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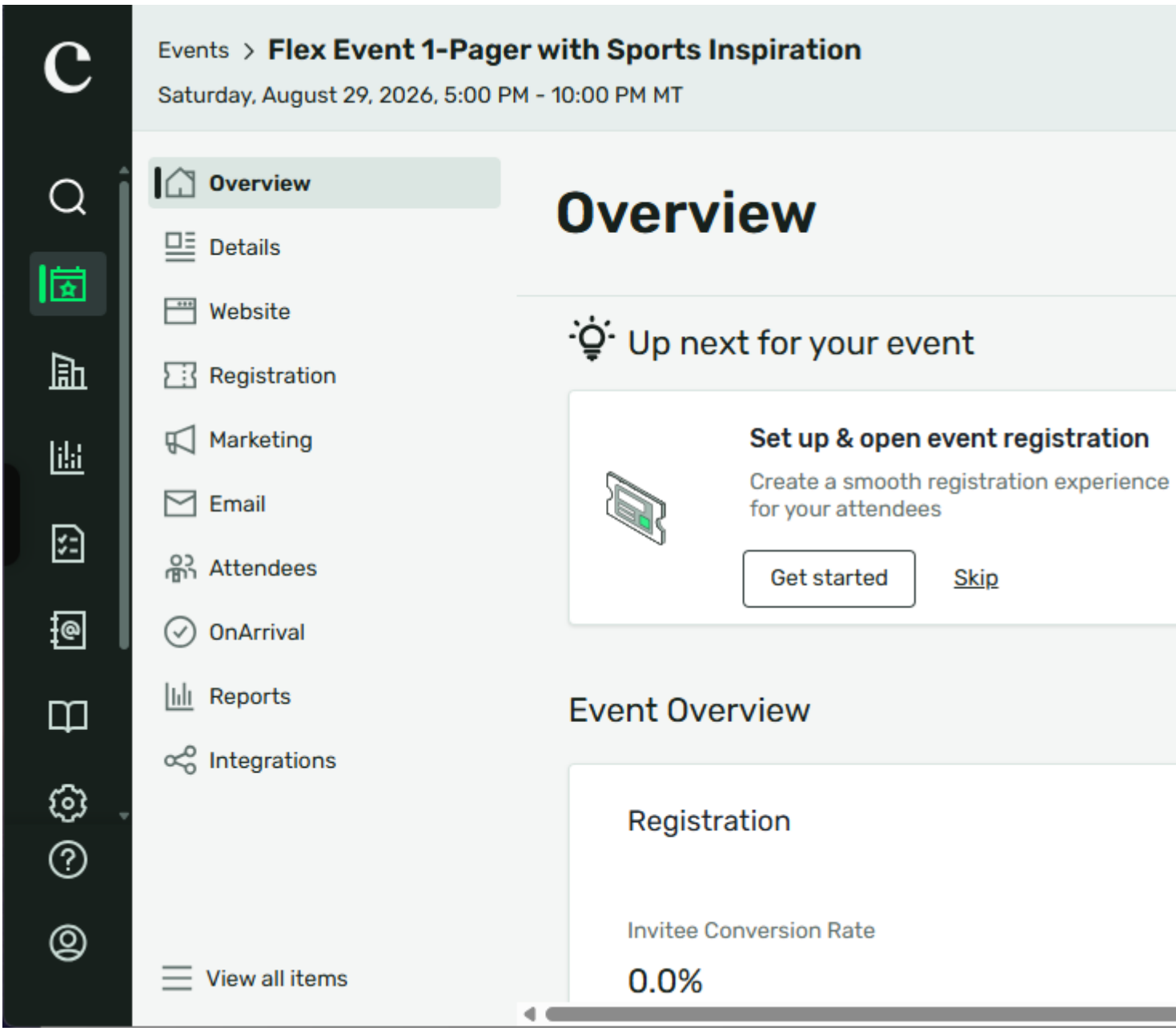
Cvent | Event Testing [1]

