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Cvent | Share your Event with Other Users [1]

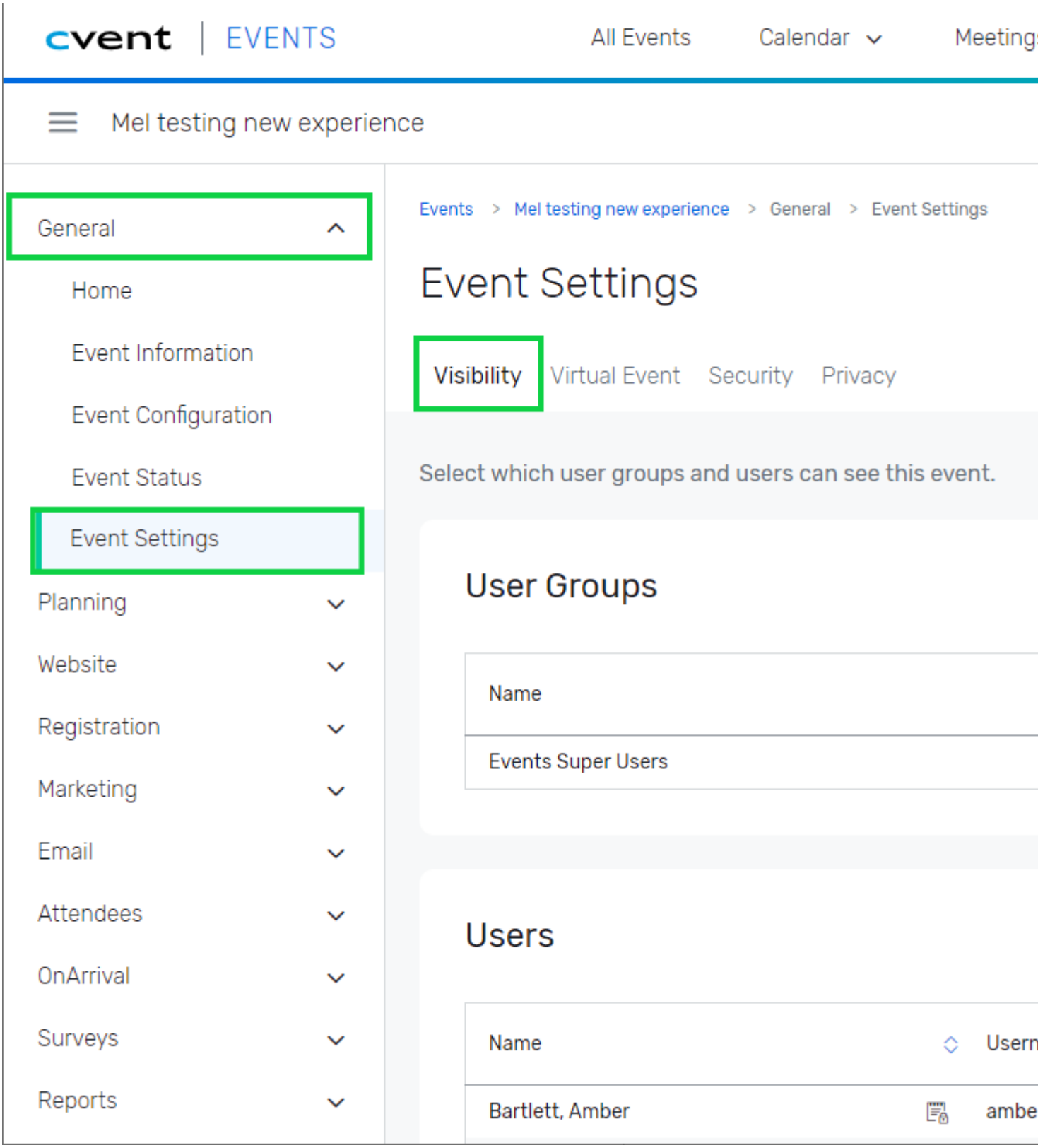
September 2, 2026 by Megan [2]

Collaborating with someone else at CU on your events? Give other Cvent Users visibility to your event so they can modify your registration, access reports, help manage invitees, clone it for a future event, and more.

