University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

System eComm Team (SET) | www.cu.edu/ecomm/set
April User Group Meeting
April 19, 2017

Regents Conference Room
1800 Grant Street
1:00 p.m. to 2:00 p.m.

1) Cvent Registration Forms
    - Standard Registration Form
        - Overview
        - Sample
    - Express Registration Form
        - Functionality
        - Sample
    - Express Ticketing Form
        - Functionality
        - Sample
    - Form Type Comparison
        - eComm Wiki Diagram
          https://www.cu.edu/blog/ecomm-wiki/choose-form-type-cvent

2) Cvent Best Practices
    - Image Sizes
    - Verifying Cvent Email Delivery
    - Registrant and Attendee Matching

3) Q&A Session

4) SET and ready to go!
    - Kate will be out of the office from May 1st to May 8th
        - Please submit all report, communication, and/or event requests by April 24th for timely support
    - eComm Application Resources
        - https://www.cu.edu/blog/set/category/ecomm-app-resources