

## **Cvent Intermediate Training** <sup>[1]</sup>

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Once you've mastered the [basics of Cvent](#) <sup>[3]</sup>, 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](#) <sup>[4]</sup> | 20 min.
  - [Add Questions to your Event](#) <sup>[5]</sup>
  - [Use Guest Registration](#) <sup>[6]</sup>
  - [Image Sizes](#) <sup>[7]</sup>
  - [Consider Accessibility](#) <sup>[8]</sup>

### **Adding Sessions**

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

- [Sessions](#) <sup>[9]</sup> | 15 min.
  - [Session Emails](#) <sup>[10]</sup>

### **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](#) <sup>[11]</sup> | 14 min.
- [Fundraising Events](#) <sup>[12]</sup>

### **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](#) <sup>[10]</sup> | 13 min.
  - [Image Sizes](#) <sup>[7]</sup>
- [Event & Session Emails](#) <sup>[10]</sup>
- [What to Include \(and Not\) in Cvent Emails](#) <sup>[13]</sup>

### **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](#) <sup>[14]</sup> | 20 min.
  - [Confirm Email Delivery](#) <sup>[15]</sup>
- [Portals](#) <sup>[16]</sup>

## 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](#) <sup>[17]</sup> | 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](#) <sup>[18]</sup>
  - [Test Credit Card](#) <sup>[19]</sup>
- [What to Check Before Opening Registration](#) <sup>[20]</sup>
- [Approval & Launch](#) <sup>[21]</sup>
  - [Weblink to Promote Event](#) <sup>[22]</sup>

## Related Content

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

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