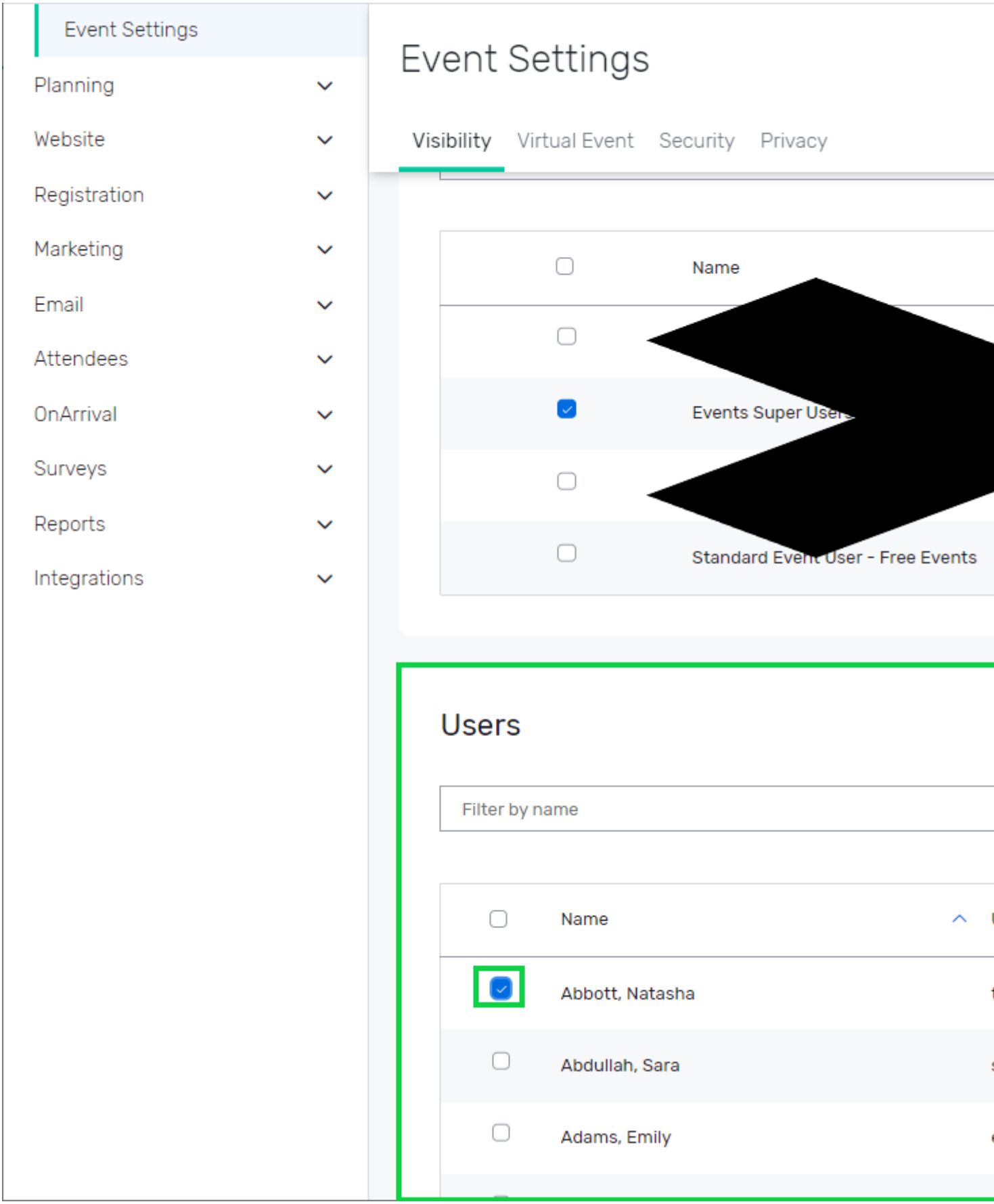
Sharing event visibility must be done for each individual event - there is no way to share event visibility in bulk.

Transferring a license or 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 [3]. They can navigate to each event and share it with the new user.

- Navigate to your event
- Expand **Details** on the left-hand side
- Select **Event** Settings
- The first tab is **Visibility**. Click the blue **Edit** button in the top right.



- Scroll to the **Users** section to check the box of the individuals to share the event
  - !TIP! You can filter by name
- Click **Save**


Event Settings
Planning
Website
Registration
Marketing
Email
Attendees
OnArrival
Surveys
Reports
Integrations
Event Settings
Visibility
Virtual Event
Security
Privacy
Name
Events Super User
Standard Event User - Free Events
Users
Filter by name
Name
Abbott, Natasha
Abdullah, Sara
Adams, Emily

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]

Display Title:
Cvent | Share your Event with Other Users
Send email when Published:
No

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Links
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[2] https://www.cu.edu/blog/ecomm-wiki/author/216287 [3] https://www.cu.edu/blog/ecomm-wiki/cvent-report-events-created-user [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
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