Cvent | Event Testing [1]

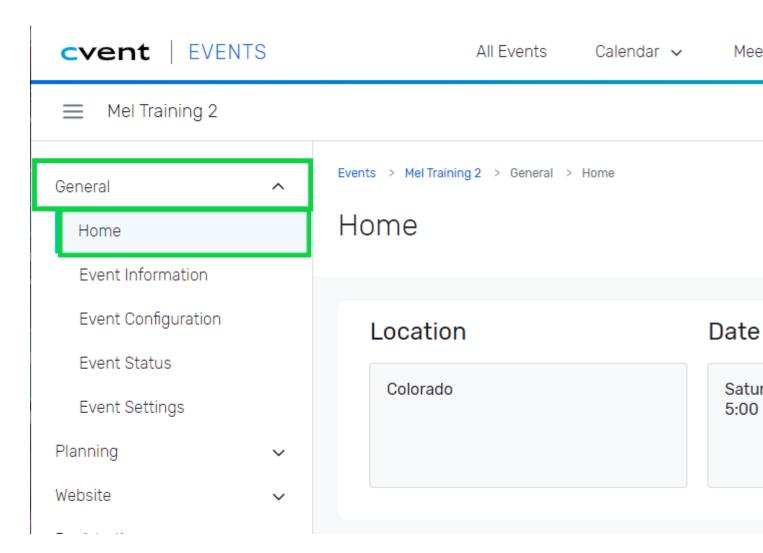
March 2, 2021 by Melanie Jones [2]

Testing your event registration and website [3] is an important step before requesting approval from your eComm specialist and then launching your event [4].

- Perform Test
- Preview Event

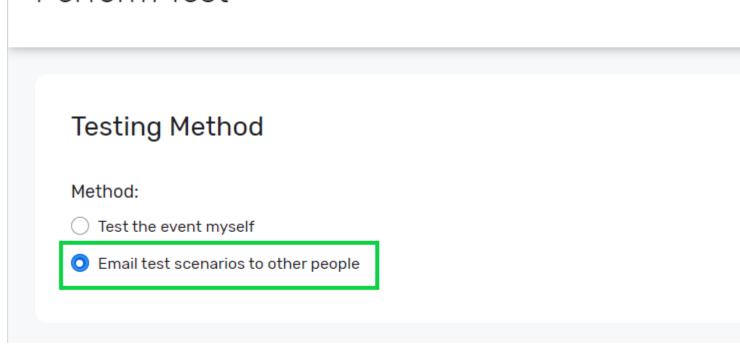
Testing will send a URL to you (or others) to complete registration in it's entirety, including the registration confirmation email triggered upon registration.

- Open your event and you will automatically be taken to the **Home** page
 - o Or, click Home after expanding the General section on the left navigation
- On the top-right side, click the **Perform Test** button

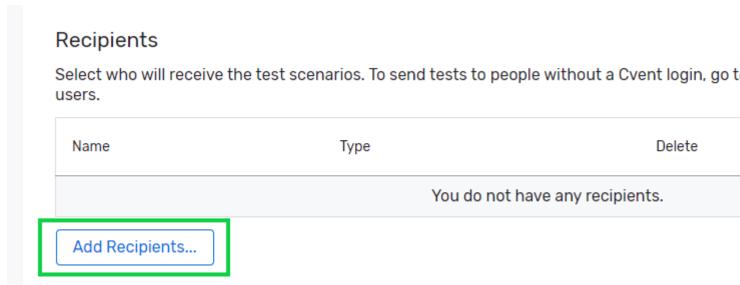


• Change the radio button so **Method: Email test scenarios to other people**

Perform Test

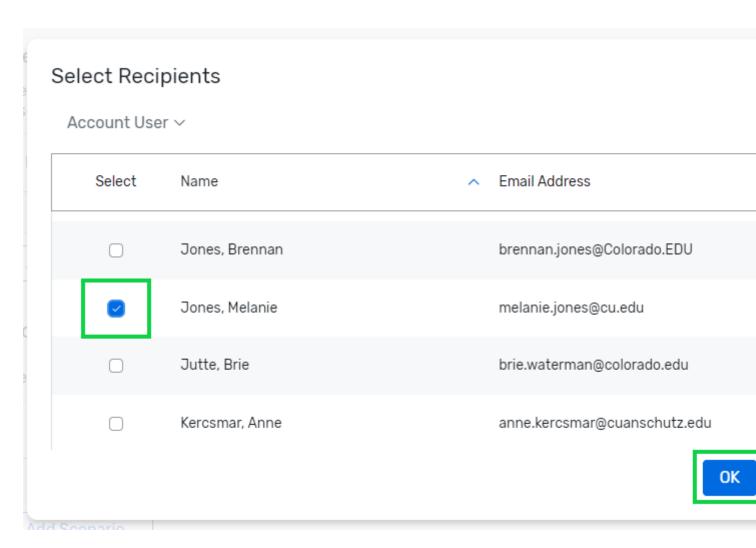


• In the recipient's section, click the **Add Recipients** button

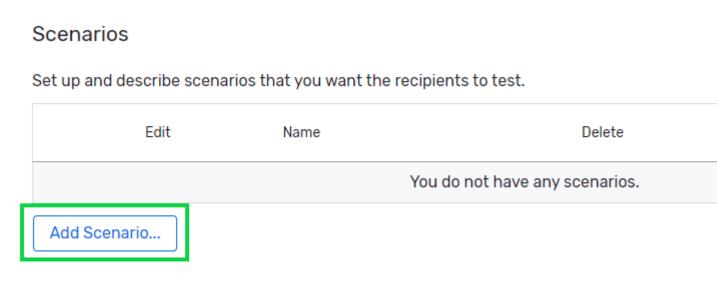


- A pop-up will appear.
- Check the box next to the individual(s) you want to send a test to
- Click the blue OK button at the bottom

Want to have someone else test? Send the test to yourself. An email will come to your inbox with a testing link that you can share with others.

