ClubRunner

How to edit a Cloud Event's landing page

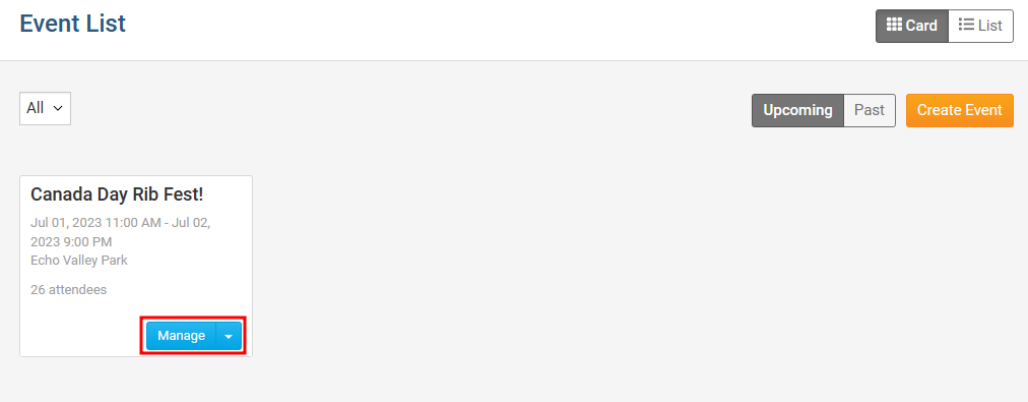
Michael C. - 2025-10-16 - Cloud Events

Once an event has been created, the public registration landing page can then be further customized to share additional details with potential registrants.

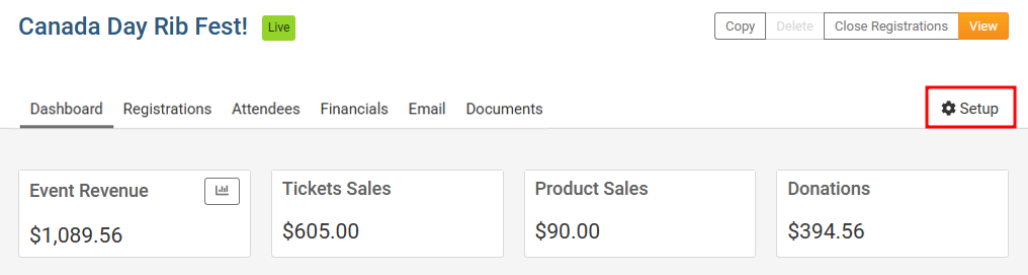
1. To access **Cloud Events**, you must go to your website's homepage and log in. For more information on how to login, click here.

2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events.**

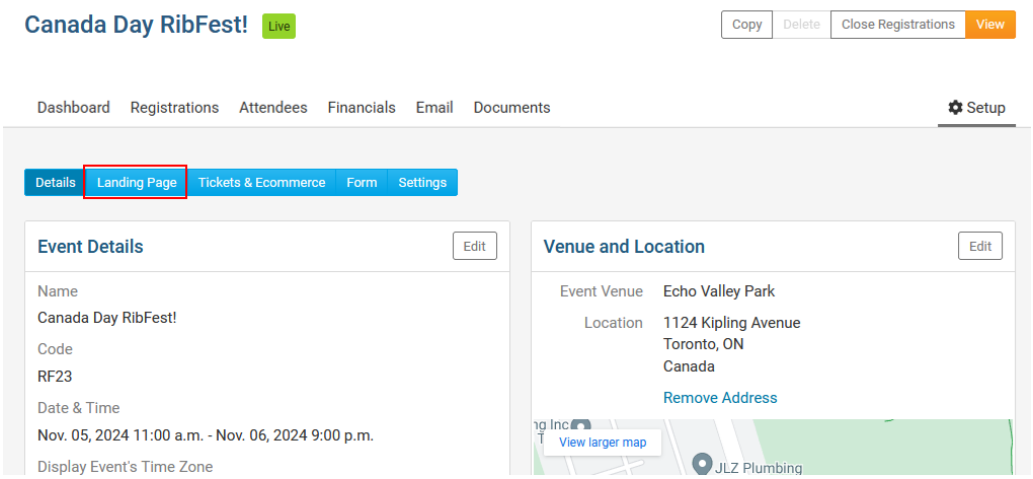
3. Click **Manage** on the event you would like to edit the landing page for.



