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Cvent | How to setup payment information [1]

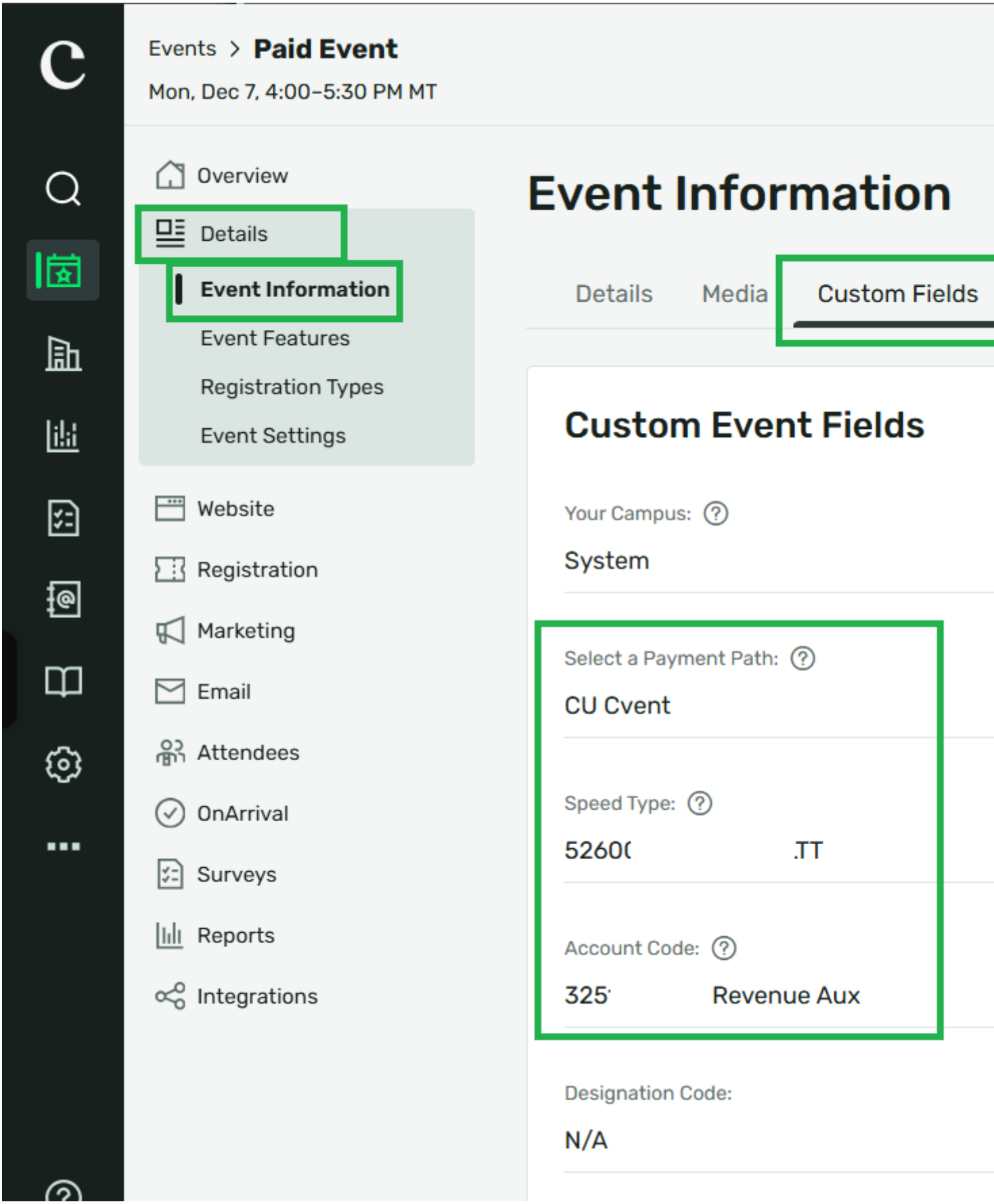
October 12, 2026 by Melanie Jones [2]

IMPORTANT Users cannot add new financial information to Cvent. They must submit a request for new details to be added to Cvent via their eComm Specialist. eComm Specialists should submit a ticket [3] to System eComm to complete this action.