July 30, 2026 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 Testing

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

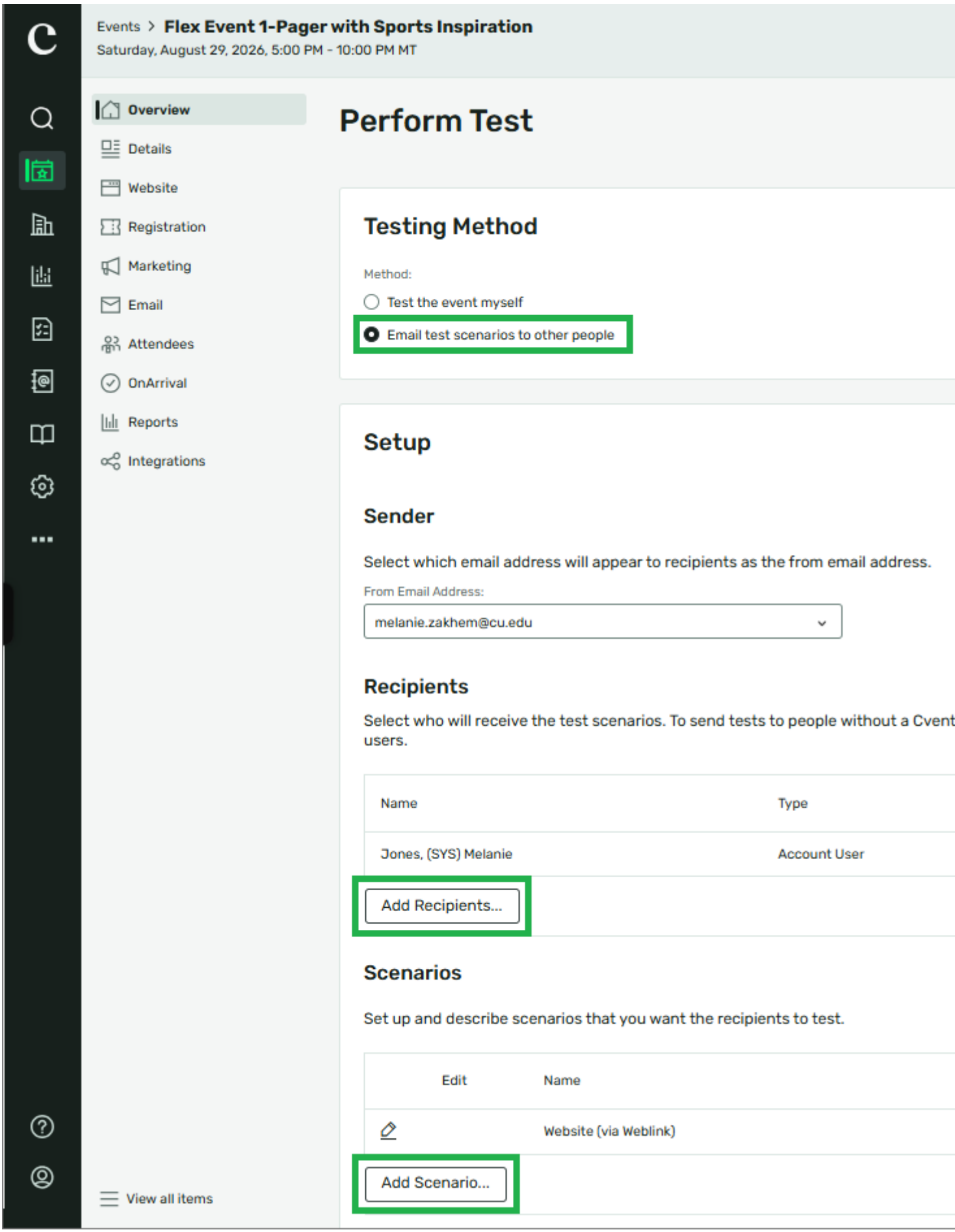


Testing Method

