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Cvent | Report of Events Created by User [1]

September 23, 2026 by Melanie Jones [2]

Transferring a license? Adding a new user to an existing team? eComm specialists (by way of having access to all Cvent events) can create a Cross-Event Report of the events created by a particular user. They can navigate to each event and share it with the new user so they can hit the ground running.

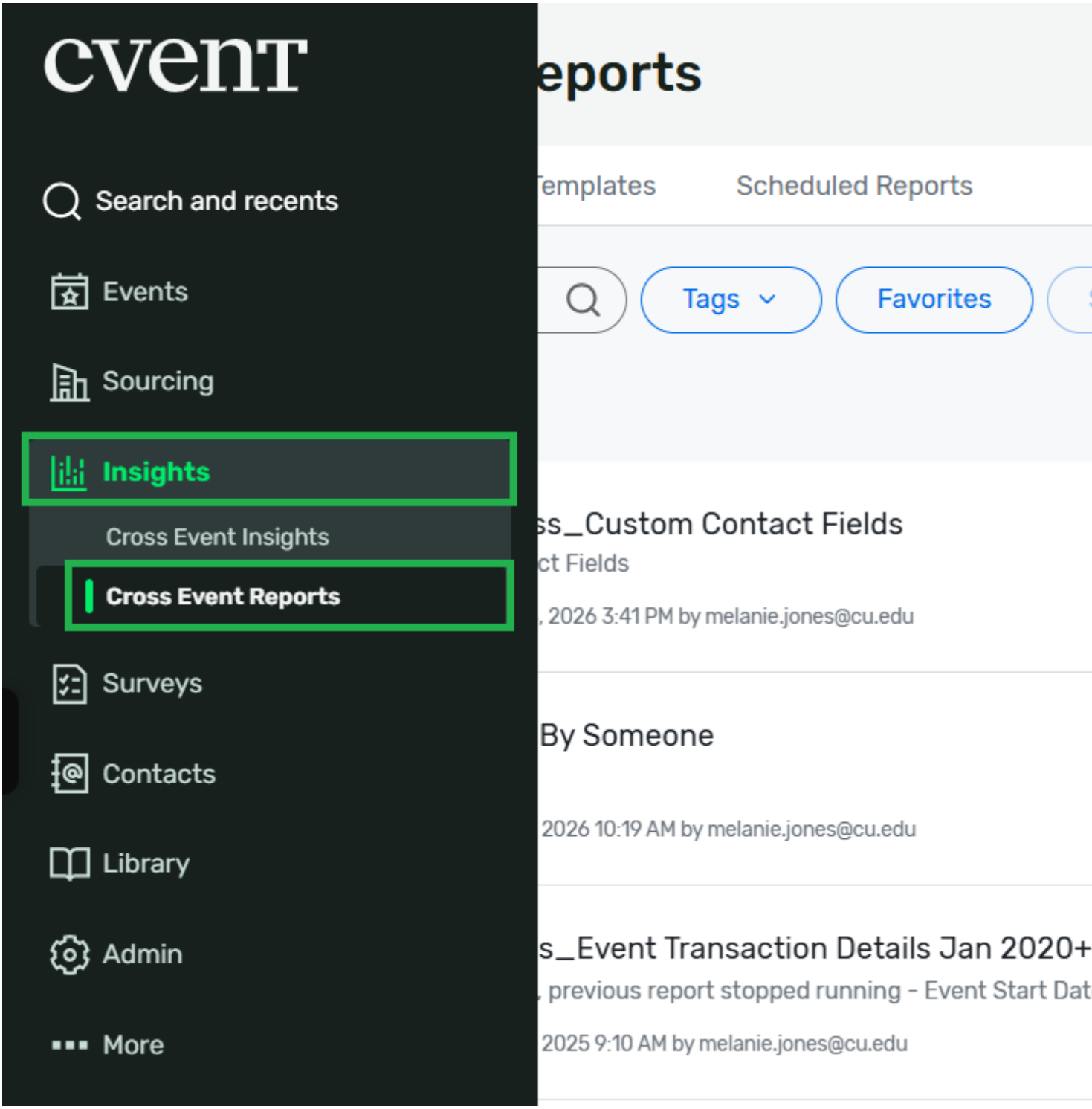
Users can create Cross-Event Reports and Share Visibility for events they have access to. But in many cases, an eComm specialists (by way of having access to all Cvent events) will be needed to successfully pull this report from Cvent and access all the events to share them.