1. Setup Custom Event Fields

The custom event fields ensure money collected in Cvent will make its way back to event planners [4]. To do this, we need your department's SpeedType and Account Code added to Cvent (via an eComm specialist). These details can then be added to your specific event during the initial event creation process or edited after:

- Under **General** >> **Event Information** >> **Custom Fields** tab
- Click the blue **Edit** button in the top right corner if you need to make changes.
- If collecting money, select **CU Cvent** OR **CU Foundation Cvent**.
- If you selected CU Cvent, choose your department's **SpeedType** and **Account Code**. If you selected CU Foundation Cvent, choose your department's **Designation Code** (Allocation Fund # was retired in Summer 2023 with the launch of CU Ascend).
- **Save** these details with the blue button in the top right corner.

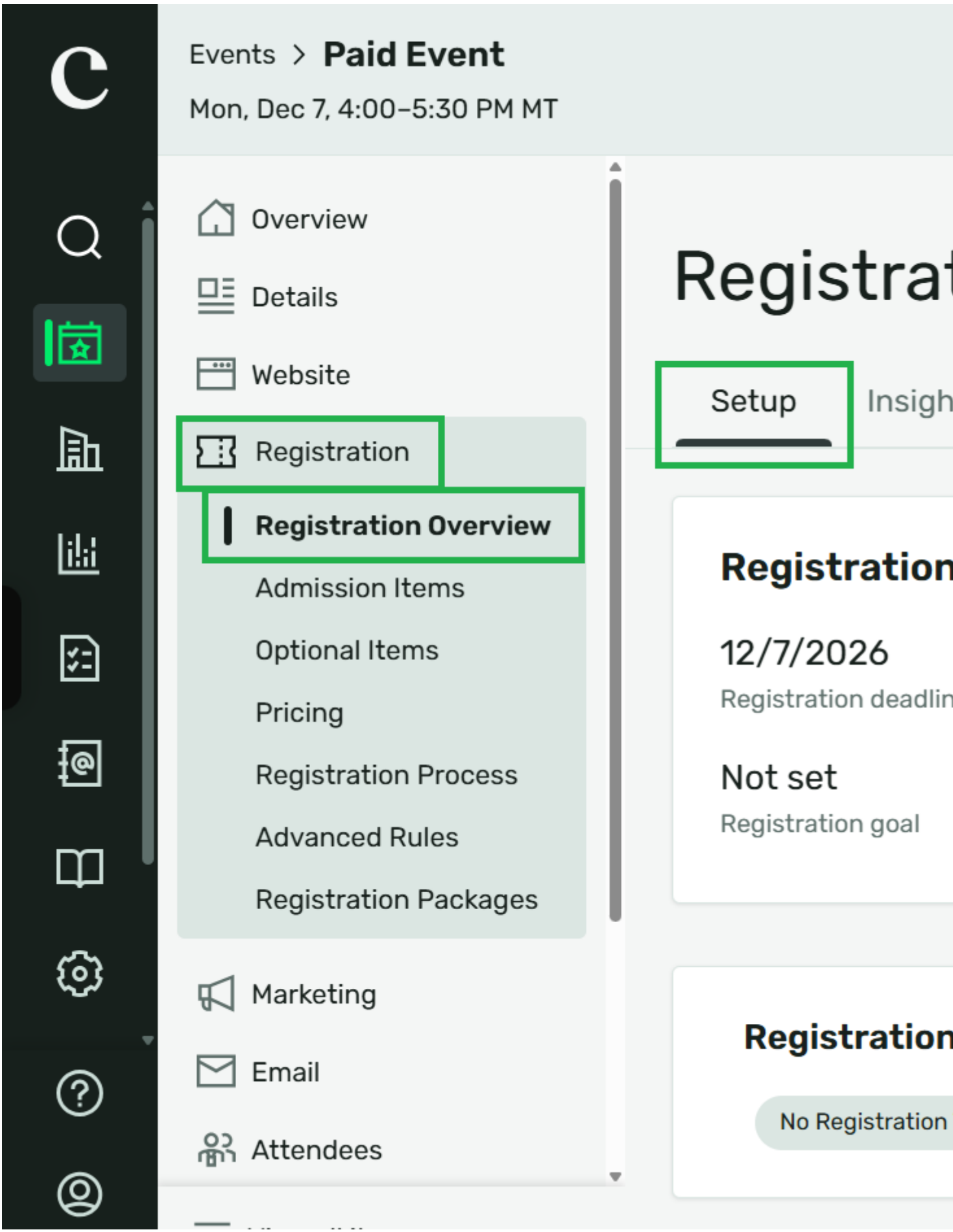


2. Configure Registration Settings

- From the Event navigation, hover over **Registration >** then click **Registration Overview**

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- Click the tab to the left, **Setup**. In the **Pricing** card to the right, click the **Settings** icon.



- **Do you need pricing? Yes**

- **Merchant Account = CU Cvent** OR **CU Foundation Cvent** if collecting payment.
    - **IMPORTANT**: Ensure that the merchant account you choose in this section matches the merchant account you selected in step one.
- **Allowed Payment Methods: All checked**

Pricing Settings

Enable event pricing

Enable pricing to collect registration fees, set up early bird pricing, discounts, and more.

Event prefix for invoicing

Up to 6 characters

Revenue Goal (USD)

