Published on *University of Colorado* (https://www.cu.edu)

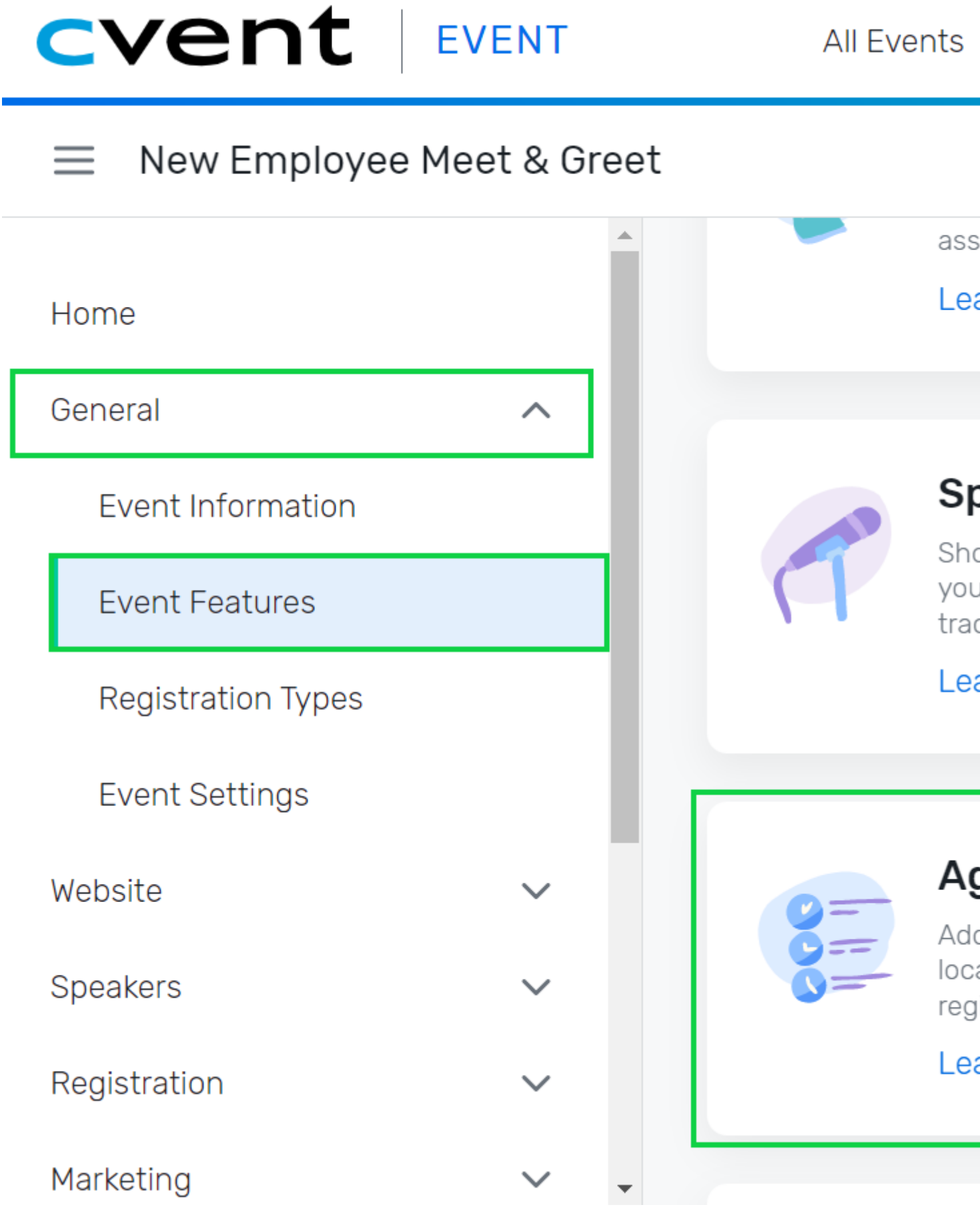
Cvent | Sessions [1]

September 23, 2026 by Melanie Jones [2]

Within your event, you have the option to add sessions. Learn how to enable them in the event, how to approach setting up those session details, and how to display them to registrants throughout the event lifecycle.

