

Header & Menu

Category: Do it Yourself

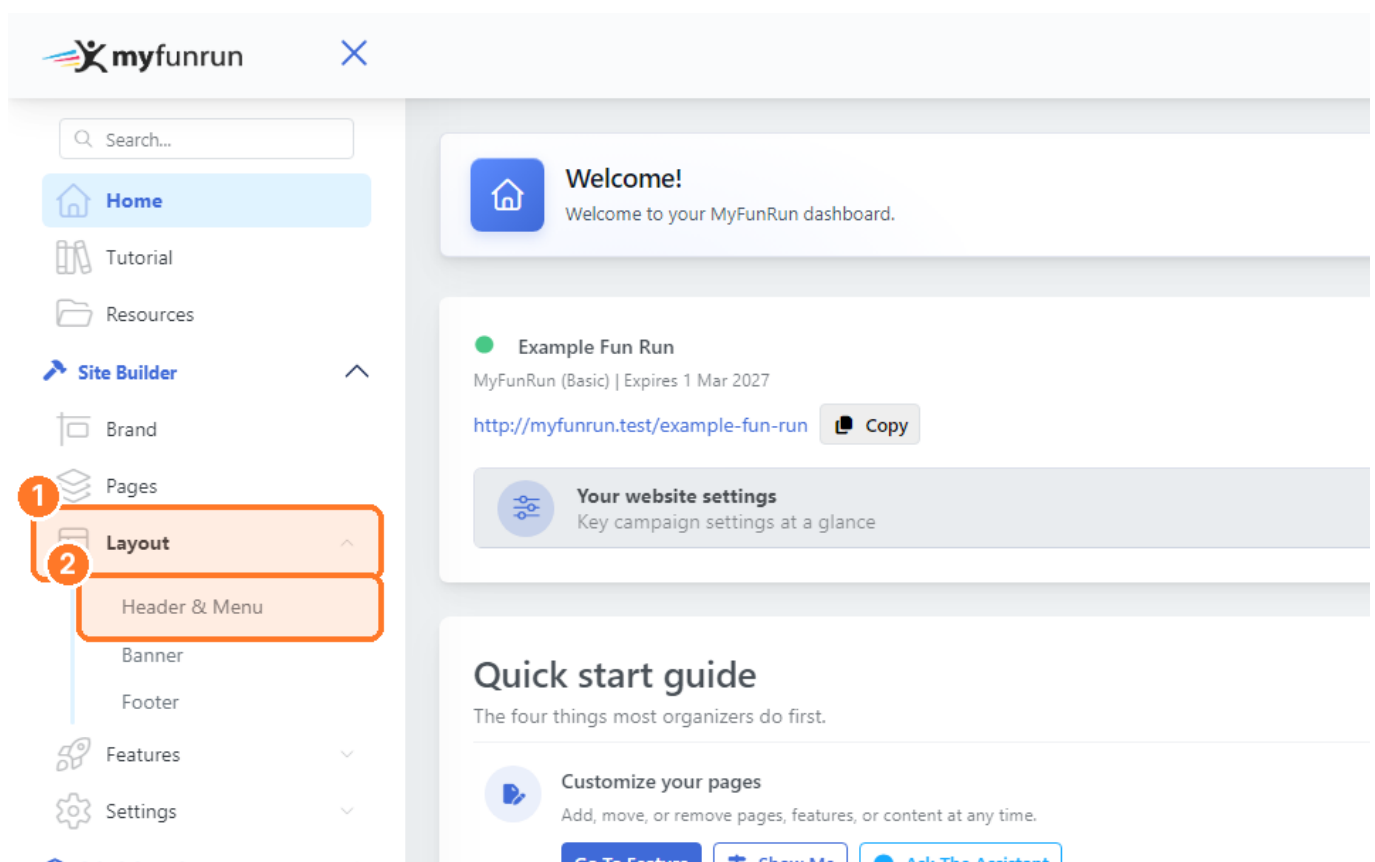
Published: Oct 09, 2026

Reading Time: 5 min

Your header is the bar at the top of every page of your event website. It holds your logo (or your event name) and the menu your guests use to get around. You set it all up on one page, and a live preview shows each change before your guests see it.

Step 1: Open Header & Menu

From your dashboard, click **Layout** in the side menu, then click **Header & Menu**.



The page has three tabs: **Logo & title**, **Layout & style** and **Menu items**. The **Preview** on the right shows your header as you work. Use **Computer** and **Phone** above it to switch views.

Header & Menu

Everything at the top of your website in one place: logo, look and menu.