$

Merchant Account

CU Cvent

Set up Cvent Payments

Currency

U.S. Dollar

Allowed Payment Methods

Visa Mastercard American Express

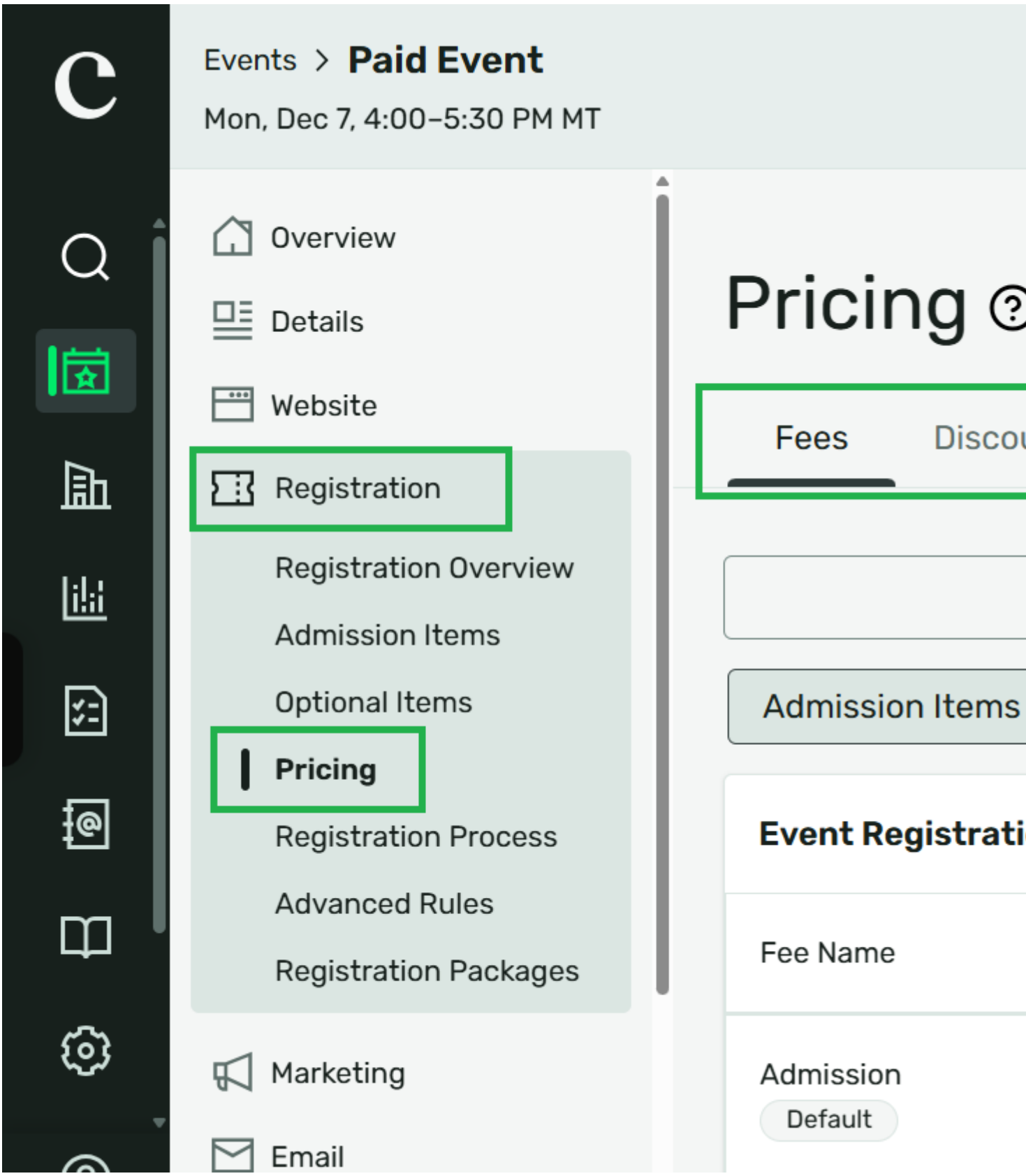
Discover

Cancel

Save

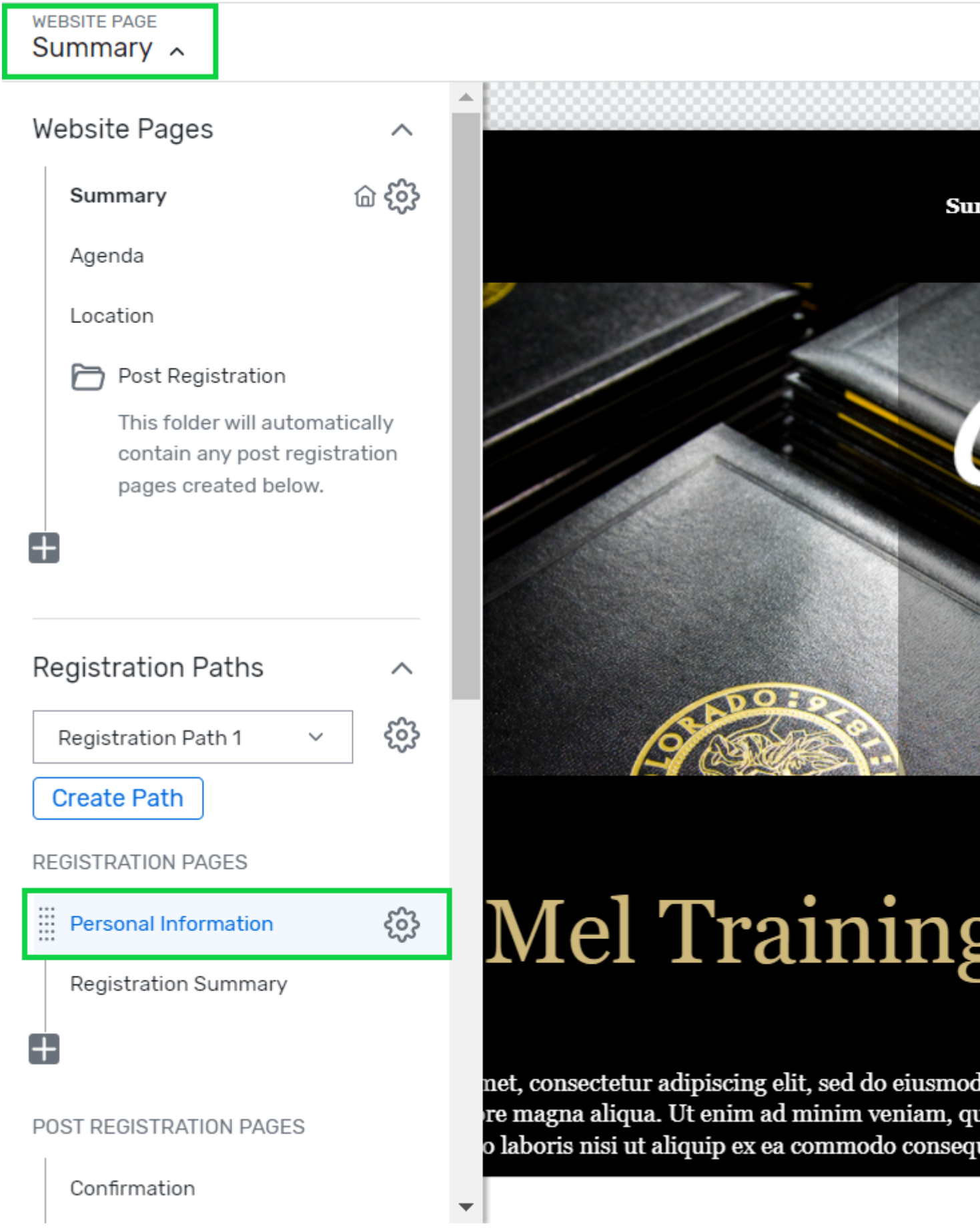
3. Set Pricing (including Refunds & Discounts)

