

## **Create Cvent Events from Pre-Existing Template or Event, Feb 2021 Update** <sup>[1]</sup>

February 12, 2021 by [Melanie Jones](#) <sup>[2]</sup>

Those of you who have created events in Cvent before might notice a slight change to the process starting Feb. 26 2021. **Events must be created using a pre-existing template or event, rather than from 'scratch'.**

- Login to Cvent
  - Select the green **Create Event** button (top-right)
  - The **Create: Using an event template** radio button is selected by default
    - *Clone an event you have made before by switching the radio button to **Using an existing event***
  - Click the **ellipsis** next to Template box
- 
- Feb. 22 Update
  - Before Feb. 22

# Step 1: Enter the Event's Details

## Event Creation Wizard

### Creation Method

Create: ☒ Using an event

☐ Using an exist



### Using an event template

\* Template:

Choose how to handle the selected template's emails.

Handling Method: ☐ Set scheduled

☐ Automatically

☐ Make ALL ema

### Already created a Flex or Express Event?

Choose the second radio button to **Create using an existing event**. You'll be able to clone a previous event and modify some key details to get to a finalized product quickly.

# Step 1: Enter the Event's Details

## Event Creation Wizard

### Creation Method

- Create:
- ☒ A new event
  - ☐ Using an event
  - ☐ Using an exist

### ↳ Select your event type



CLASSIC  
REGISTRATION

SELECT



EXP  
REGIS

SE

- In the pop-up **Select** the template you wish to clone
  - **Flex Templates** <sup>[3]</sup> are for more complex events (if you have sessions or someone registering with additional guests)
  - **Express Templates** are for simple events, where you really just need an event head-count

- **Classic Templates**

- These should ONLY be used in special cases where your event is complex AND uses a feature that is not yet available with Flex (such as Tracks) [4]. Classic events are sunsetting in 2021, to be replaced with Flex (or Express when simple enough).

**Why the change?** This update is one of many steps around the 2021 transition away from Classic events. By cloning pre-existing templates and events, users can be more efficient and consistent.

## **Related Wikis**

- [View Available Flex Templates \(CU branded\)](#) [3]

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