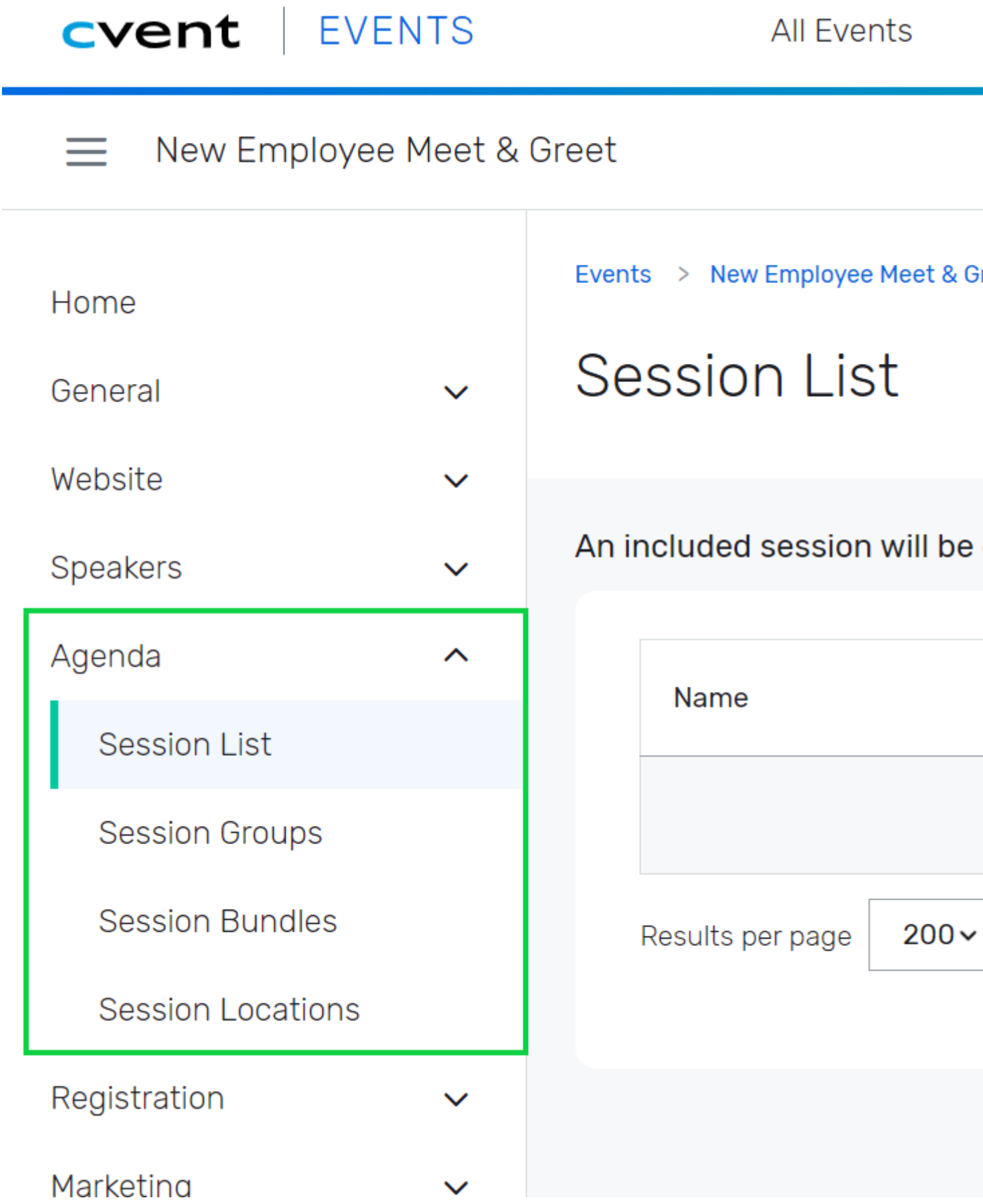
STEP 1 | Enable Sessions

Sessions aren't automatically enabled in an event. Turn on the Agenda feature to start adding your session details.



STEP 2 | Setup Sessions

After enabling sessions, you'll need to configure them. Learn more about setting session types, availability, advanced rules, session groups, and more [3].



STEP 3 | Display Sessions

Sessions have been created, but how do you get this information displayed to folks throughout the event lifecycle? We have some tips:

- **Event Website**
  - Add the Agenda at a Glance or the Session Widget to your website so potential registrants can get a good sense of the event before starting the registration process.
- **Event Registration**
  - Add the Session Widget to your registration process. If your registration process is long, it might be worth using multiple pages.
- **Registration Summary & Confirmation Page**
  - Show which sessions the registrant is signed up for. Provide a Modify Registration button in case someone realizes they mis-selected their sessions.
- **Emails**
  - There are many widgets one can include to have a registrant's session selection included in their post-registration or 'Know Before You Go' messages.
    - Session Details
    - Agenda
    - Registration Details

Related Content

- How do I record event participation data? [4]
- How can I report on event participation in Salesforce? [5]
- How can I communicate with past attendees? [6]

Display Title:
Cvent | Sessions
Send email when Published:
No

Source URL:https://www.cu.edu/blog/ecomm-wiki/cvent-sessions

Links
[1] https://www.cu.edu/blog/ecomm-wiki/cvent-sessions [2] https://www.cu.edu/blog/ecomm-wiki/author/39 [3] https://support.cvent.com/apex/CommunityArticle?id=000063837&Lang=en_US&searchTerm=sessions [4] https://www.cu.edu/blog/ecomm-wiki/cvent-track-participation [5] https://www.cu.edu/blog/ecomm-wiki/add-account [6] https://www.cu.edu/blog/ecomm-wiki/communicate-past-event-attendees