# Setting up an Indico webpage

Documentation: <https://learn.getindico.io/events/>

## Change name etc

In the event management page go to “Settings”

## Change title image

In the event management page go to “Customization” → “Layout” → “Event Logo”

Upload a picture, and make it 950px wide to fit the rest of the title page (not required)

Make sure Use logo as banner is enabled

## Registration

In the event management page go to “Organization”→ ”Registration”

Choose info to be filled in, if indico account is required

Start registration

Accept applicants: "List of registration forms" with a little number, where you can approve it by clicking on the person’s name (in a tab with the details for each person)

## Sessions

In the event management page go to “Organization”→ ”Sessions”

Add sessions first

## Contributions

Can be either added in “Organization”→ ”Contributions” or just in the “Timetable” section, then on the specific section “Go to session block timetable” and then “Add new”

## Protected materials

Let speakers decide whether their materials should be public or protected to registered people of meeting:



## Add a new page/tab

“Customization”→”Menu”→enable “Customize menu”

“Customization”→”Menu”→ “Add an entry” and then dragging it to the desired position