[Watch Tutorial](#)

Home > Layout > Header & Menu

1

Logo & title

Layout & style

Menu items 12

Show the header on my website

Turn off to remove the whole header bar (logo and menu) from every page.

☒

Logo

PNG or JPG, at least 70 px tall. A transparent background looks best. When you have a logo, it replaces the site name.

No logo yet

Upload

Size

Also sets the site name size when there is no logo.

Small

Medium

Large

Extra Large

Position

The menu button moves to the opposite side.

Left

Right

Site name (used when there is no logo)

You have no logo, so the site name shows in its place.

Show the site name

☐

Name to show

Example Event

Leave empty to use your site title from [Brand](#).

2

Preview

Computer

Phone

Home

Our mission

When are they next?

Tickets

Make a General Donation

Photos & Memories

Contact Us

Feed

We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new.

Add your website to the Facebook news feed and keep fans in contact every minute its has published on their site.

How visitors on a computer see your header with the full menu bar.
The preview updates as you change settings.

Save changes

Step 2: Add your logo

On the **Logo & title** tab, click **Upload** and choose your image. A PNG or JPG at least 70 px tall works; a transparent background looks best. You'll see *New logo selected*. *Save to use it*.

A yellow **Unsaved changes** note appears above the preview. Your guests won't see your changes until you click **Save changes** at the bottom of the page.

Header & Menu
Everything at the top of your website in one place: logo, look and menu.

[Home](#) > [Layout](#) > [Header & Menu](#)

[Watch Tutorial](#)

Logo & title

Layout & style

Menu items 12

Show the header on my website
Turn off to remove the whole header bar (logo and menu) from every page.

☒

1

Upload

New logo selected. Save to use it.

Size
Also sets the site name size when there is no logo.

Small

Medium

Large

Extra Large

Position
The menu button moves to the opposite side.

Left

Right

Site name (used when there is no logo)
You have no logo, so the site name shows in its place.

Show the site name

☐

Name to show
Example Event

Leave empty to use your site title from Brand.

2

Preview

Computer

Phone

Unsaved changes
The preview shows your changes, but visitors won't see them until you save.

Save changes

How visitors on a computer see your header with the full menu bar. The preview updates as you change settings.

Save changes to make them live

Choose a **Size** (Small, Medium, Large or Extra Large) and a **Position** (Left or Right). On phones, the menu button moves to the opposite side.

Header & Menu
Everything at the top of your website in one place: logo, look and menu.

[Home](#) > [Layout](#) > [Header & Menu](#)

[Watch Tutorial](#)

Logo & title

Layout & style

Menu items 12

Show the header on my website
Turn off to remove the whole header bar (logo and menu) from every page.

☒

1

Upload

New logo selected. Save to use it.

2

Size
Also sets the site name size when there is no logo.

Small

Medium

Large

Extra Large

Position
The menu button moves to the opposite side.

Left

Right

Site name (used when there is no logo)
You have no logo, so the site name shows in its place.

Show the site name

☐

Name to show
Example Event

Leave empty to use your site title from Brand.

Preview

Computer

Phone

Unsaved changes
The preview shows your changes, but visitors won't see them until you save.

Save changes

How visitors on a computer see your header with the full menu bar. The preview updates as you change settings.

Save changes to make them live

No logo? Under **Site name**, turn on **Show the site name**. You can type a different **Name to show**, or leave it empty to use your site title from Brand.

Header & Menu

Everything at the top of your website in one place: logo, look and menu.

Home

>

Layout

>

Header & Menu

Logo & title

Layout & style

Menu items12

Show the header on my website

Turn off to remove the whole header bar (logo and menu) from every page.

Logo

PNG or JPG, at least 70 px tall. A transparent background looks best. When you have a logo, it replaces the site name.

Example Event

NAME OF YOUR BUSINESS

Upload

New logo selected. Save to use it.

Size

Also sets the site name size when there is no logo.

Small

Medium

Large

Extra Large

Position

The menu button moves to the opposite side.

Left

Right

Site name (used when there is no logo)

You have no logo, so the site name shows in its place.

Show the site name

Name to show

Example Event

Leave empty to use your site title from Brand.

Preview

ComputerPhone

Unsaved changes

The preview shows your changes, but visitors won't see them until you save.

Save changes

Example Event

HomeClassroomWhere are they now?TidealsMake a General DonationPhotos & MemoriesContact UsFeed

Example Event

We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new.

How visitors on a computer see your header with the full menu bar.
The preview updates as you change settings.

Save changes to make them live

Step 3: Choose your menu style

Open the **Layout & style** tab. Under **Menu style on computers**, pick one of three styles. Phones and tablets always use a burger menu.

