Testing your event registration and website is an important step before requesting approval from your eComm specialist and then launching your event.

- Perform Test
- Preview Event

Testing will send a URL to you (or others) to complete registration in its 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**
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?** Send the test to yourself. An email will come to your inbox with a testing link that you can share with others.
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

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
- The recipients will receive 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.
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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Links