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Cvent Intermediate Training [1]

October 12, 2026 by Melanie Jones [2]

Once you've mastered the basics of Cvent [3], you might be wondering how you can continue to deepen your skills. On-demand training is available on more advanced Cvent topics:

Site Designer

Learn tricks & tips for modifying the event website and registration in the Site Designer.

- ?Cvent Site Designer [4] | 20 min.
  - Add Questions to your Event [5]
  - Use Guest Registration [6]
  - Image Sizes [7]
  - Consider Accessibility [8]

Adding Sessions

Create an agenda so registrants know what to expect on the day of your event.

- Sessions [9]| 15 min.
  - Session Emails [10]

Paid & Fundraising Events

A must watch for anyone hosting a paid event in Cvent. Learn to configure your event to collect payment and review nuances that pertain to you and the registrant.

- Paid Events [11] | 14 min.
- Fundraising Events [12]

Email Designer

Take full advantage of the email designer by communicating with registrants throughout the event. Use registration confirmations, 'Know Before You Go' messages, post-event feedback and more.

- Email Designer [10] | 13 min.
  - Image Sizes [7]
- Event & Session Emails [10]
- What to Include (and Not) in Cvent Emails [13]

Reports & Portal

Need to keep a pulse on your events? Present event data with Reports. Even better, get others access for free via the Portal.

- Reporting [14] | 20 min.
  - Confirm Email Delivery [15]
- Portals [16]

Track Attendance

What's better than knowing who registered for your event? Knowing who attended. With a little planning, marking participation is easy.

- Track Attendance [17] | 15 min.

Testing, Approval & Launch

After creating your event, testing is a crucial step to confirm your registrants will have a seamless experience. Then send your event to your eComm specialist for approval and after you can launch it.

- Perform Test [18]
  - Test Credit Card [19]
- What to Check Before Opening Registration [20]
- Approval & Launch [21]
  - Weblink to Promote Event [22]

Related Content

- Share Events with Other Cvent Users [23]
- Set Event or Agenda Capacity [24]
- Virtual Event Planning Checklist [25]
- Event Planner Alerts [26]
- Collect Event Feedback (Survey) [27]
- Creating Name Badges [28]
- Promote Your Event [22]

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