- Expand **Registration** > select **Pricing**
- Click the blue **Edit** button in the top right to add a price
- Use the **Fees** and **Discounts** tabs to customize these settings

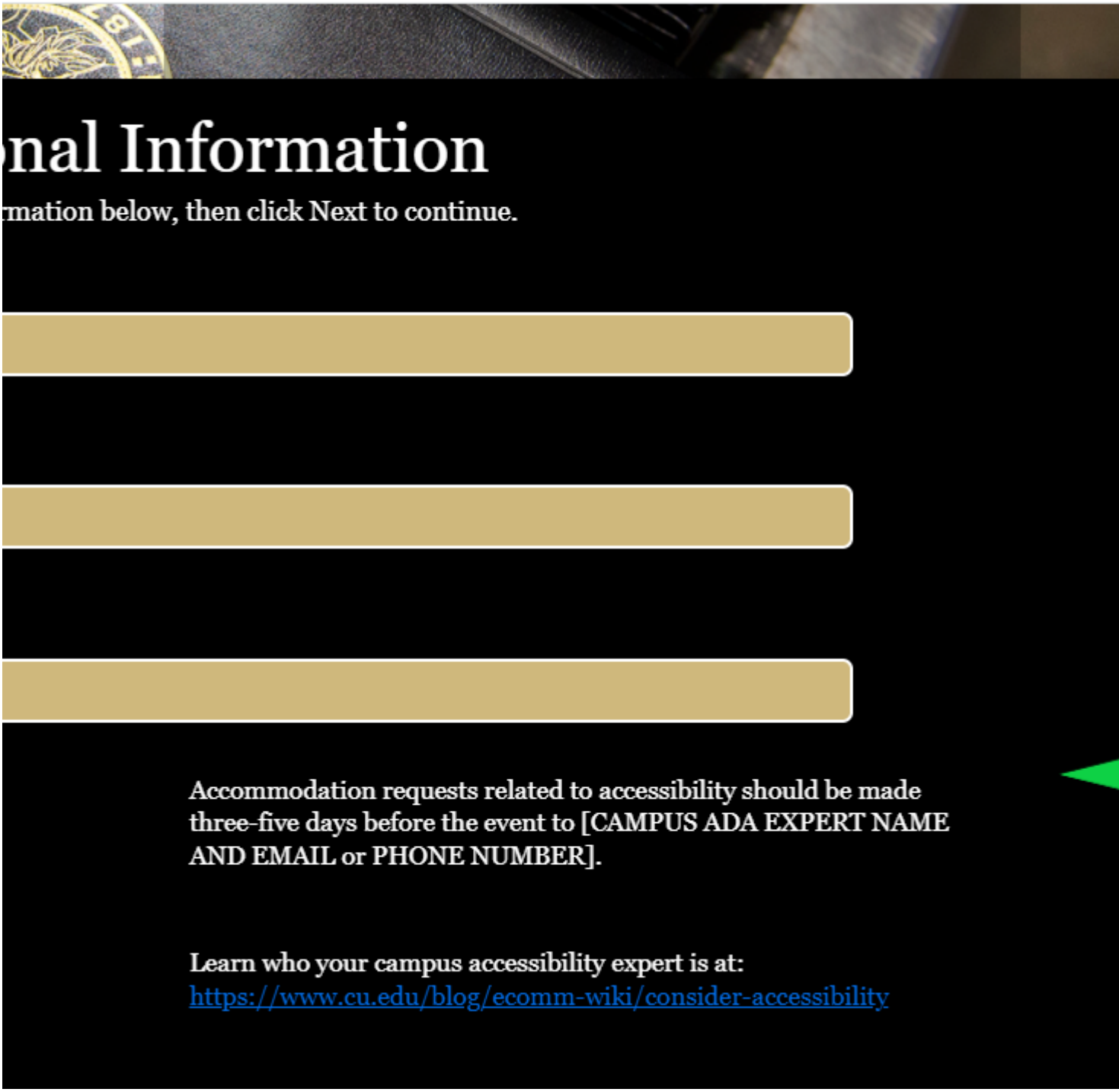


4. Add Payment Widget

- Navigate to **Website** >> **Event Website**
- Select the blue **Open Site Designer** button
- Click **Summary** in the top left to open the page navigation. Scroll and select the **Registration Page** you want to add the payment widget to.