4. Near the right, click **Setup**.



5. Click the **Landing Page** tab.



6. The Landing Page is broken down into the following sections:

    - Full Description**:** A description of the event displayed on the event's landing page. 100000 character limit.

    - Cover Image: An image used as a banner on the event's landing page on the website.

    Note

    The recommended cover image aspect ratio is 4:1 (E.g. 1920x480), and no larger than 15.00 MB.

    - Links: Links to internal/external pages, displayed on the right side of the event's landing page.

    - Attachments: Allows you to upload various documents which visitors can download. These are displayed on the right side of the event's landing page.

    - Landing Page Link

        - Page URL: This is the event's address/URL.

        - Permalink: This is used for the event's permalink. The permalink is used for the event's address/URL.

        - Public Event Page URL: This is used when you want to redirect to a different event landing page when the visitor clicks on a link to view the event from one of the system event pages. Eg. The visitor clicks to view the event on the Event List page and it redirects to a different website where the event is hosted.

        - Third Party Registration URL: This is used when you want to redirect to a different registration page after the visitor clicks on the button Register button. This is normally used when the event's registration is hosted on a different website.

        - Registration Button Text: The name of the Registration button displayed on the event's landing page. The default is "Register".

    - Social: Displays the social media bar which allows visitors to share the event on various social media platforms.

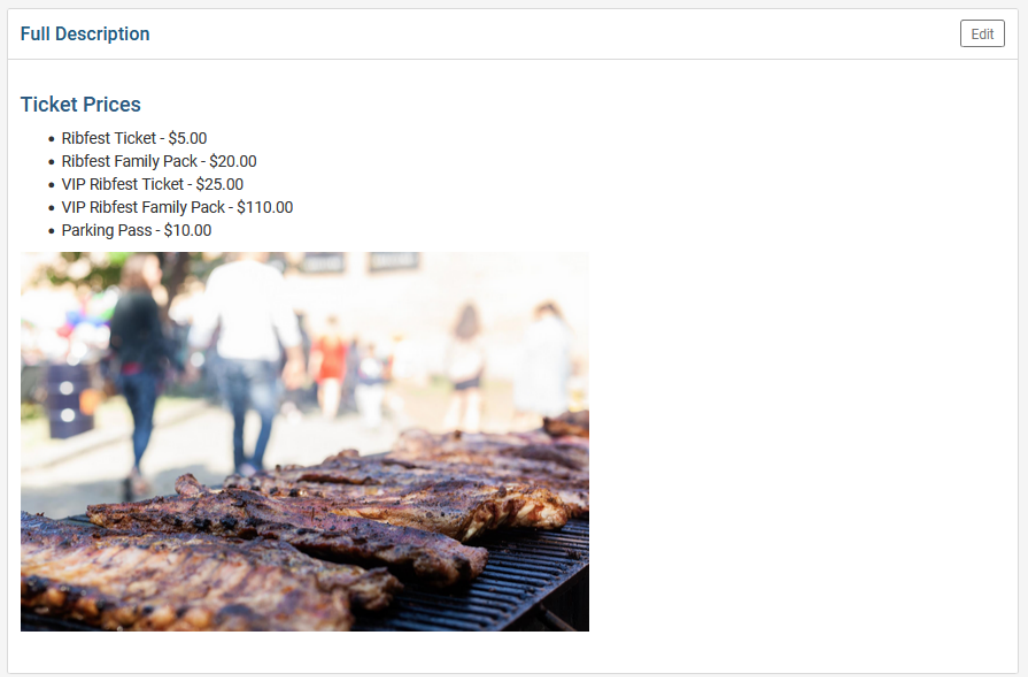
7. To edit the various sections in the Landing Page please use the article sections below.

