CVENT

MANAGE YOUR EVENT FROM START TO FINISH - INCLUDING A CUSTOM EVENT WEBSITE, POST-REGISTRATION EMAILS AND ATTENDEE CHECK-IN VIA A FREE APP.

HELP & SUPPORT

HELP, TRAINING & ACADEMY

Search pre-existing resources designed for event planners just like you to get started and answers to your questions quickly.

ASK THE EXPERTS

Can't find what you're looking for?
- Open a Case
- Chat with Cvent
- Call Cvent

CU BRANDED TEMPLATES

EVENT TEMPLATES

We've made brand compliant event templates that are ranging in complexity available to clone.

ASSETS

A variety of CU-themed header images, repeatable backgrounds, and icons are available in the media library.

EVENT WEBSITE & REGISTRATION PROCESS

CUSTOMIZABLE

Create a visually appealing website without knowing how to code.

DEVICE RESPONSIVE

Build your website with the desktop experience in mind and it will automatically display well across smaller devices.

OPTIONAL REGISTRATION FEATURES

SESSIONS
Sessions are a good way to outline an event's agenda. Optional sessions can have a different capacity and fee than the event itself.
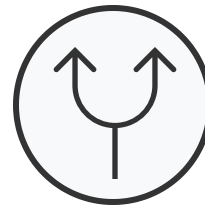
GUESTS
Is the primary registrant allowed to bring their friends and family? If so, you'll need to enable this feature.

REGISTRATION QUESTIONS
Understand who your attendees are before the event begins.

REGISTRATION PATHS
Provide custom registration experiences for different types of attendees, such as VIP vs. General or Speaker vs. Attendee.

EVENT EMAILS & SURVEYS

EVENT EMAILS
Design an email template and drop in data tags so registrants receive a personalized copy.

SURVEYS
Know with certainty that your hard work met attendees' expectations with the Feedback Survey.

FINANCE INFORMATION & FUNDRAISING

FINANCE INFORMATION
Securely collect payment from your registrants. Cvent is Payment Card Industry (PCI) compliant.

FUNDRAISING
Sending registrants to one of CU's giving websites is a great option for collecting additional donations.

INVITEE MANAGEMENT & REPORTS

INVITEE MANAGEMENT

Update, modify and cancel registrations in Cvent.
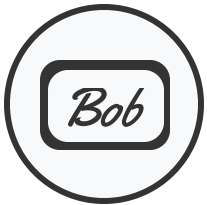
REPORTS

Run, save and queue event reports, for:
 - Registration
 - Email sends
 - Financial

NAMEBADGES & ONARRIVAL APP

PRINT NAME BADGES

Use the Badge & Certificate Creation Wizard to add images, barcodes, and data tags to your name badges.

ONARRIVAL APP

The free mobile app makes tracking attendance as easy as a swipe of the finger. You can search through your attendee list, scan a barcode, or register walk-ins.

OTHER CVENT FEATURES | NOTES