Home > Cvent | Event Approval & Launch

# Cvent | Event Approval & Launch

February 6, 2025 by Melanie Jones [2]

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

# cvent EVENT

# New Employee Meet & Great \_ Events > New Employee Home General New Emp Website ₿ 3/20 Upcoming Registration Marketing 🍄 Up next for Email Update Attendees Finish a informa **OnArrival** your eve Upda Reports Integrations

- 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.

	perience	
		Send for Approval
	^	Event O Natali Cadena
Home		EV Sravanth Gampa
Event Information		
Event Configuration		Tom Needy
Event Status		Message
Event Settings		Subject:
Planning	$\sim$	Please review and approve the Mel testing new exp
Website	$\sim$	Body:
Registration	$\sim$	Will you be able to have this approved by the end of next week? Thanks!
Marketing	~	
Email	~	
Attendees	$\sim$	
OnArrival	$\sim$	Launched:

• 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

You're 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, consec incididunt ut labore et dolore mag nostrud exercitation ullamco laboris Duis aute irure dolor in reprehend fugiat nulla pariatur.

To view or launch this event, please log in to your account ...

#### Launch Event

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

$\equiv$ New Employee M	eet & Great	t
Home		Events > New Employee Meet & G
Gonoral		Now Employ
Wohsito	Ň	
Pegistration	Ň	
Markoting	č	🔅 Up next for your
Empil	ž	Update event
Attendees	, v	Finish adding ba
OpArrival	Č.	event up and ru Update now
Reports	ž	
Integrations	Č.	Event Overview
integrations	v	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



• 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)



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.

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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 lauch 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 [3]

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