Cvent | Event Approval & Launch [1]

December 2, 2021 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!

- Standard
- Express

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
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.*

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 - Sat, May 1, 2021 10:00 AM

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

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 information you copied over meets your needs.

- View features

Event Overview

Registration

Emails

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

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

You will get an email notification when your event is approved.
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?**:  

**Display Title:**  
Cvent | Event Approval & Launch

**Send email when Published:**  
Yes

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

**Links**  