Full Description

1. In the Full Description section, click on the **Edit** button.

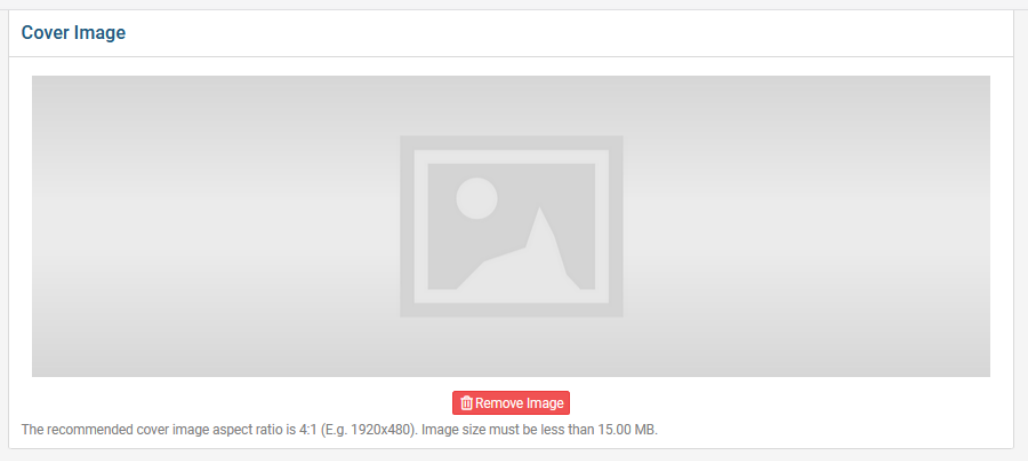
2. Within the Update Full Description pop-up window, use the text box and it's toolbar to enter the event description.

3. Click on the **Save** button.



Cover Image

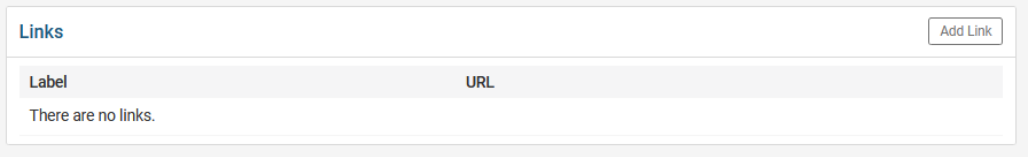
1. Within the Cover Image section, click on the **Edit Image** icon.



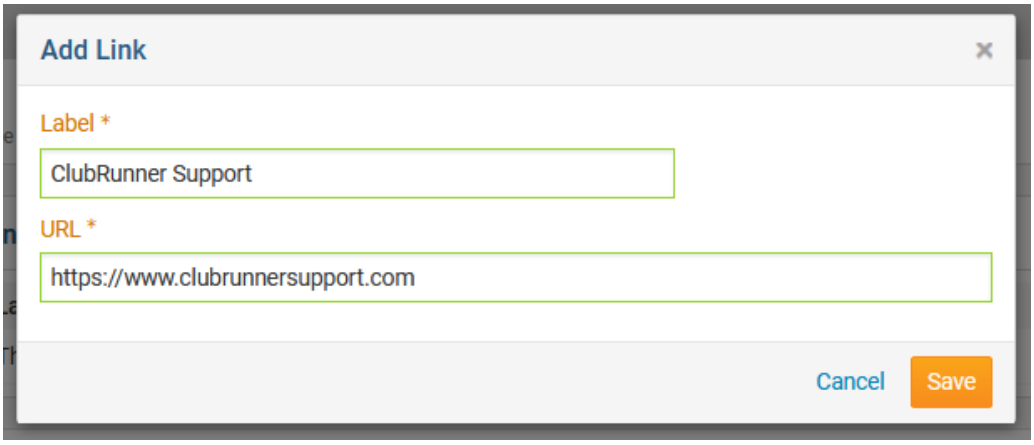
2. Select the cover image saved on your device using the window that appears.
3. Click **Open** to upload the selected image.
4. Click on the **Remove Image** button to delete the event cover image.

