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
    - 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

Testing Method

Method:

○ Test the event myself

● **Email test scenarios to other people**

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

Select Recipients

Account User ∨

Select	Name	⌃ Email Address
☐	Jones, Brennan	brennan.jones@Colorado.EDU
☑	Jones, Melanie	melanie.jones@cu.edu
☐	Jutte, Brie	brie.waterman@colorado.edu
☐	Kercsmar, Anne	anne.kercsmar@cuanschutz.edu

OK

- 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

- 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

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 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
Perform Test	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]

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