- **Full menu bar:** every menu item is shown across the top.
- **Burger menu:** a **Menu** button opens a side panel with all your items.
- **Automatic:** the full bar while it fits, and a burger menu once you have more items.

Header & Menu

Everything at the top of your website in one place: logo, look and menu.

[Home](#) > [Layout](#) > [Header & Menu](#)

Logo & title

Layout & style

Menu items 12

Menu style on computers

1

Phones and tablets always use a burger menu. Choose what visitors see on a computer.

2

3

Full menu bar

Every menu item is shown across the top.

Burger menu

A "Menu" button opens a side panel with all your items.

Automatic

Full bar while it fits, burger menu when you add more items.

You have 9 menu items. On a laptop they can wrap onto several rows, so Burger menu or Automatic will look cleaner. You can also group pages into dropdowns in Menu items.

Burger panel color

The side panel that opens when visitors click Menu.

Light

Dark

Colors

"Theme" colors follow your Brand colors, so they update if you change your Brand.

Header background

Theme: primary (default)

Menu & title text

Automatic picks black or white for the best contrast.

Automatic (best contrast)

Preview

Computer

Phone

Unsaved changes

The preview shows your changes, but visitors won't see them until you save.

Save changes

Example Event

We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new.

How visitors on a computer see your header with the full menu bar.

The preview updates as you change settings.

Save changes to make them live

With **Automatic**, use **Switch at** to choose how many items (2 to 10) make it switch to the burger menu.

Header & Menu

Everything at the top of your website in one place: logo, look and menu.

[Home](#) > [Layout](#) > [Header & Menu](#)

Logo & title

Layout & style

Menu items 12

Menu style on computers

Phones and tablets always use a burger menu. Choose what visitors see on a computer.

1

2

Full menu bar

Every menu item is shown across the top.

Burger menu

A "Menu" button opens a side panel with all your items.

Automatic

Full bar while it fits, burger menu when you add more items.

Switch at 6 items

You have 9 menu items. On a laptop they can wrap onto several rows, so Burger menu or Automatic will look cleaner. You can also group pages into dropdowns in Menu items.

Burger panel color

The side panel that opens when visitors click Menu.

Light

Dark

Colors

"Theme" colors follow your Brand colors, so they update if you change your Brand.

Header background

Theme: primary (default)

Menu & title text

Automatic picks black or white for the best contrast.

Automatic (best contrast)

Preview

Computer

Phone

Unsaved changes

The preview shows your changes, but visitors won't see them until you save.

Save changes

Example Event

We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new.

How visitors on a computer see your header with the automatic menu style.

The preview updates as you change settings.

Save changes to make them live

Under **Burger panel color**, choose **Light** or **Dark** for the side panel that opens when visitors click **Menu**. The preview opens the panel so you can see it.

Header & Menu
 Everything at the top of your website in one place: logo, look and menu.

[Home](#) > [Layout](#) > [Header & Menu](#)

[Watch Tutorial](#)

Logo & title

Layout & style

Menu items 12

Menu style on computers
 Phones and tablets always use a burger menu. Choose what visitors see on a computer.

Full menu bar
 Every menu item is shown across the top.

Burger menu
 A "Menu" button opens a side panel with all your items.

Automatic
 Full bar while it fits, burger menu when you add more items.

You have 9 menu items. On a laptop they can wrap onto several rows, so Burger menu or Automatic will look cleaner. You can also group pages into dropdowns in Menu items.

Burger panel color
 The side panel that opens when visitors click Menu.

Light

Dark

Colors
 "Theme" colors follow your Brand colors, so they update if you change your Brand.

Header background

Theme: primary (default)

Menu & title text
 Automatic picks black or white for the best contrast.

Automatic (best contrast)

Preview

Computer

Phone

Unsaved changes
 The preview shows your changes, but visitors won't see them until you save.

Save changes

How visitors on a computer see your header with the burger menu. The preview updates as you change settings.

Save changes to make them live

Step 4: Pick your colors

Under **Colors**, choose a **Header background** and a **Menu & title text** color. *Theme* colors follow your Brand colors, so they update if you change your Brand. **Automatic (best contrast)** picks black or white text for you.

Header & Menu
 Everything at the top of your website in one place: logo, look and menu.

[Home](#) > [Layout](#) > [Header & Menu](#)

[Watch Tutorial](#)

Logo & title

Layout & style

Menu items 12

Menu style on computers
 Phones and tablets always use a burger menu. Choose what visitors see on a computer.

Full menu bar
 Every menu item is shown across the top.

Burger menu
 A "Menu" button opens a side panel with all your items.

Automatic
 Full bar while it fits, burger menu when you add more items.

