

New User Training | Cvent ^[1]

January 28, 2025 by [Melanie Jones](#) ^[2]

Get started by learning to create your first Cvent event.

Get Started | 0:00 - 10:40

- [Login](#) ^[3]
- [Help & Support](#) ^[4] | Cvent not only provides a large knowledgebase to search step-by-step tutorials but support you can contact directly. Request a call, instant message, or submit a case.
- [View Templates](#) ^[5] | We've made six different [CU-branded templates available to all users to clone](#) ^[6]. They provide a great start but can be fully customized.
- **Create Event** | The event creation process starts with providing basic event information (title, date, location, etc.). Once created, enable additional features like guest registration, sessions, or speakers before customizing further.
 - Start by clicking the blue **Create Event** button in the top-right corner. Next, you will be able to **select a CU-branded template** to clone. Alternatively, you can [clone an existing event you have access to](#) ^[7].

Events

View: Current Events ▾

Create View

Title			Code
Unsubscribe: eComm...			C5M
Subscribe: Employee...			GLM
Subscribe: Registrar Network Newslette...			WH
Subscribe: Budget & Fiscal News			JW
Subscribe: Benson Center for the City...			P3M

How do you wa

If you choose a template,

IN PERSON • OTHER/GEN

Flex Event 1-Pager
Sports Inspiration

Flex Templates

IN PERSON • OTHER/GEN

Flex Event UCCS G

General | 10:40 - 13:39

1. **Event Information** | For your basic event details, such as: event title, start/end date, event planner, etc.
 - o This also includes our Custom Contact Fields which play a role in getting money to your account [8] if you're hosting a paid event.
2. **Event Configuration** | For enabling additional event features, like: guests, sessions, speakers, social media, etc.
3. **Event Status** | For testing your event [9] and requesting approval [10] from your eComm specialist.
4. **Event Settings** | For sharing your event [11] with other Cvent users.

cvent | EVENTS

☰ Training Invite 20200309 MJJ

Events > Training Invite 20200309

Home

Location

Office of the President
Rooms
Denver, Colorado

Website & Registration | 13:39 - 23:55

You can open the **Site Designer** to customize your website and registration process in two

ways. In the left navigation, either:

- Click **Event Website** after expanding the **Website** section.
- Click **Registration Process** after expanding the **Registration** section.

Each path will present you with a blue button to the **Open Site Designer**.

- Add Questions to Event ^[12]
- Add Guest Registration ^[13]

☰ Training Invite 20200309 MJJ

General ▾

Planning ▾

Website ▲

Event Website

Registration ▲

Registration Process

Marketing ▾

Email ▾

Attendees ▾

OnArrival ▾

Reports ▾

Integrations ▾

Events > Training Invite 20200309 MJJ > Website

Event Website

Design & Build Your Event Website

To get started, launch our new Site Designer

[Open Site Designer](#)

Website Pages

Summary

Who is Attending?

Archive Page

- **Weblinks** ^[14] | **Weblinks** can be found after expanding the **Marketing** section.
- **Emails** | **Event Emails** are found after expanding the **Email** section.

A vertical navigation menu with the following items and their expand/collapse status:

- General (collapsed)
- Planning (collapsed)
- Website (collapsed)
- Registration (collapsed)
- Marketing** (expanded)
- Weblinks** (highlighted)
- SocialWall
- Code Snippets
- Language Management
- Email** (expanded)
- Invitation Lists
- Event Emails** (highlighted)
- Registrant Checklist Alerts
- Attendees (collapsed)

Events > Training Invite 20200309 MJJ > Marketing

Weblinks

You can use the following URLs to link reg

Standard Links

Each page's URL is listed below.

▼	Name
▼	Registration
	https://cvent.me/
▼	Summary
	https://cvent.me/
▼	Regret Survey

Attendees & Reports | 29:48 - 31:08

- **Registrant Management** ^[15] | **Attendee List** found under **Attendees** present a list of registrants to view, search and modify.
- **Reports** ^[16] | **Reports** under the **Reports** section can provide details on registrants, email engagement, financials and more. ^[16]
 - **Report Portal** ^[17] | Take it a step further by working with your eComm specialist ^[18]

to get Reports published to the **Portal** so others can view and export Reports in real-time, for free.

