

Do not enable 'process payment at a later time' ^[1]

July 1, 2021 by [Melanie Jones](#) ^[2]

While Cvent has a feature to "process payment at a later time," we never want to enable it. Collecting credit card information to process at a later time **doesn't align with CU's approach to protecting cardholders and it should not be enabled under any circumstances.**

The good news is, by default, this setting is disabled across all events and most users remain unaware of this functionality.

- Navigate to the event
- Expand **Website** in the left navigation then select **Event Website**
- Click the blue **Open Site Designer** button



Test Mel Training

Home

General



Website



Event Website

Agenda



Registration



Marketing

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Event Website

Design & Build Your Event Website

To get started, launch our new Event Website Designer.

[Open Site Designer](#)

- In the top-left, navigate to the **Registration Summary** page
 - If there are multiple registration paths, check the **Payment Widget** of each path.

The image shows a website editor interface. On the left is a sidebar menu with a 'REGISTRATION PAGE' header. Below it, 'Registration Summary' is highlighted with a green box and has an upward arrow. Further down, under 'Website Pages', are links for 'Summary' (with a home icon), 'Speakers', 'Agenda', 'Post Registration' (with a folder icon and a note: 'This folder will automatically contain any post registration pages created below.'), and 'Sponsors' (with a magnifying glass icon). A plus icon is at the bottom of this section. Below that is 'Registration Path' with an upward arrow, and 'Default Registration Path' with a gear icon. Under 'REGISTRATION PAGES', 'Personal Information' is listed, and 'Registration Summary' is highlighted with a green box and has a gear icon. On the right is a preview of a registration page. It has a header 'ty of Colorado' and 'ings | Denver | Anschutz Medical Campus'. The main content area has a black background with white and yellow text: 'Template Black', 'round Half Image', 'Agenda at Glance', 'June 6, 2022', and '6:00 PM-9:00 PM'. A yellow button with the letter 'R' is at the bottom right.

- Assuming it already exists, click the **Payment Widget** so additional settings appear on the right.
 - If the Payment Widget isn't already added to your Registration Summary page, add it by clicking **Build** on the right side, then searching **Payment**. Next, **drag the Payment Widget into the site canvas**.

Section: One Column

Payment

Order Summary

Review your order information and submit your payment.

Attendee Name

Item

Admission Item

Admission Item

Subtotal

Order Total

- Scroll to the **Payment Methods** section
- Select **Credit Card**

Price

\$100.00

\$100.00

\$100.00

Payment

Payment instructional text

Select Payment Method

Apply the registrant's payment credits to their balance due

Payment Methods

✓ Credit Card

Authorize.Net

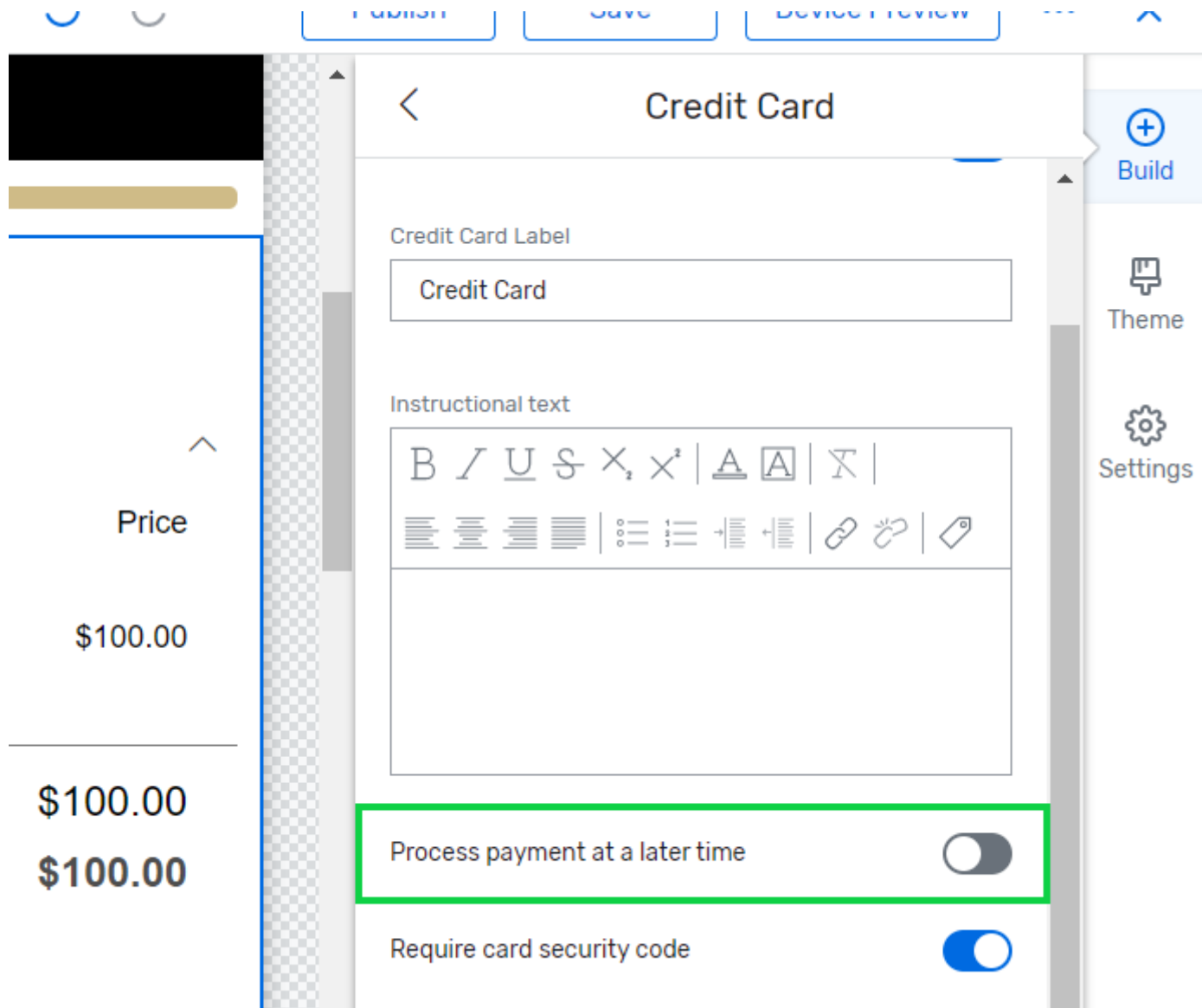
Check

Build

Theme

Settings

- Ensure 'Process payment at a later time' is NOT ENABLED.



Related Wikis

- [Paid Events](#) [3]
- [Cvent Portal \(make Cvent reports accessible to others for free\)](#) [4]
- [Do not 'allow partial payments'](#) [5]

Display Title:

Do not enable 'process payment at a later time'

Send email when Published:

No

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Links

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