You have 9 menu items. On a laptop they can wrap onto several rows, so Burger menu or Automatic will look cleaner. You can also group pages into dropdowns in Menu items.

Burger panel color
 The side panel that opens when visitors click Menu.

Light

Dark

Colors
 "Theme" colors follow your Brand colors, so they update if you change your Brand.

Header background

Theme: primary (default)

Menu & title text
 Automatic picks black or white for the best contrast.

Automatic (best contrast)

Preview

Computer

Phone

Unsaved changes
 The preview shows your changes, but visitors won't see them until you save.

Save changes

How visitors on a computer see your header with the burger menu. The preview updates as you change settings.

Save changes to make them live

Step 5: Keep the header visible while scrolling

Under **Behavior**, turn on **Keep the header visible while scrolling** if you want your menu to stay at the top of the screen as visitors scroll down.

The screenshot shows the 'Layout & style' settings panel for a website header. The panel is divided into several sections:

- Menu style on computers:** This section allows users to choose the menu style for desktop devices. It includes three options: 'Full menu bar' (Every menu item is shown across the top), 'Burger menu' (A 'Menu' button opens a side panel with all your items), and 'Automatic' (Full bar while it fits, burger menu when you add more items). A note indicates that with 9 menu items, the burger menu or automatic option will look cleaner on a laptop. Below this, there is a 'Burger panel color' section with 'Light' and 'Dark' toggle buttons.
- Colors:** This section allows users to update the header background and menu & title text colors. The header background is set to 'Theme: primary (default)' and the menu & title text is set to 'Automatic (best contrast)'.
- Behavior:** This section contains the 'Keep the header visible while scrolling' toggle, which is currently turned on. A note states: 'The header stays pinned at the top as visitors scroll down.'

On the right side of the panel, there is a 'Preview' section showing the website header on a computer screen. The preview includes a red header bar with a green tiger logo and the text 'Example Event'. A 'Save changes' button is located at the bottom right of the preview section.

Step 6: Check the phone view and save

Click **Phone** above the preview to see your header on a small screen, then **Computer** to switch back.

Header & Menu

Everything at the top of your website in one place: logo, look and menu.

[Watch Tutorial](#)

Home

Layout

Header & Menu

Logo & title

Layout & style

Menu items12

Menu style on computers

Phones and tablets always use a burger menu. Choose what visitors see on a computer.

Full menu bar

Every menu item is shown across the top.

Burger menu

A "Menu" button opens a side panel with all your items.

Automatic

Full bar while it fits, burger menu when you add more items.

You have 9 menu items. On a laptop they can wrap onto several rows, so Burger menu or Automatic will look cleaner. You can also group pages into dropdowns in Menu items.

Burger panel color

The side panel that opens when visitors click Menu.

Light

Dark

Colors

"Theme" colors follow your Brand colors, so they update if you change your Brand.

Header background

Theme: primary (default)

Menu & title text

Automatic picks black or white for the best contrast.

Automatic (best contrast)

Preview

Unsaved changes

The preview shows your changes, but visitors won't see them until you save.

Save changes

Computer

Phone

Example Event

We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new. Add your profile on the Classmates page and feel free to upload some photos to be published on the site. Share this website with as many of our classmates as possible and ask everyone to register. More to come!

On a phone the menu always folds into the burger button. The preview updates as you change settings.

Save changes to make them live

When you're happy, click **Save changes to make them live** at the bottom of the page. Your logo, style and colors now show on your event website.

Header & Menu

Everything at the top of your website in one place: logo, look and menu.

[Watch Tutorial](#)

Home

Layout

Header & Menu

Logo & title

Layout & style

Menu items12

Menu style on computers

Phones and tablets always use a burger menu. Choose what visitors see on a computer.

Full menu bar

Every menu item is shown across the top.

Burger menu

A "Menu" button opens a side panel with all your items.

Automatic

Full bar while it fits, burger menu when you add more items.

You have 9 menu items. On a laptop they can wrap onto several rows, so Burger menu or Automatic will look cleaner. You can also group pages into dropdowns in Menu items.

Burger panel color

The side panel that opens when visitors click Menu.

Light

Dark

Colors

"Theme" colors follow your Brand colors, so they update if you change your Brand.

Header background

Theme: primary (default)

Menu & title text

Automatic picks black or white for the best contrast.

Automatic (best contrast)

Preview

Unsaved changes

The preview shows your changes, but visitors won't see them until you save.

Save changes

Computer

Phone

Example Event

We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new. Add your profile on the Classmates page and feel free to upload some photos to be published on the site. Share this website with as many of our classmates as possible and ask everyone to register. More to come!

How visitors on a computer see your header with the burger menu. The preview updates as you change settings.