Links

1. In the Links section, click on the **Add Link** button.



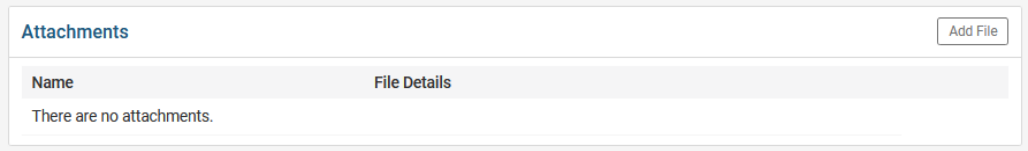
2. Within the **Add Link** window, enter the following information:
    - **Label**: The text that will be displayed on the landing page.
    - **URL**: The website address that is being linked to.
3. Click **Save**.



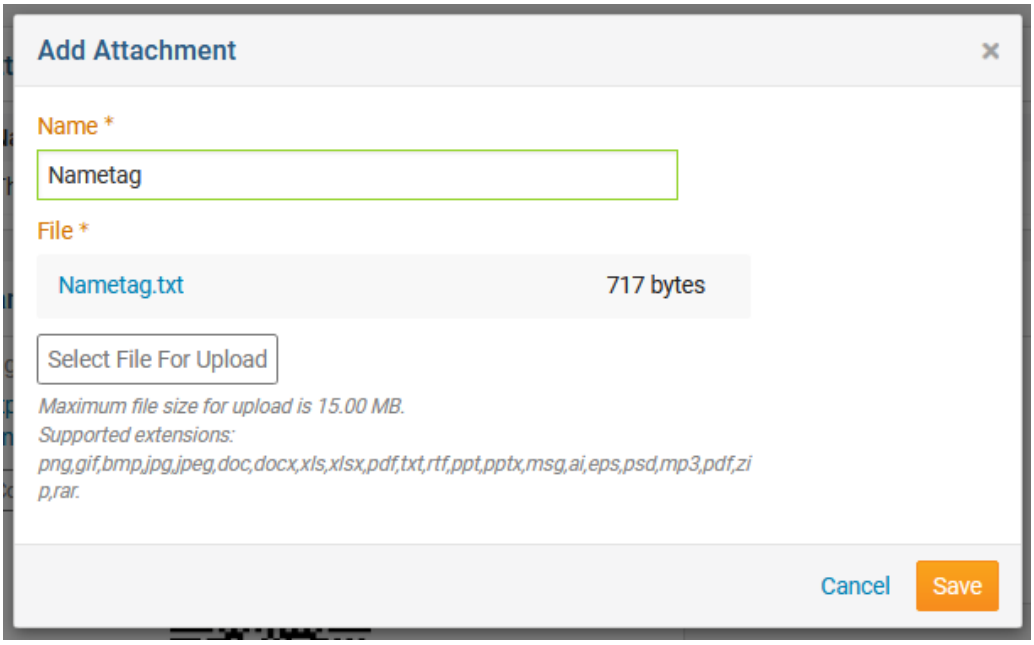
4. To edit an existing link, click on the drop-down menu for the link to be edited. The following options are available:
    - **Edit**: Allows the link Label and URL to be edited.
    - **Delete**: Removes the link from the landing page.

