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Cvent | Event Testing [1]

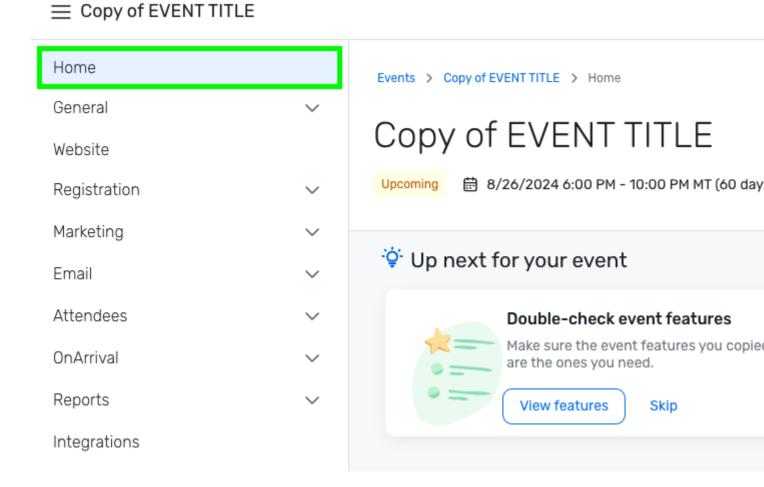
June 27, 2024 by Melanie Jones [2]

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 Myself

Navigate to Testing

Navigate to the event's **Home** page. On the top-right side, click on **Actions** and **Perform Test** button



Select Testing Method

⊟ Copy of EVENT TITLE

Select the Testing Method **Test the event myself** if you'll be completing the test. If you need to send test scenarios to other people, see the **Send Test Scenarios to Others** section of this wiki.

Enable Popups Your test will open in another tab. You will need to <u>enable popups</u> [5] if the test does not appear. If you continue to have trouble accessing the test scenario, try another browser, such as Google Chrome or Mozilla Firefox.

Home		Events > Copy of EVENT TITLE > Home > Perform Test
General	\sim	Perform Test
Website		
Registration	~	
Marketing	~	Testing Method
Email	\sim	resting heriou
Attendees	\sim	Method: Test the event myself
OnArrival	~	 Email test scenarios to other people
Reports	~	

Select Test Parameters

Under **Setup**, choose what area of the event you want to test and click **Start Test**. Repeat as necessary.

Events > Copy of EVENT TITLE > Home > Perform Test

Perform Test

Testing Method

Method:

- Test the event myself
- Email test scenarios to other people

-	
Select the area of the event you	want to test and how people will arrive at that area
Area:	
🔘 Email	
 Website 	
Registration Process	
My Registration	
Test for invitees who arrive from:	0
Ovent Email	
Weblink	
Starting Page:	0

Send Test Scenarios to Others

Navigate to Testing

Navigate to the event's Home page. On the top-right side, click on Actions and Perform Test button

Home Events > Copy of EVENT TITLE > Home General \sim Copy of EVENT TITLE Website Upcoming 8/26/2024 6:00 PM - 10:00 PM MT (60 day Registration Marketing 🔅 Up next for your event Email Attendees Double-check event features Make sure the event features you copie OnArrival are the ones you need. Reports View features

Integrations

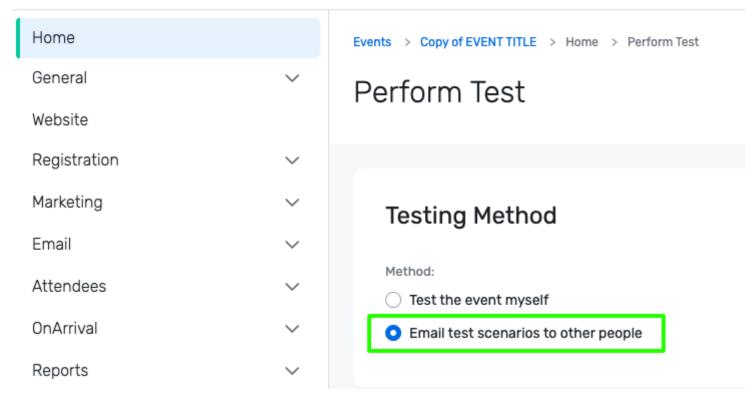
Select Testing Method

Select the Testing Method Email test scenarios to other people if other people will be testing.

