

Cvent | Event Testing ^[1]

March 2, 2021 by [Melanie Jones](#) ^[2]

Testing your event registration and website ^[3] is crucial to the success of an event.

- Full Test (for yourself & others)
- Preview

The full test option sends a URL to you or others to complete registration in it's entirety, including the registration confirmation email triggered upon registration.

- Open your event. The **Overview** tab will open by default.
- In the top-right corner, click the **Perform Test** button

☰ Cross Events ▾ **Overview** Event Details Website & Registration

[Events](#) > [Virtual Event](#) > [Overview](#)

Virtual Event

Location Colorado	Date & Time Saturday, May 1, 2020 9:00 AM to 2:00 PM
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- 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
- A pop-up will appear.
- **Check the box** next to the individual(s) you want to send a test to
 - Change the **Type dropdown** to send a test to Portal & Test Users
- Click the green **OK** button at the bottom

Send a Test to Anyone Did you know you can send a Cvent test to folks without getting them added as a test user? Send a test to yourself and the link included can be sent to others. Either copy/paste the link or forward the entire message.

Select Recipients

Type: Account User ▼

Select

<input type="checkbox"/>	Account User
<input type="checkbox"/>	Access Portal Users
<input type="checkbox"/>	Test User
<input type="checkbox"/>	Milligan, Jennifer
<input type="checkbox"/>	Morris, Nicole
<input checked="" type="checkbox"/>	Mortensen, Jennifer
<input type="checkbox"/>	Nakamichi, Denise
<input type="checkbox"/>	Needy, Tom

OK Cancel

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

Scenarios

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

Edit Name

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 a summary page of the website or the first page of registration
 - **Description:** If the testers need any instructions

Test

Add Scenario

Area: Email

Website

Registration Process



Test for invitees who arrive from:

Event Email

Weblink

Language: (Not Specified)

Starting Page: Summary

* Description:

Please test this event

227 characters left

OK

Cancel

- After completing the items above, your test should look similar to what's below.
- Click the green **Start Test** button in the top-right to initiate the test.

Perform Test

Testing Method

Method: Test the event
 Email test scenario



Setup

Sender

Select which email address will appear to recipients as the from email address.

From Email Address:

Recipients

Select who will receive the test scenarios. To send tests to people without email addresses, use their phone numbers.

Name

Jones, Melanie

Jones, Melanie

[Add Recipients...](#)

Scenarios

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

Edit Name



Website (via Weblink)

[Add Scenario...](#)

Testing via the preview option is great for repeated testing by the event creator.

Related Resources

- [Event Approval & Launch](#) [4]
- [Testing Checklists](#) [3]
- [Understanding Event Statuses?](#) [5]

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/testing-checklists>

[4] <https://www.cu.edu/blog/ecommerce-wiki/cvent-event-approval-launch>

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