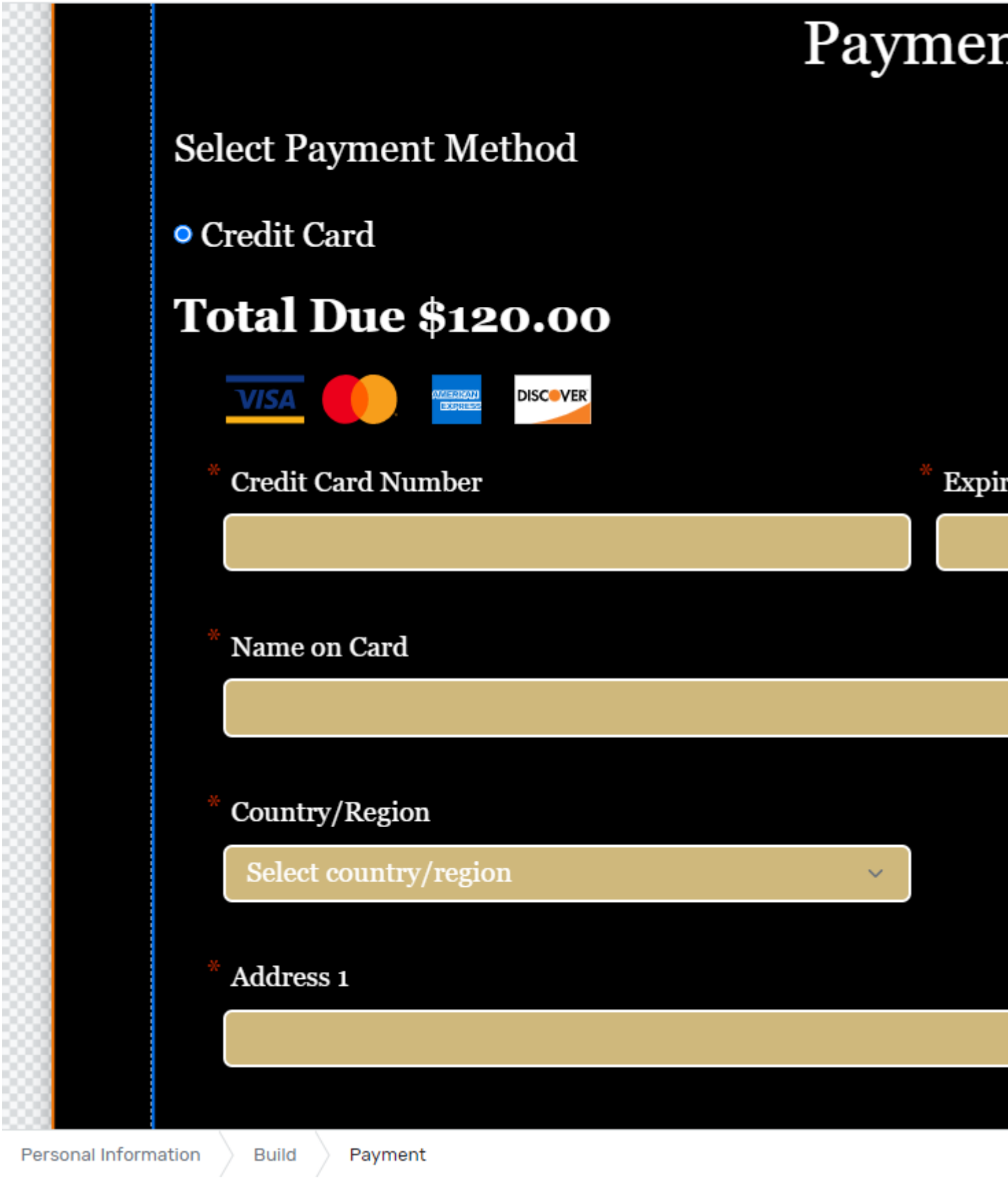


- Drag the **Payment** widget onto the page.



- You can enable/disable **Offline/Other** as a payment method by using the panel on the right (when the Payment widget is selected)

?



- Don't forget to **Save** and **Publish**.

Paying Online After Registration

You can allow Paying Online After Registration [5]. This option does not allow registrants to skip the payment section of their initial registration but will provide an opportunity for the registrant to resubmit payment if their original payment failed or switch their payment type if they originally planned to pay by check and now want to pay online with a credit card.

Never Process Payment at a Later Time or Allow Partial Payments

'Process payment at a later time' [6] and 'allow partial payments' [7] should never be enabled to adhere to CU's standards for protecting cardholder information. There is no exception.

Optional Donations

Only designated Cvent fundraising event forms are permitted to collect optional donations. Event planners hosting non-fundraising events who want to encourage optional donations from event registrants should provide a link to the associated fund page on the CU Foundation giving site [8].

Related Content

- Paid Event Overview [4]
- Do not enable 'process payment at a later time' [6]
- Do not 'allow partial payments' [7]
- Paying Online After Registration [5]
- What account code should I use? [9]
- What speedtype should I use? [9]
- What designation code should I use? [9]
- How do I get an account code, speedtype, or designation code added to Cvent? [10]*

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[4] https://www.cu.edu/blog/ecomm-wiki/cvent-paid-event
[5] https://support.cvent.com/s/communityarticle/Paying-Online-After-Registration
[6] https://www.cu.edu/blog/ecomm-wiki/do-not-enable-process-payment-later-time
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[9] https://www.cu.edu/blog/ecomm-wiki/cvent-accounting-quick-list [10] https://www.cu.edu/blog/ecomm-

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