events

No Events to Assign ▾ GO

Search Name or ID

**Select All Events**

Or Select Event(s) below:

Kate's Grouse Mountain  
Fun Run - Start Date:  
6/15/2018

Melissa's Grouse  
Mountain Run - Start

## You're finished!

Want to see more? View the theme builder in action in our video tutorial.

View Tutorial