• People must be Cvent users, Access Portal users, or Test users to send them test scenarios using this method. Follow these instructions if you need to send a test to someone who is not a user [6].

Skip

⊟ Copy of EVENT TITLE



Select Recipients

In the recipient's section, click the Add Recipients button.

Recipients

Select who will receive the test scenarios. To send tests to people without a Cvent login, go t users.

	Name	Туре	Delete
		You do no	t have any recipients.
Γ	Add Recipients		

- 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? People must be Cvent users, Access Portal users, or Test users to send them test scenarios using this method. Follow these instructions if you need to send a test to someone who is not a use

e	Select Recipients			
2	Account User			
	Select	Name ^	Email Address	
		Jones, Brennan	brennan.jones@Colorado.EDU	
c		Jones, Melanie	melanie.jones@cu.edu	
2		Jutte, Brie	brie.waterman@colorado.edu	
		Kercsmar, Anne	anne.kercsmar@cuanschutz.edu	
	dScopario		ОК	

Select Testing Parameters

[6]**r.**

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

Scenarios		
Set up and describe scena	rios that you want the recip	ients to test.
Edit	Name	Delete
	Υοι	u do not have any scenarios.
Add Scenario		

- 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

Add Scenario
Area:
 Email Website Registration Process
Test for invitees who arrive from: Cvent Email Weblink
Starting Page: ⑦
Summary ~
* Description: Test

OK

Send Test

- 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 Confirm button in the pop-up

Perform Test

Recipients

Select who will receive the test scenarios. To send tests to people without a Cvent login, go t users.

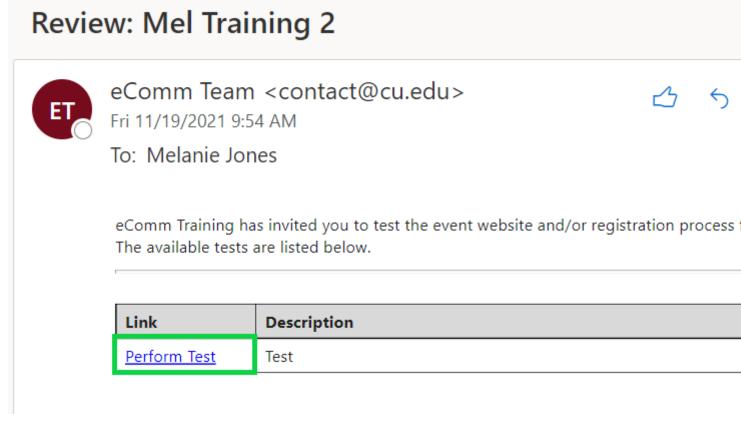
Name	Туре
Jones, Melanie	Account User
Add Recipients	

Scenarios

Set up and describe scenarios that you want the recipients to test.

Edit	Name	
1	Website (via Weblink)	E
Add Scenario		

• The recipients will receive an email with a link to **Perform Test**.



Preview Event

Using the Preview option in Cvent is a great way to view your event from the registrant's 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

\equiv Copy of EVENT TITLE

Home		Events > Copy of EVENT TITLE > Home
General	\sim	
Website		Copy of EVENT TITLE
Registration	~	Upcoming 🗒 8/26/2024 6:00 PM - 10:00 PM MT (60 day
Marketing	~	
Email	~	😌 Up next for your event
Attendees	~	Double-check event features
OnArrival	~	Make sure the event features you co need.
Reports	~	View features Skip
Integrations		
		Event Overview

Related Resources

- Event Approval & Launch [4]
- Testing Checklists [3]
- Understanding Event Statuses? [7]
- Testing Your Registration Process [8] (Cvent help article)
- Can I send a testing scenario to someone who isn't a Test User? [6] (Cvent help article)

Display Title:

Cvent | Event Testing Send email when Published: No

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Links

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[7] https://cventhelp.force.com/apex/CommunityArticle?id=000002824

[8] https://support.cvent.com/s/communityarticle/Using-Testing-Scenarios