

## **Cvent | Event Planner Email Address** <sup>[1]</sup>

June 11, 2018 by [Melanie Jones](#) <sup>[2]</sup>

**NOTE** Your [eComm Specialist](#) <sup>[3]</sup> will need to add new event planner information to your Cvent account, then it will be available to you.

Give your event invitees and registrants an easy way to contact the event planner by adding their email address to Cvent. Just ask your eComm specialist! Once it's made available to you in Cvent, you can learn how to add it to your specific event with the step-by-step tutorials below.

[Recorded Webinar](#) | [17 mins](#) <sup>[4]</sup>

[Presentation Slides](#) <sup>[5]</sup>



**Introduction & Three Things to Consider | 2 mins**



**Sending Emails at CU with eComm | 4 mins**

**Request Event Planner Email Address | 2 mins**



### **Related Articles**

- [Add to Account](#) <sup>[6]</sup>

**For eComm specialists ONLY**

[How-To Add Account Email Address](#) <sup>[7]</sup>

**Change Event Planner Email Address | 1 min**



### **Related Articles**

- [Why is my old planner email address still showing up?](#) [8]

## Change From Email Address | 2 mins

### Related Articles

- [How do I change the From Name and Address in my Event emails?](#) [9]

## Change Signature in Email Body | 4 mins

### Update Contact Us Page | 2 mins

### Related Articles

- [Setting Up the Contact Us Page](#) [10]

### Related Content

- [How do I set up emails in Cvent Standard?](#) [11]
- [What should my Cvent emails include?](#) [12]
- [Does my Cvent email need to have an unsubscribe option?](#) [13]
- [Do my Cvent emails need to contain the Cvent footer and privacy policy?](#) [12]
- [Why is my old planner email address still showing up?](#) [14]
- [How do I change the From Name and Address in my Event emails?](#) [9]
- [Setting Up the Contact Us Page](#) [10]

### For eComm specialists ONLY

- [How-To Add Account Email Address](#) [7]
- [Why doesn't this Email Address Appear in the From Email Address Dropdown?](#) [15]

### Display Title:

Cvent | Event Planner Email Address

### Send email when Published:

No

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**Source URL:** <https://www.cu.edu/blog/ecommerce-wiki/cvent-event-planner-email-address>

### Links

[1] <https://www.cu.edu/blog/ecommerce-wiki/cvent-event-planner-email-address>

[2] <https://www.cu.edu/blog/ecommerce-wiki/author/39> [3] <https://www.cu.edu/blog/ecommerce-wiki/export-tracking-data> [4] <https://youtu.be/Oa9ZfSbBrPE>

[5] [https://docs.google.com/presentation/d/110THFLzMI3WVs3LZ4st9KwoUZyIlgAPKqY-vx\\_Ei0CFI/edit?usp=sharing](https://docs.google.com/presentation/d/110THFLzMI3WVs3LZ4st9KwoUZyIlgAPKqY-vx_Ei0CFI/edit?usp=sharing) [6] <https://www.cu.edu/blog/ecommerce-wiki/add-account>

[7] <https://support.cvent.com/s/communityarticle/Adding-or-Removing-Account-Email-Addresses>

[8] [https://support.cvent.com/apex/CommunityArticle?id=000058895&Lang=en\\_US&searchTerm=event%20p](https://support.cvent.com/apex/CommunityArticle?id=000058895&Lang=en_US&searchTerm=event%20p)

[9] <https://support.cvent.com/apex/CommunityArticle?id=000003367>

[10] <https://support.cvent.com/apex/CommunityArticle?id=000002396> [11]

<https://www.cu.edu/blog/ecommm-wiki/cvent-standard-creating-and-sending-emails>

[12] <https://www.cu.edu/blog/ecommm-wiki/designing-cvent-emails> [13] <https://www.cu.edu/blog/ecommm-wiki/cvent-standard-post-registration-transactional-emails>

[14]

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[15] <https://support.cvent.com/apex/CommunityArticle?id=000016758>