- Website ▼
- Agenda ▼
- Registration ▼
- Marketing ▼
- Email ▼
- Attendees ▲**
- Attendee List
- Abandoned Registrations
- Badges and Certificates
- Uploaded Files
- Internal Information
- OnArrival ▼
- Reports ▲**
- Reports
- Invitee Summary
- Question Summary
- Agenda Item Summary
- Integrations ▼

Attendee List

<input type="checkbox"/>	Name		
<input type="checkbox"/>	Branco, Sara	ⓘ	☑
<input type="checkbox"/>	Edwards, Nate	ⓘ	☑
<input type="checkbox"/>	George, Thomas	ⓘ	☑
<input type="checkbox"/>	Griffin-Hunter, Alison	ⓘ	☑
<input type="checkbox"/>	Hamilton, Claire	ⓘ	☑
<input type="checkbox"/>	Huff, Ryan	ⓘ	☑
<input type="checkbox"/>	Hyman, Erica	ⓘ	☑
<input type="checkbox"/>	Justice, Cindy	ⓘ	☑
<input type="checkbox"/>	LeGray, Christa	ⓘ	☑
<input type="checkbox"/>	Loso, Andrew	ⓘ	☑

Test, Request Approval & Launch | 31:08 - 33:30

Once your event has been customized you can move into the testing phase, replicating the registrant experience. Once finalized, send a request for approval to your eComm specialist. After they review and approve your event, you will be able to launch your event.

Expand the to **General** section, then click **Event Status**

- **Testing** ^[19] | **The List** found under Attendees presents a list of registrants to view, search, and modify.
- **Request Approval & Launch** ^[10] | All events must be approved by an eComm specialist before you'll be able to launch them.

Test your knowledge with the quiz below.

Cvent Academy

The Cvent Academy ^[19] provides numerous resources to continue your learning.

Cvent Academy ^[20]

Related Wiki Posts

- New User Training | Marketing Cloud ^[21]
- New User Training | Salesforce ^[22]
- New User Training | Intro & CAN-SPAM ^[23]
- Where can I complete the short verification quiz? ^[24]
- How can I get Cvent certified? ^[25]
- Does Cvent offer training and support resources? ^[4]
- Intermediate Cvent Flex Training ^[26]

Display Title:

New User Training | Cvent

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/ecommerce/wiki/new-user-training-cvent>

Links

[1] <https://www.cu.edu/blog/ecommerce/wiki/new-user-training-cvent> [2] <https://www.cu.edu/blog/ecommerce/wiki/author/39> [3] <https://ping.prod.cu.edu/idp/startSSO.ping?PartnerSpId=cvent-planner>
[4] <https://www.cu.edu/blog/ecommerce/wiki/cvent-support-and-resources>
[5] <https://www.cu.edu/ecommerce/guidelines/ecommerce-event-templates> [6] <https://www.cu.edu/blog/ecommerce/wiki/cu-branded-event-templates> [7] <https://www.cu.edu/blog/ecommerce/wiki/cvent-clone-existing-event-or-cu-branded-template> [8] <https://www.cu.edu/blog/ecommerce/wiki/cvent-how-setup-payment-information>
[9] <https://www.cu.edu/blog/ecommerce/wiki/cvent-event-testing> [10] <https://www.cu.edu/blog/ecommerce/wiki/cvent-event-approval-launch> [11] <https://www.cu.edu/blog/ecommerce/wiki/cvent-share-your-event-other-users> [12] <https://support.cvent.com/s/communityarticle/Adding-Flex-Event-Questions>
[13] <https://support.cvent.com/s/communityarticle/Using-Guest-Registration>
[14] <https://www.cu.edu/blog/ecommerce/wiki/cvent-weblinks>
[15] <https://support.cvent.com/apex/CommunityArticle?id=000071993> [16] <https://www.cu.edu/blog/ecommerce/wiki/cvent-reporting> [17] <https://www.cu.edu/blog/ecommerce/wiki/cvent-portal>
[18] <https://www.cu.edu/ecommerce/strategy/leadership>
[19] <https://support.cvent.com/apex/CommunityArticle?id=000067249> [20] <https://www.cu.edu/blog/ecommerce/wiki/cvent-academy> [21] <https://www.cu.edu/blog/ecommerce/wiki/new-user-training-marketing-cloud-old2> [22] <https://www.cu.edu/blog/ecommerce/wiki/new-user-training-salesforce>
[23] <https://www.cu.edu/blog/ecommerce/wiki/can-spam-new-user-training> [24] <https://www.cu.edu/ecommerce/access-training/post-training-verification> [25] <https://www.cu.edu/blog/ecommerce/wiki/cvent-certification> [26] <https://www.cu.edu/blog/ecommerce/wiki/cvent-additional-training>