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Cvent | Re-Enter Email Address [1]

June 3, 2026 by melanie.jones@cu.edu [2]

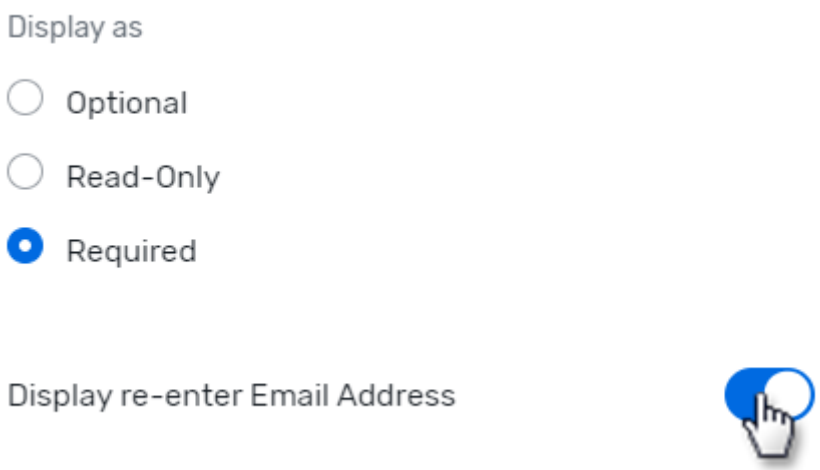
Did you know you can require registrants to enter their email twice while registering? This can help prevent registrants from moving too quickly and inputting an incorrect email address, which:

- 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 [3] 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.



- 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]
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