Attachments

1. In the Attachments section, click on the **Add File** button.



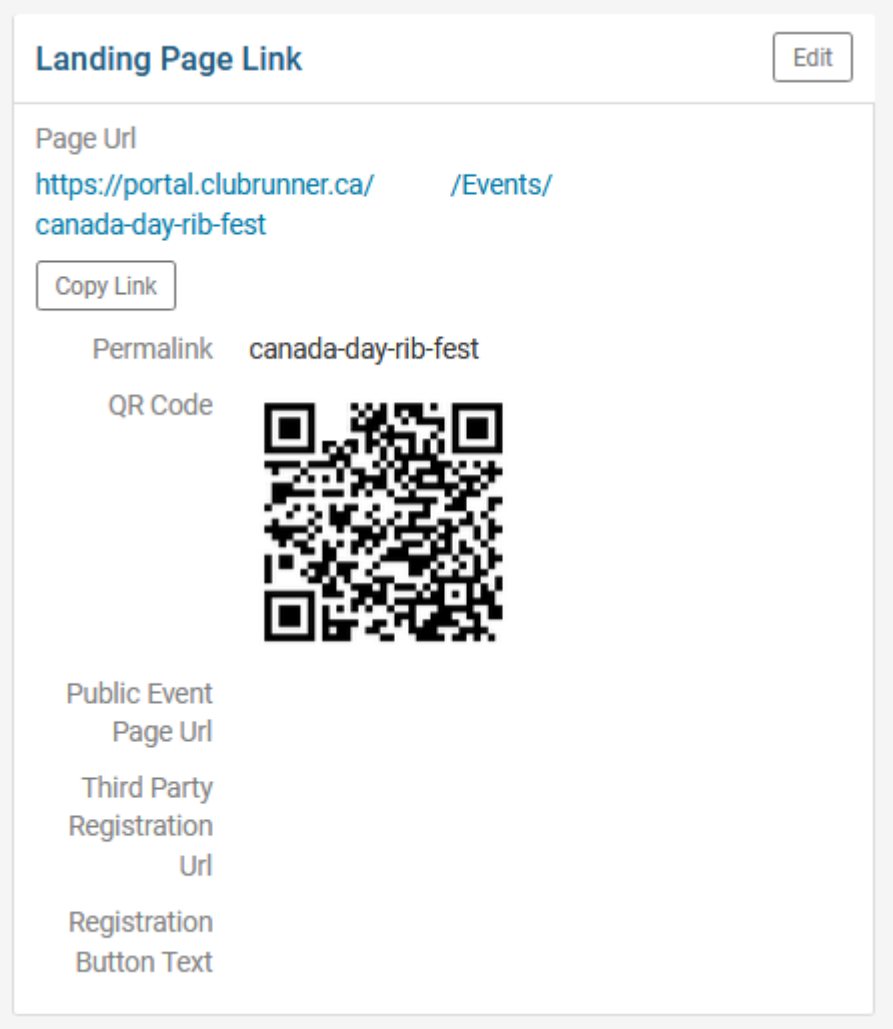
2. Within the **Add Attachment** window, enter the following information:
    - **Name**: The name of the attachment, which will be displayed on the landing page.
    - **File**: Click on **Select File for Upload** to select the document to be shared on the landing page.
3. Click **Save**.



4. To edit an existing attachment, click on the drop-down menu for the link to be edited. The following options are available:
    - **Download**: Downloads a copy of the attachment.
    - **Edit**: Allows the attachment Name and document to be edited and replaced.
    - **Delete**: Removes the attachment from the landing page.

