

## **Cvent | Share your Event with Other Users** <sup>[1]</sup>

December 2, 2021 by [Melanie Jones](#) <sup>[2]</sup>

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 and more.

Sharing visibility of your event with another active user must be done for each event.

- [Flex & Classic](#)
  - [Express](#)
- 
- Navigate to your event
  - Expand **General** on the left hand side
  - Select **Event** Settings
  - The first tab is **Visibility**. Click the blue **Edit** button in the top right.

General ^

Home

Event Information

Event Configuration

Event Status

Event Settings

Planning ▾

Website ▾

Registration ▾

Marketing ▾

Email ▾

Attendees ▾

OnArrival ▾

Surveys ▾

Reports ▾

Events > Mel testing new experience > General > Event Settings

## Event Settings

Visibility

Virtual Event

Security

Privacy

Select which user groups and users can see this event.

### User Groups

Name

Events Super Users

### Users

Name

◆ Usern

Bartlett, Amber



ambe

- 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

<input type="checkbox"/>	Name
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Events Super User
<input type="checkbox"/>	
<input type="checkbox"/>	Standard Event User - Free Events

## Users

Filter by name

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Abbott, Natasha
<input type="checkbox"/>	Abdullah, Sara
<input type="checkbox"/>	Adams, Emily

### Related Articles

- [Welcome to the New Experience!](#) [3]
- [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]

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