Pull Cvent Report

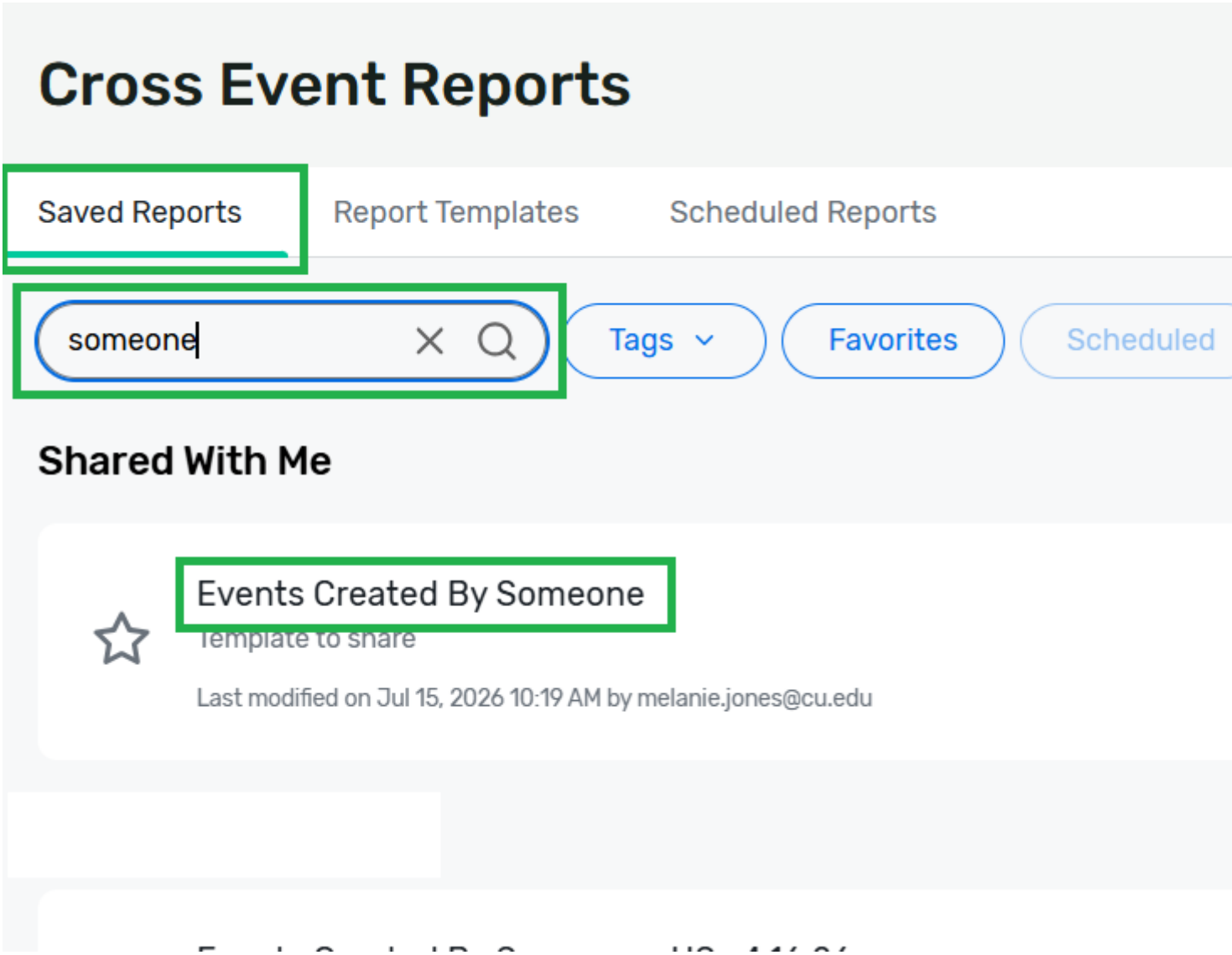
- Update Existing Report
- Create New Report

The following Report should be available to all eComm specialists. If not, you can create a new report with the instructions from the next tab.