Save changes to make them live

Step 7: Organize your menu items

Open the **Menu items** tab. This list is the exact order your guests see in your menu. Reordering pages under **Pages** does not change your menu. Changes on this tab save right away, so there is no Save button to click.

The screenshot shows the 'Header & Menu' settings page. The 'Menu items' tab is selected and highlighted with a red box and a '1'. The 'Menu items' list is shown with items like 'Home', 'Classmates', 'Schedule', 'Where are they now?', 'Tickets', 'Make a General Donation', and 'Photos & Memories'. The 'Photos & Memories' item is expanded to show sub-items 'Photos' and 'Memorials'. A red box and a '2' highlight the 'Add menu item' button and the 'Page' link. A red box and a '3' highlight the 'Add menu item' button and the 'Link' and 'Dropdown' buttons. A 'Show menu' toggle is at the top right. A 'Preview' section on the right shows a mobile view of the menu with a green background and a tiger logo.

- **Reorder:** drag an item by its handle (the six dots on the left) to a new spot.
- **Dropdowns:** items can sit inside a dropdown, like *Photos & Memories*. Drag an item under a dropdown to put it inside.
- **Show menu:** the switch at the top right turns the whole menu on or off.
- **Disabled pages:** if a page in your menu is disabled, its row says *Page disabled* with an **Enable page** link. Guests can't see it until you enable it.

[illegible]

Step 8: Change a menu label

Click an item's name, type a shorter label, and press **Enter**. Only the menu label changes. The page keeps its full title and its web address, so you don't need to rename the page.

Home
Page: Home

Classmates
Page: Classmates

Schedule

Where are they now?
Page: Where are they now?

Tickets
Page: Tickets

Donate
Page: Make a General Donation

Photos & Memories
Dropdown - 3 items

Photos
Page: Photos

Memorials
Page: Memorials

Memories
Page: Memories

Feed
Page: Feed

Contact Us
Page: Contact Us

This is the order visitors see. Reordering pages under Pages does not change the menu.

Preview

ComputerPhone

Example Event
Example Event

Menu

Example Event

We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new.

How visitors on a computer see your header with the burger menu.
The preview updates as you change settings.

A **Renamed** badge shows the label is different from the page title, and the line below still shows the page name.

The screenshot displays a website management interface. On the left, a list of pages is shown with columns for a grid icon, a page icon, the page title, the page name, and a toggle switch. The 'Donate' page is highlighted with an orange border and has a 'Renamed' badge. Below the list, a blue banner states: 'This is the order visitors see. Reordering pages under Pages does not change the menu.' At the bottom left, a section titled 'Pages not in the menu' shows a count of 3 and a note: 'These pages are live but visitors can only reach them by a link.' A green 'Label saved.' notification is visible at the bottom center. On the right, a 'Preview' section shows a website header with a green background, a tiger logo, and the text 'Example Event'. The preview includes a 'Menu' button and a note: 'How visitors on a computer see your header with the burger menu. The preview updates as you change settings.'

Grid Icon	Page Icon	Page Title	Page Name	Toggle
⋮	📄	Home	Page: Home	🔴
⋮	📄	Classmates	Page: Classmates	🔴
⋮	📄	Schedule		🔴
⋮	📄	Where are they now?	Page: Where are they now?	🔴
⋮	📄	Tickets	Page: Tickets	🔴
⋮	📄	Donate	Page: Make a General Donation	🔴
⋮	📁	Photos & Memories	Dropdown - 3 items	🔴
⋮	📄	Photos	Page: Photos	🔴
⋮	📄	Memorials	Page: Memorials	🔴
⋮	📄	Memories	Page: Memories	🔴
⋮	📄	Feed	Page: Feed	🔴
⋮	📄	Contact Us	Page: Contact Us	🔴

