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

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.

Select Test Parameters

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

Perform Test

Testing Method

Method:

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

Setup

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: ⑦

- ○ Cvent Email
- ● Weblink

Starting Page: ⑦

Summary	⌄

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

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].*

Select Recipients

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? 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

[6]**ⓡ.**

Select Testing Parameters

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

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	Type
Jones, 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...

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

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
Perform Test	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

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)

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