- For Testing Method select: **Test the event myself**

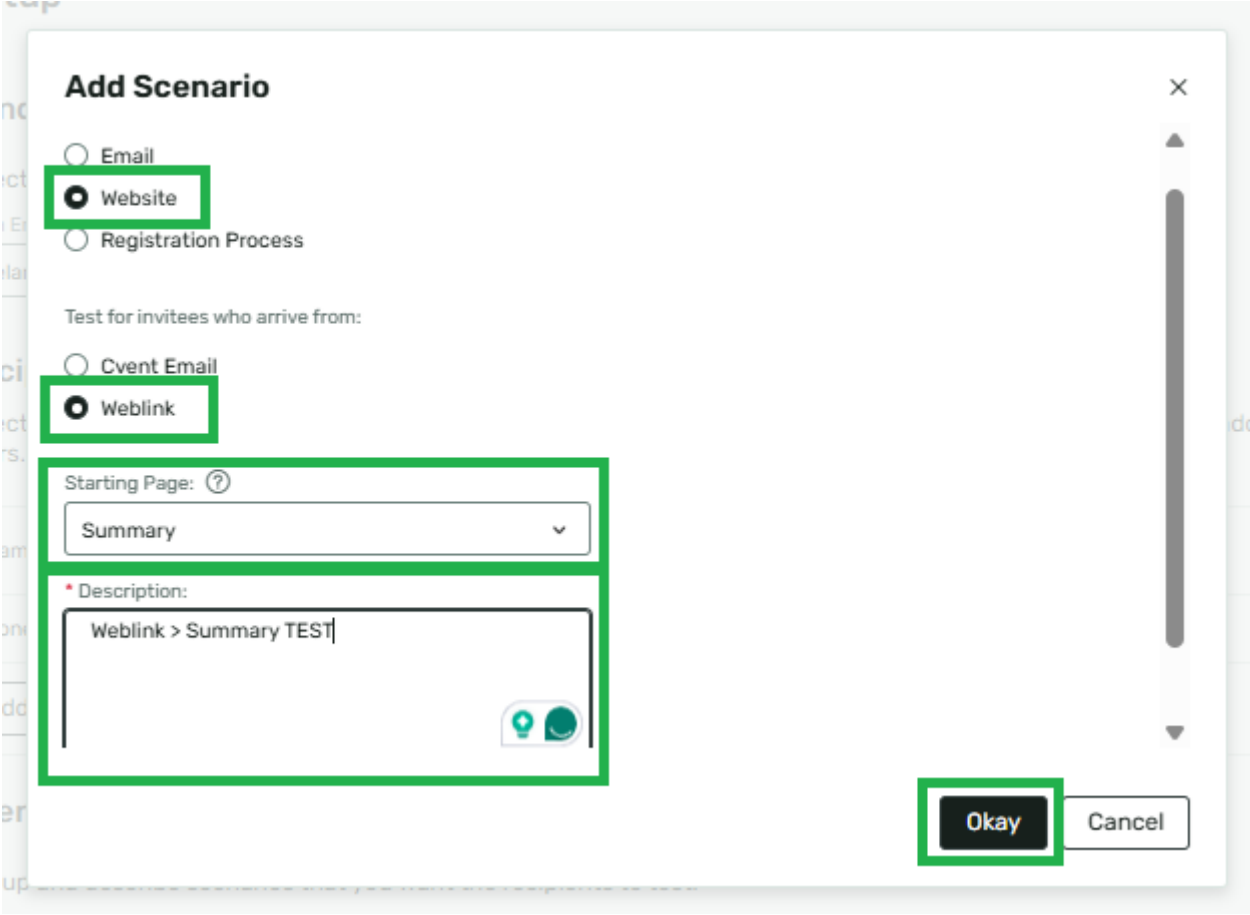
Setup

- Under **Recipients** > Select **Add Recipient**s > check the box next to your name
- Under **Scenarios** > select **Add Scenario**