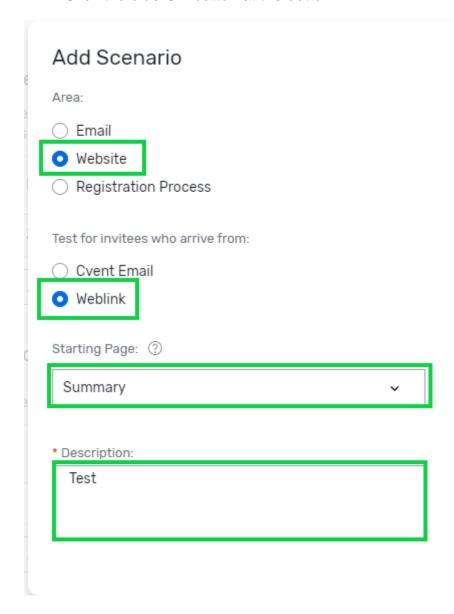


• In the Scenarios section, click the **Add Scenarios** button



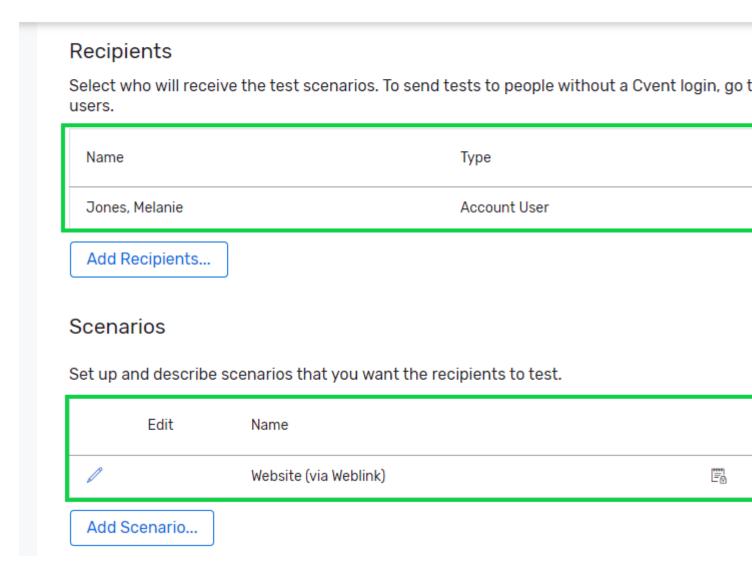
- A pop-up will appear. Set the items so:
 - Area: Website
 - Test for invitees who arrive from: Weblink
 - Starting page: It depends
 - The starting page is typically the **Summary** of the website but could be the first page of the registration process
 - Description: If the testers need any instructions

• Click the blue **OK** button at the bottom



- After completing the Recipients and Scenarios section, they will be listed in your test.
- Click the blue **Start Test** button in the top-right to initiate the test.
- Click the blue **Perform Test** button in the pop-up

Perform Test



- The recipients will recieve an email with a link to **Perform Test**. This same link can be used numerous times.
 - **TIP!** Send yourself a test and share the *Perform Test* link with others to test and review your event.

Review: Mel Training 2



eComm Team <contact@cu.edu>



Fri 11/19/2021 9:54 AM

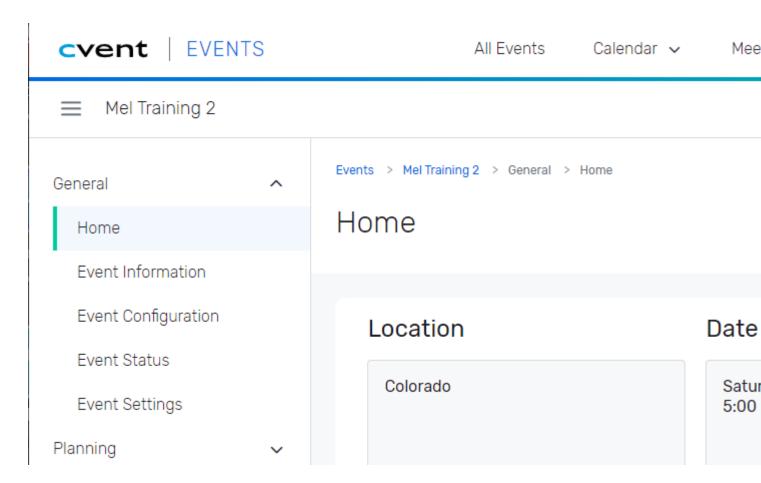
To: Melanie Jones

eComm Training has invited you to test the event website and/or registration process. The available tests are listed below.

| Link | Description |
|---------------------|-------------|
| <u>Perform Test</u> | Test |

Using the Preview option in Cvent is a great way to view your event from the registrant perspective. While you can get a good sense of how the website and registration process work, you cannot complete a true test.

- Click the **Preview** option towards the top right
- A new tab will open with a preview of your event website



Related Resources

- Event Approval & Launch [4]
- Testing Checklists [3]
- Understanding Event Statuses? [5]

Display Title:

Cvent | Event Testing

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No

Source URL:https://www.cu.edu/blog/ecomm-wiki/cvent-event-testing

Links

[1] https://www.cu.edu/blog/ecomm-wiki/cvent-event-testing [2] https://www.cu.edu/blog/ecomm-wiki/checklists [4] https://www.cu.edu/blog/ecomm-wiki/checklists [4] https://www.cu.edu/blog/ecomm-wiki/cvent-event-approval-launch [5] https://cventhelp.force.com/apex/CommunityArticle?id=000002824