

Cvent Intermediate Training ^[1]

June 15, 2022 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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