

The Overview Page displays information to Participants about a specific Event and the Moderator assigned to that Event. Users assigned with the System Manager or Overview Page Editor roles can create an Overview Page at any time for all Events in the ACC. Users that do not have these roles will be able to create and edit Pages only for Events they have created themselves.

## Creating an Overview Page

### To create an Overview Page:

- 1 In the ACC Catalog, click the Event name link. In the displayed *Event Details* window, click **Overview Page**.
- 2 The Overview Page is displayed in edit mode. Apart from the Event Details box, all template boxes and their content can be modified.

## Working with Templates

The Overview Page is based on Private and Public Templates:

- **Private:** Created by the Event Initiator and only available to the user who created them. Any private template can be made public by the System Manager.
- **Public:** Defined by the System Manager only and available to any user editing the Overview Page.

### To create a Private/Public template:

- 1 **Private templates:** From the *Tools* menu in the Navigation bar, click **Overview Page**.  
**Public templates** (for System Managers only): From the *System Management* menu in the Navigation bar, click **Overview Page Management**.
- 2 Click **Create New Template**, define a name and then select an existing template on which to base your design.
- 3 Click **Submit**.

### To save an Overview Page as a template:

- 1 In the ACC Catalog, click the relevant Event name link. In the *Event Details* window, click **Overview Page**.
- 2 In the displayed window, click **Save As** from the Design bar at the top of the page.
- 3 Define a new name and then click **Submit**.

## Modifying an Overview Page

### To edit the Overview Page Style:

- 1 From the top of the Overview Page, click **Style**. The *Edit Event Page Style* window is displayed.
- 2 Select the HTML code in a text box and then click on any color in the color palette. The HTML code is updated with the code for the color you selected.
- 3 Repeat as required for any other styles.
- 4 Click **Submit** to implement changes.

**Note:** Click **Preview** to see your modifications before clicking **Submit**.

### To assign a different template:

- 1 From the top of the Overview Page, click **Template**.
- 2 Select the template from one of the existing templates.
- 3 Click **Submit**.

**Note:** Click **Restore History** to view/restore a previous version of the templates used for this Overview Page.


When changing a template, the Overview Page styles implemented in the previous template are kept; the content changes according to the default template boxes.

### To modify template boxes:

- 1 From the editable Overview Page, each of the template boxes contain **Edit** (see Step 2) and **Replace** (see Step 3) buttons.
- 2 Click **Edit**. Modify any of the displayed fields. Click **Submit** to implement your changes.
- 3 Click **Replace**. Select the relevant template box you want to use and click **Submit**.

**Note:** Click **Restore History** to view/restore a previous version of the template boxes used for this template box. Click **Preview** to see the template box content/layout.

### To delete an Overview Page:

- 1 From the Design bar (when in edit mode), click .
- 2 In the displayed confirmation message, click **OK**.

## Publishing the Overview Page

After creating and modifying the Overview Page, you can launch the page 'on air' so that users can access the Overview Page whenever clicking the Event name link.

If the Overview Page is put on 'Hold', the *Event Details* window is displayed when users click the Event name link.

### To publish an Overview Page:

From the top of the Overview Page, click **Publish**. The Overview Page is immediately posted and available to all users.

**Note:** Once published, you can copy the URL and send it to external users who can register to the Event. This will be especially relevant if the Event is not posted to a Portal.