

Cvent, Standard | Testing Checklist

Checklist Item	Desktop	Comments	Mobile	Comments
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The following items are to be checked on the **event website**.

Review Event Landing Page This should be the 'Summary' webpage				
Review Additional Pages These can be customized for your event				
Images				
Check Links				
Social Media OPTIONAL				
Contact Us Webpage				

After clicking 'Register' on the Event Website you will be taken to the **identity confirmation** page.

Identity Confirmation Page First & Last Name and Email are required				
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The following items are to be checked after inputting your email address. This is the **registration information** page.

Overall Look				
Registration Questions Are all the necessary question being asked?				
Guests OPTIONAL Test the guest feature - is there a max or min?				
Sessions OPTIONAL				
Optional Items OPTIONAL				
Other Features OPTIONAL				

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Checklist Item

Desktop

Comments

Mobile

Comments

The following items are to be reviewed after inputting your registration info. This is the **registration summary** page.

Overall Look				
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The following items are to be checked after submitting your registration. This is the **confirmation page**.

Overall Look				
Cancel & Modify Registration				

Check the following items in the **registration confirmation email**. This is triggered to your inbox upon registering.

	Registration Confirmation	Event Reminder	Post-Event Feedback
Delivery Did the message go to your SPAM folder?			
Subject Line			
From Information			
Overall Look			
Confirm Information & Details Follow the instructions for attendees			
Check Links Read landing page or print attachment			
Event Planner Information Is it clear where to direct questions?			

Your Name: _____

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