

## Cvent | Event Approval & Launch <sup>[1]</sup>

February 6, 2025 by [Melanie Jones](#) <sup>[2]</sup>

All done creating and testing your event? Contact your eComm specialist to approve your event. They will double-check numerous items; such as having an Event Planner Email Address and a CU brand compliance website along with correctly configured post-registration emails and financial information so money transfers to the right accounts, among other things. Then you will be ready for launch!

### **Request Approval**

All events must be approved by an eComm specialist before they can be launched.

- Navigate to your event. The **Home** tab will open by default.
- Click the blue **Send for Approval** button in the top right

## ☰ New Employee Meet & Great

Home

General



Website



Registration



Marketing



Email



Attendees



OnArrival



Reports



Integrations



Events > New Employee

## New Emp

Upcoming

📅 3/20

💡 Up next for



**Update**

Finish a  
informa  
your eve

Update

- In the pop-up, **check the box next to your eComm specialist**
- Write a comment in the **Body**

- Click the blue **Confirm** button
- *Event approval turn-around times vary depending on your eComm specialist.*

The screenshot shows a web application interface for 'Mel testing new experience'. On the left is a sidebar menu with categories: General (containing Home, Event Information, Event Configuration, and Event Status), Planning, Website, Registration, Marketing, Email, Attendees, and OnArrival. The 'Event Status' item is highlighted. A modal window titled 'Send for Approval' is open on the right. It features a list of three approvers: Natali Cadena, Sravanth Gampa, and Tom Needy. Each has a checkbox; the checkbox for Sravanth Gampa is checked and highlighted with a green square. Below the list is a 'Message' section with a 'Subject' field containing 'Please review and approve the Mel testing new exp' and a 'Body' field containing 'Will you be able to have this approved by the end of next week? Thanks!'. The 'Body' field is also highlighted with a green square.

Mel testing new experience

General

- Home
- Event Information
- Event Configuration
- Event Status
- Event Settings

Planning

Website

Registration

Marketing

Email

Attendees

OnArrival

### Send for Approval

<input type="checkbox"/>	Natali Cadena
<input checked="" type="checkbox"/>	Sravanth Gampa
<input type="checkbox"/>	Tom Needy

#### Message

Subject:

Please review and approve the Mel testing new exp

Body:

Will you be able to have this approved by the end of next week? Thanks!

- You're eComm specialist can choose to send you an **email notification** when the event is approved, like the one below.

## Melanie Jones has approved the Virtual Event event



Cvent Notifications

Tue 3/2/2021 4:21 PM

To: Melanie Jones

Your event is approved. Your first Flex event looks great - well done!

**Event:** Virtual Event

**Where:**

**When:** Saturday, May 1, 2021 9:00 AM - Sa

**Total Invited:** 0

**Capacity:** Unlimited

**Description:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

To view or launch this event, please log in to your [account](#)..

### Launch Event

- Once approved, your event isn't live. Notice the **Feature Status** section towards the right when on the **Home** tab.

## ☰ New Employee Meet & Great

Home

General



Website



Registration



Marketing



Email



Attendees



OnArrival



Reports



Integrations



Events > New Employee Meet & G

# New Employee

Upcoming



3/20/2022 9:



Up next for your



### Update event

Finish adding ba  
information so y  
event up and ru

[Update now](#)

## Event Overview

### Registration


- Select the arrow next to **Registration: Pending** and select **Open** in the dropdown (image below). There will be a confirmation pop-up.
- Similarly, select the arrow next to **Website: Not live**. Choose **Go live** in the dropdown. There will be a confirmation pop-up.

**Do Not Enable OnArrival** OnArrival is an additional product that comes at an additional cost to users. OnArrival should remain Not live.

[Events](#) > [New Employee Meet & Great](#) > [Home](#)

# New Employee Meet & Great

Upcoming

 3/20/2022 9:00 AM - 2:00 PM MT (60 days away)

## Up next for your event



### Update event details

Finish adding basic event information so you can get your event up and running.

[Update now](#)

[Skip](#)



### Double-check features

Make sure the information you copied is correct and you need.

[View features](#)

## Event Overview

Data is automatically updated

Registration



Emails

- The Event Status section for a live event will look like the following:

# New Employee Meet & Great

Upcoming

📅 3/20/2022 9:00 AM – 2:00 PM MT (60 days away)

## 💡 Up next for your event



### Update event details

Finish adding basic event information so you can get your event up and running.

[Update now](#)

[Skip](#)



### Double-check features

Make sure the features you copied over are correct.

[View features](#)

## Event Overview

Data is automatically updated

Registration



Emails

title="Express"

## Request Approval

All events must be approved by an eComm specialist before they can be launched.

- Navigate to your event. The Overview tab will open by default.
- Select the Advanced tab in the top navigation

IMAGE

Click the green Send for Approval button in the top-right

IMAGE

- In the pop-up, **check the box** next to the eComm specialist you want to request approval from.
- Type a message to your eComm specialist in the **Body**
- Click the green **Confirm** button at the bottom
- Expect a 1-3 day turn-around time for event approval

#### IMAGE

- You will get an email notification when your event is approved.

## Melanie Jones has approved the Virtual Event event



Cvent Notifications

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You're event is approved. Your first Flex event looks great - well done!

**Event:** Virtual Event

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**Capacity:** Unlimited

**Description:**

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fugiat nulla pariatur.

To view or launch this event, please log in to your [account](#)..



## Launch Event

After getting your event approved by an eComm specialist, you must launch your event.

- From your event's Overview tab, click the green **Launch Event** button in the top-right

IMAGE

- In the pop-up:
  - view and resolve any warnings
  - Keep the radio button for Delete all email data collected in Test Mode to: Yes
  - Click the **Confirm** button at the bottom

Understanding Event Statuses:

<https://cventhelp.force.com/apex/CommunityArticle?id=000002824> <sup>[3]</sup>

**Display Title:**

Cvent | Event Approval & Launch

**Send email when Published:**

Yes

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**Source URL:**<https://www.cu.edu/blog/ecommerce-wiki/cvent-event-approval-launch>

**Links**

[1] <https://www.cu.edu/blog/ecommerce-wiki/cvent-event-approval-launch> [2] <https://www.cu.edu/blog/ecommerce-wiki/author/39> [3] <https://cventhelp.force.com/apex/CommunityArticle?id=000002824>