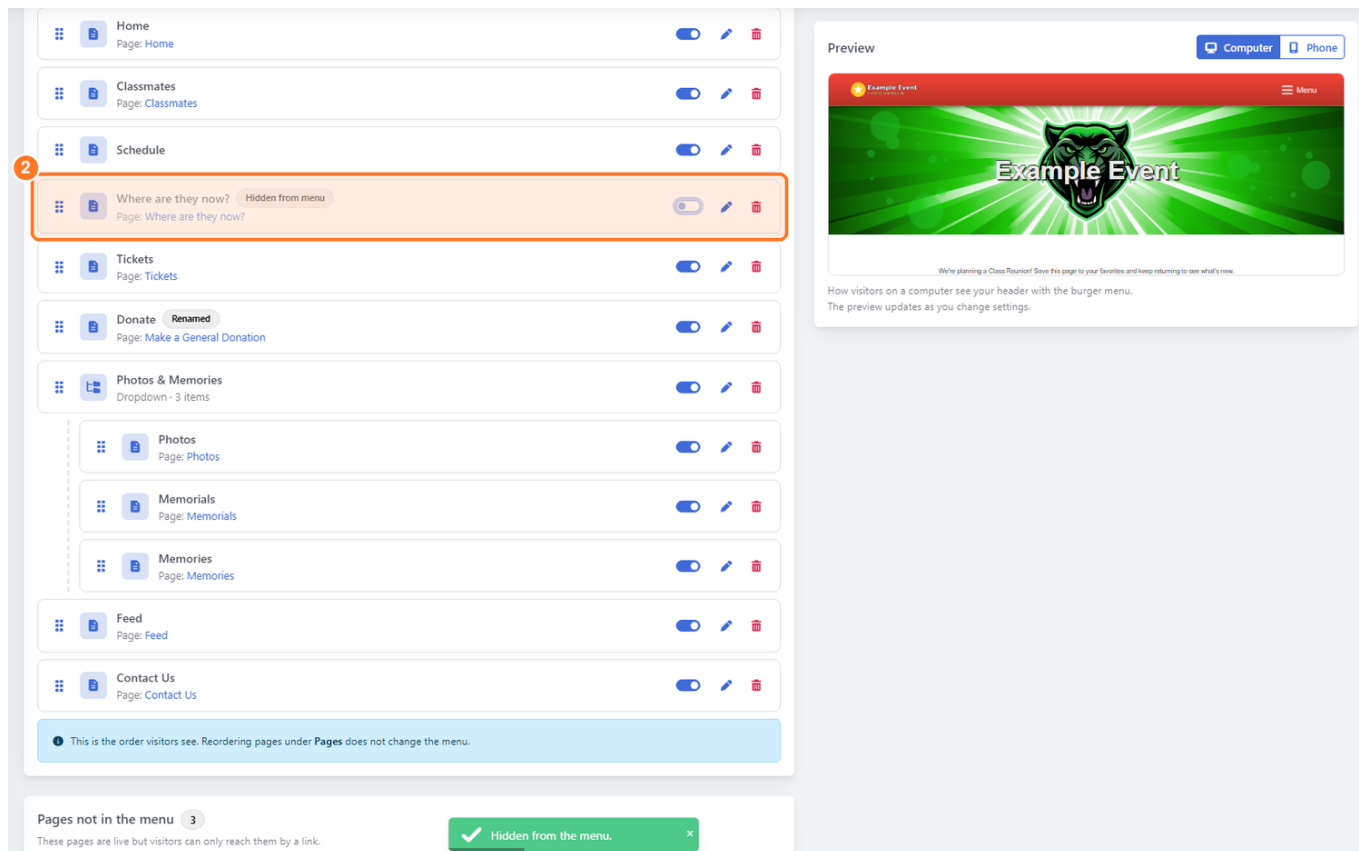
Pages not in the menu 3
These pages are live but visitors can only reach them by a link.

Label saved.

Preview
Computer Phone
Example Event
Menu
Example Event
We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new.
How visitors on a computer see your header with the burger menu. The preview updates as you change settings.

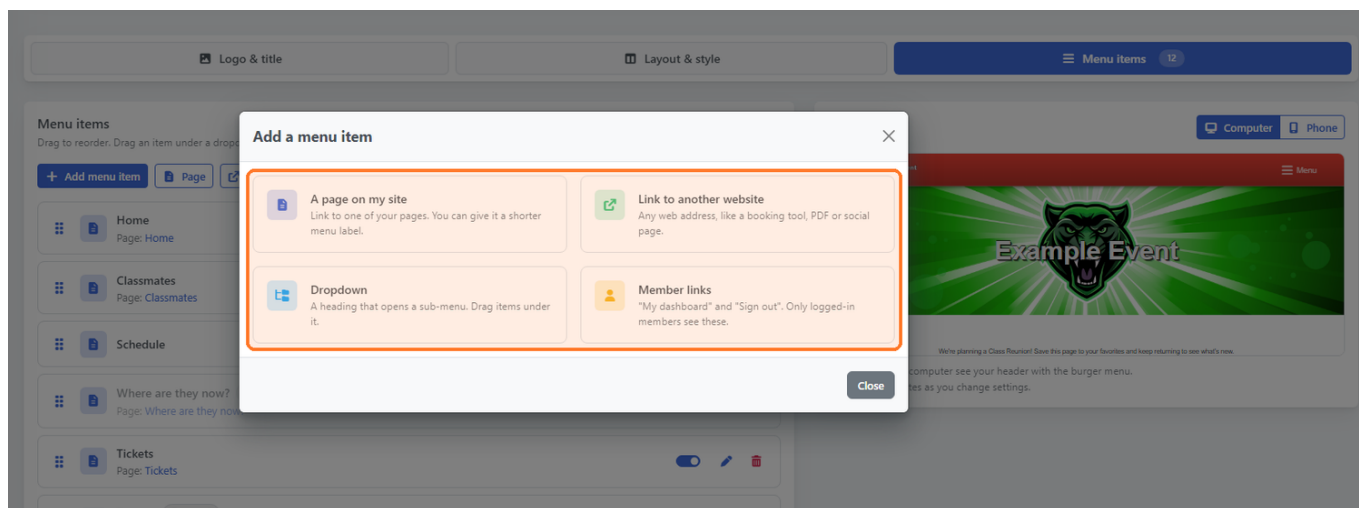
Step 9: Hide an item without deleting it

