Published on *University of Colorado* (https://www.cu.edu)

Cvent Add-Ons for Purchase [1]

January 21, 2026 by Megan [2]

IMPORTANT

- Cvent add-ons are only available to actively licensed Cvent users. If you don't have a license, you'll need to request access [3].
- Before purchasing anything outside of what's listed below, make sure it's approved by eComm. Not all Cvent features can be enabled, and Event in a Box credit card readers are **NOT** approved for use.
- Since the add-on process involves working with at least two different groups (CVENT and the CU Procurement Service Center), you should give enough time for their individual processes to take place before your event. Their processes and timelines are not managed or controlled by eComm. It is a best practice to start the add-on process at least 90 days in advance. Shorter timelines could work, but 90 days is a safer time frame to work within.

eComm's Cvent license is great for supporting event planners at numerous stages of the event life-cycle. That said, more robust components of Cvent exist that are not included with a typical license. The good news is, since Cvent is already an approved vendor, you can contract directly with them to procure additional products, such as:

- OnArrival Premium [4] if you need day-of-event support
- Abstract Management to support an involved, multi-step submission form with built-in workflows
- Attendee Hub [5], a virtual event solution
- Premium Surveys [6] for more robust surveying
- Custom URL and Private Domain [1]
- Visual Showcase [7], a resource library of event website, email, and other templates which are professionally designed

User Process

STEP 1 | Contract with Cvent

Additional Cvent products come at a cost and need to be contracted between your department and Cvent, following the CU PSC rules for contracts and payments. The process will flow similar to this:

- You will need to work with CVENT initially. To start the conversation with Cvent, submit a ticket (select Application: Cvent >> What do you need help with? Add-ons for Purchase). The CVENT team will work with you to understand your needs, identify the scope of work and present associated costs in a special add-on contract.
- If you decide to move forward, you will work with the PSC next. You should **never** sign a contract on behalf of CU or your department - always have the PSC review the contract and sign [8]. To submit to the PSC:
    - You will need to follow the instructions here [9] for submitting a small-dollar contract under $10k.
    - Select the option for "new requisition" make sure to select this as an "add-on" to an existing contract. (Do not select it as a new contract - these are add-ons to our existing CVENT contract).
    - After submitting to the PSC, you can go back in to the same system you submitted the contract and check the status.
- After the PSC signs contract, Cvent will continue to be your primary support for configuring these add-ons. Additionally, work with your eComm Specialist if you need to add things to CVENT such as additional license access, financial information, etc.

eComm Specialist Your eComm specialist will still be responsible for adding items to your account [10] that are assocated with a 'typical license', such as adding an event planner email address [11] or portal users [12].

STEP 2 | Access & Build

After signing the contract with Cvent, they will assign dedicated resources. While you'll primarily work with Cvent to build-out features in preparation for your event, there are a few key components that will require eComm involvement.

Access You will need increased Cvent access if you purchased Abstract Management, Attendee Hub, or Premium Surveys, etc. Submit a help ticket [13] and provide relevant usernames.

eComm Specialist Your eComm specialist will still need to add items to your account [10], such as finance information [14] or event approval [11] (required).

STEP 3 | Prepare for Launch

There are a few components that will require CU's involvement.

1. Your eComm specialist will need to approve your event [15].
2. If you purchased certain products, the CU System office will need to integrate your add-on with your event. Submit a help ticket [13] including the event code. This is relevant for:
    - CrowdCompass

- Attendee Hub

Limitations

Cvent is one of the most competitive platforms in the event management industry, and as such, it provides opportunities for integration with a variety of platforms. While technically feasible, the risks of integrating eComm's instance of Cvent with other third-party applications do not outweigh the benefits. Learn more about why we don't integrate Cvent with other platforms [16].

Related Content

- Request a Cvent Add-on for Purchase [13] (select *Application: Cvent >> What do you need help with? Add-ons for Purchase*)
- Abstract Management
- OnArrival App [4]
- Attendee Hub [5]
- CrowdCompass [17]
- Add to My Account | What to ask my eComm specialist for. [10]
- Cvent Training [18]
- Advanced Cvent Flex Training [19]
- Cvent Integrations with other Platforms (not possible) [16]

Display Title:
Cvent Add-Ons for Purchase
Send email when Published:
No

Source URL:https://www.cu.edu/blog/ecomm-wiki/cvent-add-ons-purchase

Links
[1] https://www.cu.edu/blog/ecomm-wiki/cvent-add-ons-purchase [2] https://www.cu.edu/blog/ecomm-wiki/author/216287 [3] https://www.cu.edu/ecomm/request-access [4] https://www.cu.edu/blog/ecomm-wiki/cvent-meet-cvent-check-app [5] https://www.cu.edu/blog/ecomm-wiki/cvent-virtual-attendee-hub
[6] https://support.cvent.com/s/communityarticle/Creating-a-Premium-Survey-for-Your-Flex-Event
[7] https://visualshowcase.cvent.com/ [8] https://www.cu.edu/psc/procurement/contracting
[9] https://pschelp.cu.edu/s/article/CU-Marketplace-Small-Dollar-Contract-Request-Form
[10] https://www.cu.edu/blog/ecomm-wiki/add-account [11] https://www.cu.edu/blog/ecomm-wiki/cvent-event-planner-email-address [12] https://www.cu.edu/blog/ecomm-wiki/cvent-portal
[13] https://www.cu.edu/ecomm/submit-help-ticket [14] https://www.cu.edu/blog/ecomm-wiki/cvent-how-setup-payment-information [15] https://www.cu.edu/blog/ecomm-wiki/cvent-event-approval-launch
[16] https://www.cu.edu/blog/ecomm-wiki/cvent-integration-platforms-other-salesforce
[17] https://www.cu.edu/blog/ecomm-wiki/cvent-crowdcompass [18] https://www.cu.edu/blog/ecomm-wiki/new-user-training-cvent [19] https://www.cu.edu/blog/ecomm-wiki/cvent-additional-training