


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 enable popups ^[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.

 **Copy of EVENT TITLE**

Home

General

Website

Registration

Marketing

Email

Attendees

OnArrival

Reports

Events > Copy of EVENT TITLE > Home > Perform Test

Perform Test

Testing Method

Method:

☒ Test the event myself

☐ Email test scenarios to other people

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: ?

- ☐ Cvent Email
- ☒ Weblink

Starting Page: ?

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

The screenshot displays the Cvent event management interface. On the left, a sidebar menu is visible with the following items: Home (highlighted with a green border), General, Website, Registration, Marketing, Email, Attendees, OnArrival, Reports, and Integrations. The main content area shows the event title 'Copy of EVENT TITLE' and a breadcrumb trail: Events > Copy of EVENT TITLE > Home. Below the title, it indicates the event is 'Upcoming' and scheduled for '8/26/2024 6:00 PM - 10:00 PM MT (60 days)'. A section titled 'Up next for your event' features a card with a star icon and the text 'Double-check event features' and 'Make sure the event features you copied are the ones you need.' Below this card are two buttons: 'View features' and 'Skip'.

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].*

Home

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Perform Test

Testing Method

Method:

☐ Test the event myself

☒ Email test scenarios to other people

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 to [Test without Cvent login](#).

Name

Type

Delete

You do not have any recipients.

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 user](#)

Select Recipients

Account User ▾

| Select | Name | Email Address |
|-------------------------------------|----------------|------------------------------|
| <input type="checkbox"/> | Jones, Brennan | brennan.jones@Colorado.EDU |
| <input checked="" type="checkbox"/> | Jones, Melanie | melanie.jones@cu.edu |
| <input type="checkbox"/> | Jutte, Brie | brie.waterman@colorado.edu |
| <input type="checkbox"/> | Kercsmar, Anne | anne.kercsmar@cuanschutz.edu |

OK

Select Testing Parameters

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

Scenarios

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

| Edit | Name | Delete |
|--------------------------------|------|--------|
| You 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: ?

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 to [Add Recipients](#).

| 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

Home

General

Website

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OnArrival

Reports

Integrations

Events > Copy of EVENT TITLE > Home

Copy of EVENT TITLE

Upcoming



8/26/2024 6:00 PM - 10:00 PM MT (60 days)



Up next for your event



Double-check event features

Make sure the event features you need.

[View features](#)

[Skip](#)

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

Source URL:<https://www.cu.edu/blog/ecommerce/wiki/cvent-event-testing>

Links

[1] <https://www.cu.edu/blog/ecommerce/wiki/cvent-event-testing> [2] <https://www.cu.edu/blog/ecommerce/wiki/author/39> [3] <https://www.cu.edu/blog/ecommerce/wiki/checklists> [4] <https://www.cu.edu/blog/ecommerce/wiki/cvent-event-approval-launch> [5] <https://support.cvent.com/s/communityarticle/I-m-clicking-a-button-but-nothing-happens-What-s-wrong> [6] <https://support.cvent.com/s/communityarticle/Can-I-send-a-testing-scenario-to-someone-who-isn-t-a-Test-User>

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

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