Turn off the switch on the right of an item. It stays in your list, marked **Hidden from menu**, and you can turn it back on at any time.

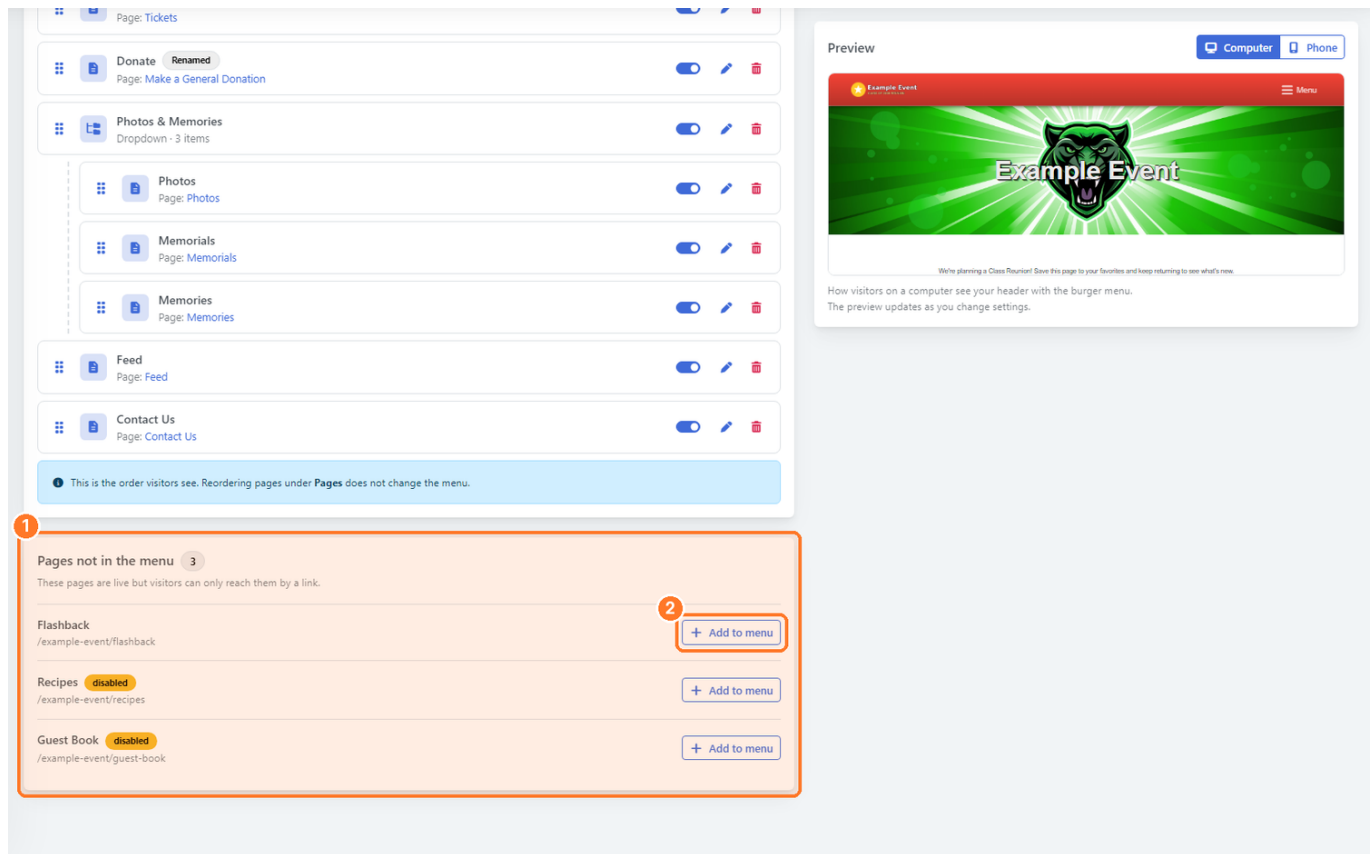


Step 10: Add to your menu

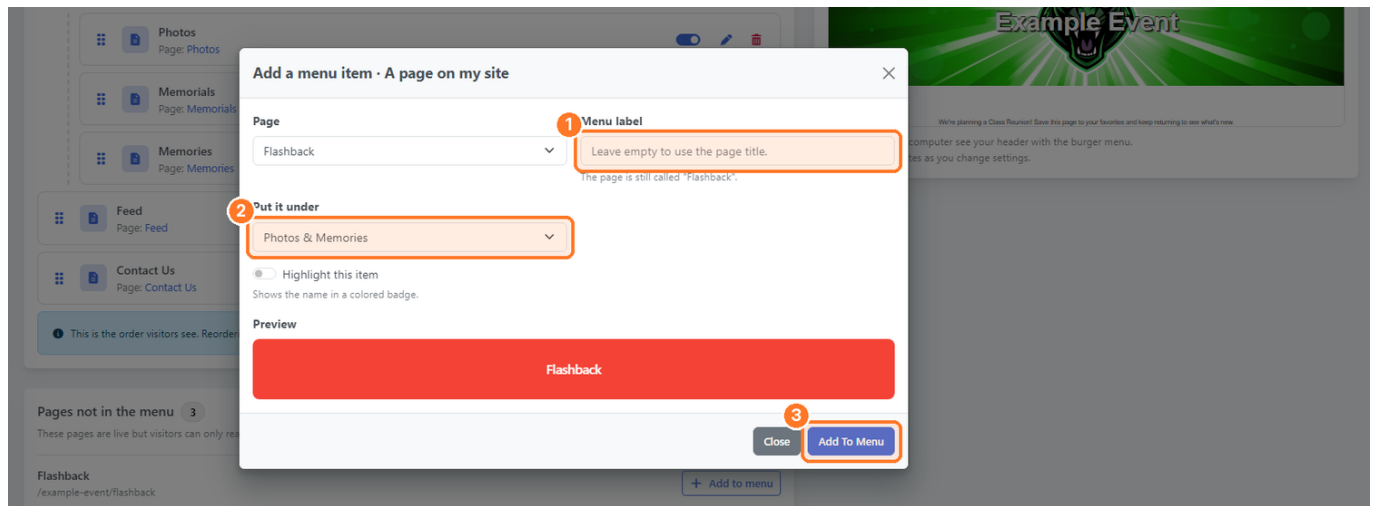
Click **Add menu item** (or the quick **Page**, **Link** and **Dropdown** buttons) and choose what to add: **A page on my site**, **Link to another website**, **Dropdown**, or **Member links**.



Below the list, **Pages not in the menu** shows the live pages visitors can only reach by a link. Click **Add to menu** next to the page you want.



Give it a shorter **Menu label** if you like (leave it empty to use the page title), choose where it goes under **Put it under**, then click **Add to menu**.



The screenshot displays a website management interface. On the left, a list of pages is shown with columns for a menu icon, page title, page URL, and a toggle switch. The pages listed are: Schedule, Where are they now? (with a 'Hidden from menu' label), Tickets, Donate (renamed to 'Make a General Donation'), Photos & Memories (dropdown with 4 items), Photos, Memorials, Memories, Flashback (highlighted with an orange border), Feed, and Contact Us. Below this list is a blue informational bar stating: 'This is the order visitors see: Reordering pages under Pages does not change the menu.' At the bottom left, a section titled 'Pages not in the menu' shows 2 items, including 'Recipes' (disabled) with a link to '/example-event/recipes' and an 'Add to menu' button.

On the right, a 'Preview' window shows the website header for 'Example Event'. It features a green background with a tiger head logo and the text 'Example Event'. Below the header, there is a message: 'We're planning a Class Reunion! Save this page to your favorites and keep returning to see what's new.' A note at the bottom of the preview states: 'How visitors on a computer see your header with the burger menu. The preview updates as you change settings.'

Good to know

- Changes on **Logo & title** and **Layout & style** are previewed first and go live when you click **Save changes**.
- Changes on **Menu items** (order, labels, show or hide, new items) save right away.
- Renaming a menu item never changes the page's title or web address.
- The **Add to the header menu** and **Add to the footer menu** switches in a page's settings (Pages, then the gear icon) add or remove that page here too.
- When you save a page's settings under Pages, its menu label is reset to the page title. If you gave it a shorter label, set it again on the Menu items tab.