Landing Page Link

1. In the Landing Page Link section, click on **Edit**.



2. Within the Update Landing Page Links window, the following options are available

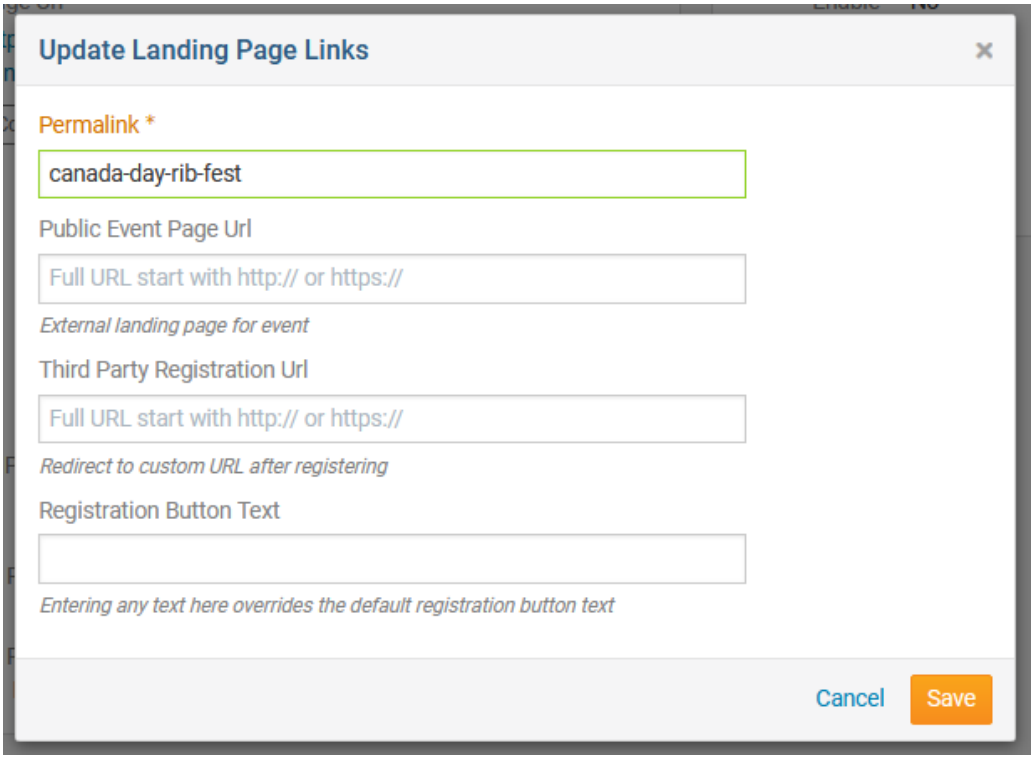
    - **Permalink:** This is the event's address/URL.

    - **Public Event Page URL**: This is used when you want to redirect to a different event landing page when the visitor clicks on a link to view the event from one of the system event pages. Eg. The visitor clicks to view the event on the Event List page and it redirects to a different website where the event is hosted.

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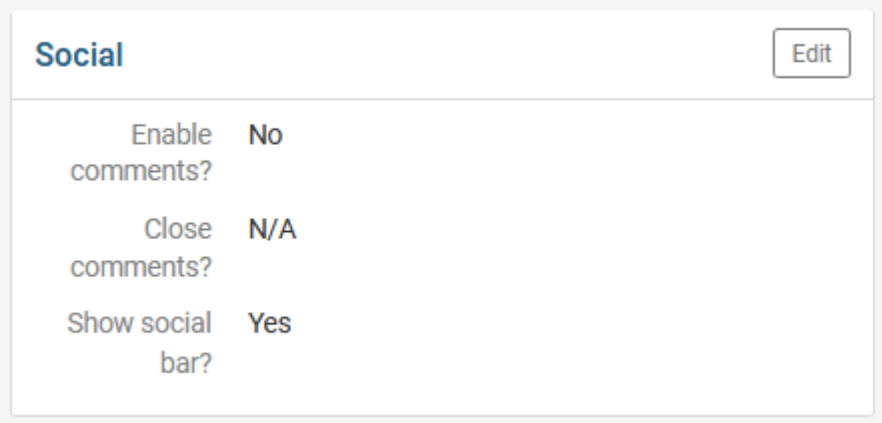
    - **Registration Button Text**: The name of the Registration button displayed on the event's landing page. The default is "Register".

3. Click **Save**.



Social

1. In the Social section, click on **Edit**.



2. Within the Update Social Settings window, the following options are available:
    - **Show Social Bar**: Determines whether the social bar is displayed on the landing page. Allows the event to be shared on various social media.
    - Click **Save**.


Update Social Settings
Enable comments?
Close comments?
Show social bar?
Cancel
Save