

## Cvent | Re-Enter Email Address <sup>[1]</sup>

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### **Did you know you can require registrants to enter their email twice while registering?**

This can help prevent registrants from moving too quickly and inputting an incorrect email address, which:

- prevents the registrant from getting relevant transactional emails about the event (like a registration confirmation or Know Before You Go)
- creates duplicates in Salesforce, requiring manual clean-up and fragmented Contact records

As a best practice, [all templates](#) <sup>[3]</sup> now have this enabled. We also recommend any events launched in the future have **"Display re-enter Email Address"** enabled.

### **To enable this in your event:**

- Navigate to your event's website >> Personal Information page.
- On the canvas, click the Email Address widget. Additional options will appear to the right.
- In the Configuration Options section, toggle **"Display re-enter Email Address"** to blue/on.

Display as

- Optional
- Read-Only
- Required

Display re-enter Email Address



- Once you're done, click Save to save the draft or click Publish to make it visible to invitees.

## Related Articles

- [Welcome to the New Experience!](#) [4]
- [Contact Cvent Help & Support](#) [5]
- [Access Event Templates](#) [3]
- [Visibility | Share Event with Other Users](#) [6]
- [Weblinks | Unique URL to Register for Event](#) [7]
- [Event Approval & Launch](#) [8]

### Display Title:

Cvent | Re-Enter Email Address

### Send email when Published:

No

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**Source URL:**<https://www.cu.edu/blog/ecommm-wiki/cvent-re-enter-email-address>

### Links

[1] <https://www.cu.edu/blog/ecommm-wiki/cvent-re-enter-email-address> [2] <https://www.cu.edu/blog/ecommm-wiki/author/145641> [3] <https://www.cu.edu/blog/ecommm-wiki/cu-branded-event-templates>  
[4] <https://www.cu.edu/blog/ecommm-wiki/cvent-welcome-new-user-experience>  
[5] <https://www.cu.edu/blog/ecommm-wiki/cvent-support-and-resources> [6] <https://www.cu.edu/blog/ecommm-wiki/cvent-share-your-event-other-users> [7] <https://www.cu.edu/blog/ecommm-wiki/cvent-weblinks>  
[8] <https://www.cu.edu/blog/ecommm-wiki/cvent-event-approval-launch>