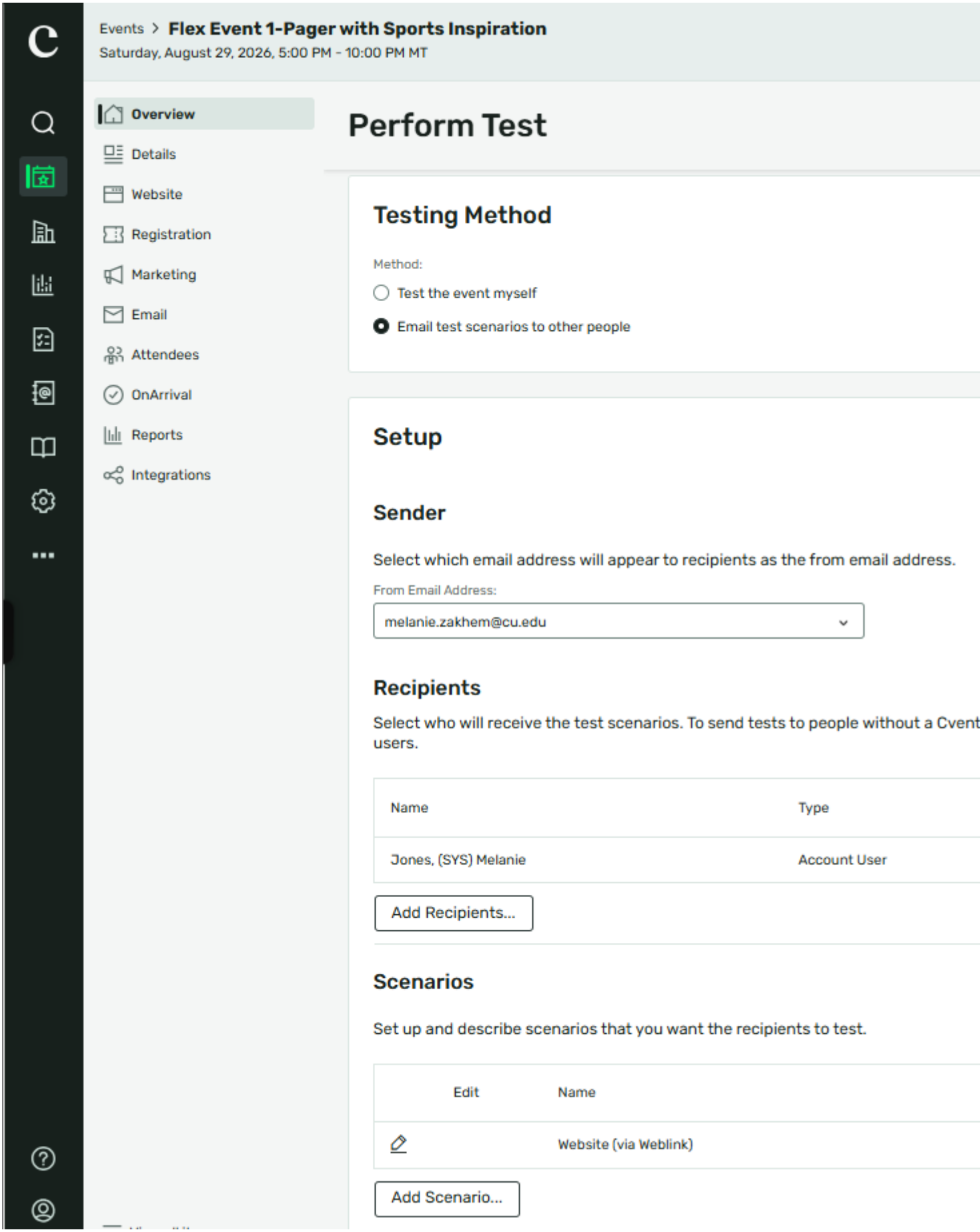

Events > Flex Event 1-Pager with Sports Inspiration
Saturday, August 29, 2026, 5:00 PM - 10:00 PM MT
Overview
Details
Website
Registration
Marketing
Email
Attendees
OnArrival
Reports
Integrations
View all items
Perform Test
Testing Method
Method:
Test the event myself
Email test scenarios to other people
Setup
Sender
Select which email address will appear to recipients as the from email address.
From Email Address:
melanie.zakhem@cu.edu
Recipients
Select who will receive the test scenarios. To send tests to people without a Cvent
users.
Name
Type
Jones, (SYS) Melanie
Account User
Add Recipients...
Scenarios
Set up and describe scenarios that you want the recipients to test.
Edit
Name
Website (via Weblink)
Add Scenario...

Add Scenario

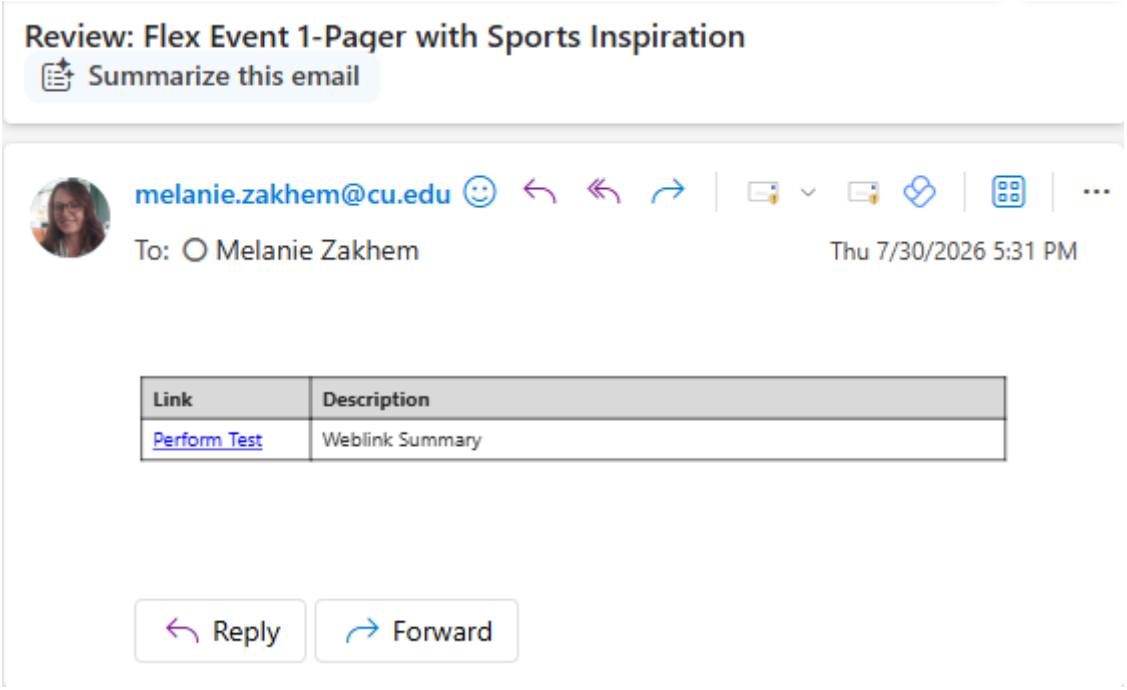
- Select **Website** or **Registration Process**
- Test for invitees who arrive from: **Weblink**
- Select a **Starting Page** if relevant
- Add a **Description**
- Select the **Okay button**



- Review what's been set up
- Select the **Start Test** button in the top-right



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



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 [5]r.

Related Resources

- Event Approval & Launch [4]
- Testing Checklists [3]
- Understanding Event Statuses? [6]
- Testing Your Registration Process [7] (Cvent help article)
- Can I send a testing scenario to someone who isn't a Test User? [5] (Cvent help article)

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[6] https://cventhelp.force.com/apex/CommunityArticle?id=000002824
[7] https://support.cvent.com/s/communityarticle/Using-Testing-Scenarios