

Cvent | Event Testing ^[1]

March 2, 2021 by [Melanie Jones](#) ^[2]

Testing your event registration and website ^[3] is an important step before requesting approval from your eComm specialist and then launching your event ^[4].

- [Perform Test](#)
- [Preview Event](#)

Testing will send a URL to you (or others) to complete registration in it's entirety, including the registration confirmation email triggered upon registration.

- Open your event and you will automatically be taken to the **Home** page
 - Or, click **Home** after expanding the **General** section on the left navigation
- On the top-right side, click the **Perform Test** button

General ^

Home

Event Information

Event Configuration

Event Status

Event Settings

Planning ▾

Website ▾

[Events](#) > [Mel Training 2](#) > [General](#) > [Home](#)

Home

Location

Colorado

Date

Satur
5:00

- Change the radio button so **Method: Email test scenarios to other people**

Perform Test

Testing Method

Method:

- ☐ Test the event myself
- ☒ Email test scenarios to other people

- In the recipient's section, click the **Add Recipients** button

Recipients

Select who will receive the test scenarios. To send tests to people without a Cvent login, go to Users.

Name	Type	Delete
You do not have any recipients.		

Add Recipients...

- A pop-up will appear.
- **Check the box** next to the individual(s) you want to send a test to
- Click the blue **OK** button at the bottom

Want to have someone else test? Send the test to yourself. An email will come to your inbox with a testing link that you can share with others.

Select Recipients

Account User ▾

Select	Name	Email Address
<input type="checkbox"/>	Jones, Brennan	brennan.jones@Colorado.EDU
<input checked="" type="checkbox"/>	Jones, Melanie	melanie.jones@cu.edu
<input type="checkbox"/>	Jutte, Brie	brie.waterman@colorado.edu
<input type="checkbox"/>	Kercsmar, Anne	anne.kercsmar@cuanschutz.edu

OK

- In the Scenarios section, click the **Add Scenarios** button

Scenarios

Set up and describe scenarios that you want the recipients to test.

Edit	Name	Delete
You do not have any scenarios.		

Add Scenario...

- A pop-up will appear. Set the items so:
 - **Area: Website**
 - **Test for invitees who arrive from: Weblink**
 - **Starting page: It depends**
 - The starting page is typically the **Summary** of the website but could be the first page of the registration process
 - **Description:** If the testers need any instructions

- Click the blue **OK** button at the bottom

Add Scenario

Area:

☐ Email

☒ Website

☐ Registration Process

Test for invitees who arrive from:

☐ Cvent Email

☒ Weblink

Starting Page: ?

Summary ▼

* Description:

Test

OK

- After completing the Recipients and Scenarios section, they will be listed in your test.
- Click the blue **Start Test** button in the top-right to initiate the test.
- Click the blue **Perform Test** button in the pop-up

Perform Test

Recipients



Select who will receive the test scenarios. To send tests to people without a Cvent login, go to [Add Recipients](#).

Name	Type
Jones, Melanie	Account User

[Add Recipients...](#)

Scenarios

Set up and describe scenarios that you want the recipients to test.

Edit	Name
	Website (via Weblink) 

[Add Scenario...](#)

- The recipients will receive an email with a link to **Perform Test**. This same link can be used numerous times.
 - **TIP!** Send yourself a test and share the *Perform Test* link with others to test and review your event.

Review: Mel Training 2



eComm Team <contact@cu.edu>

Fri 11/19/2021 9:54 AM



To: Melanie Jones

eComm Training has invited you to test the event website and/or registration process
The available tests are listed below.

Link	Description
Perform Test	Test

Using the Preview option in Cvent is a great way to view your event from the registrant perspective. While you can get a good sense of how the website and registration process work, you cannot complete a true test.

- Click the **Preview** option towards the top right
- A new tab will open with a preview of your event website

☰ Mel Training 2

General ^

Home

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[Events](#) > [Mel Training 2](#) > [General](#) > [Home](#)

Home

Location

Colorado

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Related Resources

- [Event Approval & Launch](#) ^[4]
- [Testing Checklists](#) ^[3]
- [Understanding Event Statuses?](#) ^[5]

Display Title:

Cvent | Event Testing

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/ecommerce-wiki/cvent-event-testing>**Links**

[1] <https://www.cu.edu/blog/ecommerce-wiki/cvent-event-testing> [2] <https://www.cu.edu/blog/ecommerce-wiki/author/39> [3] <https://www.cu.edu/blog/ecommerce-wiki/checklists> [4] <https://www.cu.edu/blog/ecommerce-wiki/cvent-event-approval-launch> [5] <https://cventhelp.force.com/apex/CommunityArticle?id=000002824>