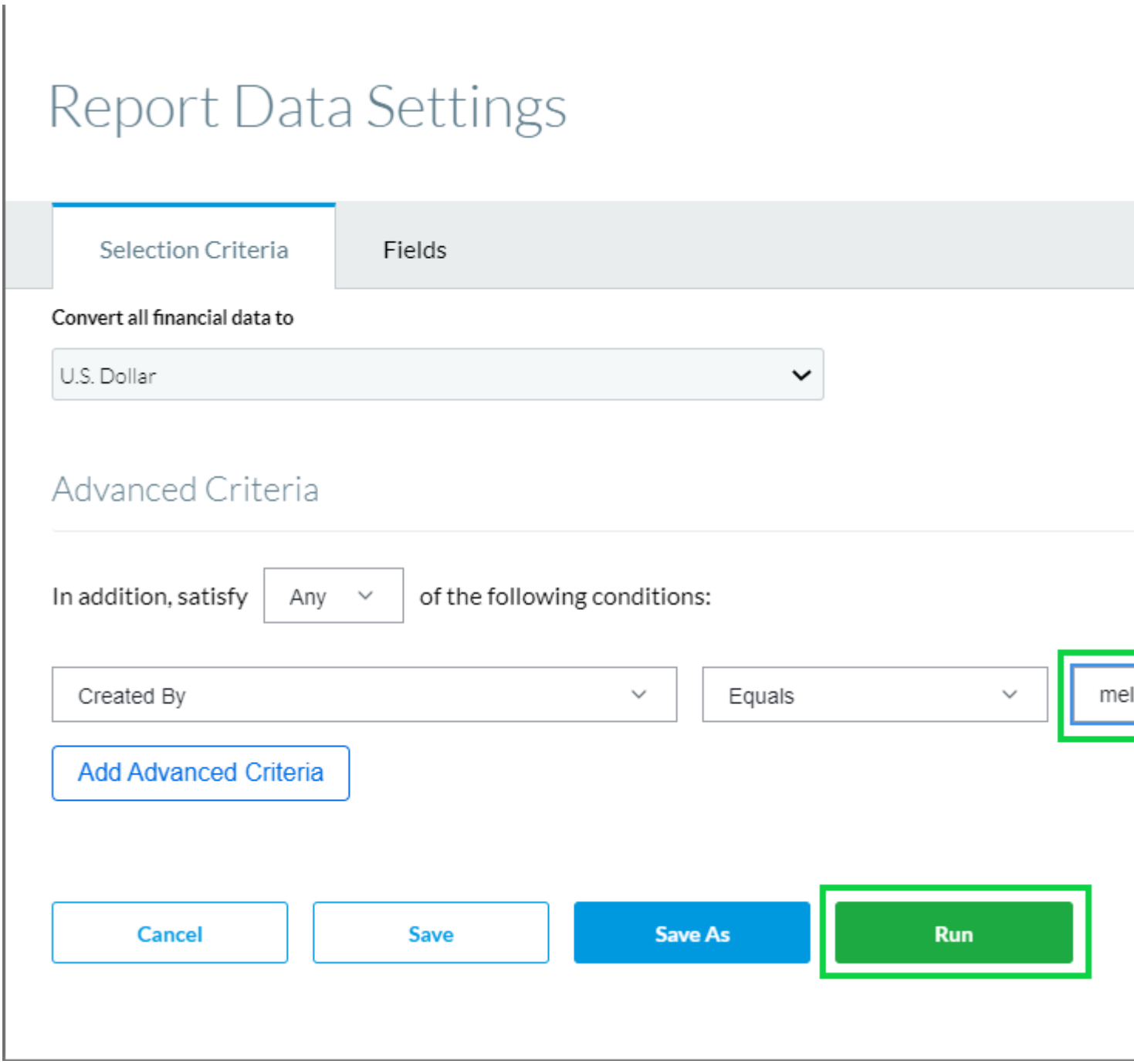
- Expand **Insights** in the left navigation >> then select **Cross Event Reports**



- You will be taken to the **Saved Reports** tab (if you have any)
- Find the Report titled: **Events Created by Someone** by searching or scrolling
    - ?Yours will be listed under the **Shared With Me** section rather than **My Reports**
    - Note: New eComm specialists do not automatically get access to this report, but you can create your own or request it be shared.
- Click the **pencil icon** in the far right row to edit the report



- **Update the email address** in the '*Created By Equals'* query
- Select the green **Run** button
- You can also **Save As** to create your own report



- After the Report runs, you can work your way down the list and share visibility:
  - open the first event title into a new tab >> share the event [3] >> close the tab >> repeat for the next event on the list

1. Hover More in the top navigation >> select **Cross Event Reports** in the dropdown
2. Select the green button on the top-right: **Create Custom Report**
3. Switch the category to **Events** and the type to **Events**. Press **next**
4. Delete the Registrant fields
5. Click "Add Fields" and switch to the Audit Information view
6. Choose "Created By." Press **Ok** and the press **next**
7. Press **next** (no action needed on step 3)
8. Modify the date range if needed. In the Advance Filters section set it up to be "Created by" "equals" "Username" (the user name is the person's email address)

9. Finish & Run Report

Share Events

Give other Cvent Users visibilty to an event so they can modify registration, access reports, help manage invitees, clone it for a future event, and more.

Sharing event visibility [3] must be done for each individual event - there is no bulk event share option.

Related Articles

- Contact Cvent Help & Support [4]
- Access Event Templates [5]
- Weblinks | Unique URL to Register for Event [6]
- Manage Registrants (modify, cancel, etc.) [7]
- Event Approval & Launch [8]
- Cvent Reporting [9]

Display Title:
Cvent | Report of Events Created by User
Send email when Published:
No

Source URL:https://www.cu.edu/blog/ecomm-wiki/cvent-report-events-created-user

Links
[1] https://www.cu.edu/blog/ecomm-wiki/cvent-report-events-created-user [2] https://www.cu.edu/blog/ecomm-wiki/author/39 [3] https://www.cu.edu/blog/ecomm-wiki/cvent-share-your-event-other-users [4] https://www.cu.edu/blog/ecomm-wiki/cvent-support-and-resources [5] https://www.cu.edu/blog/ecomm-wiki/cu-branded-event-templates [6] https://www.cu.edu/blog/ecomm-wiki/cvent-weblinks [7] https://www.cu.edu/blog/ecomm-wiki/cvent-registrant-management [8] https://www.cu.edu/blog/ecomm-wiki/cvent-event-approval-launch [9] https://www.cu.edu/blog/ecomm-wiki/cvent-reporting