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Cvent | Share your Event with Other Users III

October 24, 2022 by Melanie Jones [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 <u>create a Cross-Event Report of the events</u> <u>created by a particular user</u> [3]. They can navigate to each event and share it with the new user.

- 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.

cvent EVENTS	All Events Calendar 🗸 Meeting
■ Mel testing new experi	ence
General ^	Events > Mel testing new experience > General > Event Settings
Home Event Information	Event Settings Visibility Virtual Event Security Privacy
Event Configuration Event Status	Select which user groups and users can see this event.
Event Settings Planning ~	User Groups
Website v Registration v	Name Events Super Users
Marketing 🗸 Email 🗸	
Attendees ~ OnArrival ~	Users
Surveys 🗸	Name 🔷 Usern
Reports 🗸	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

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Email

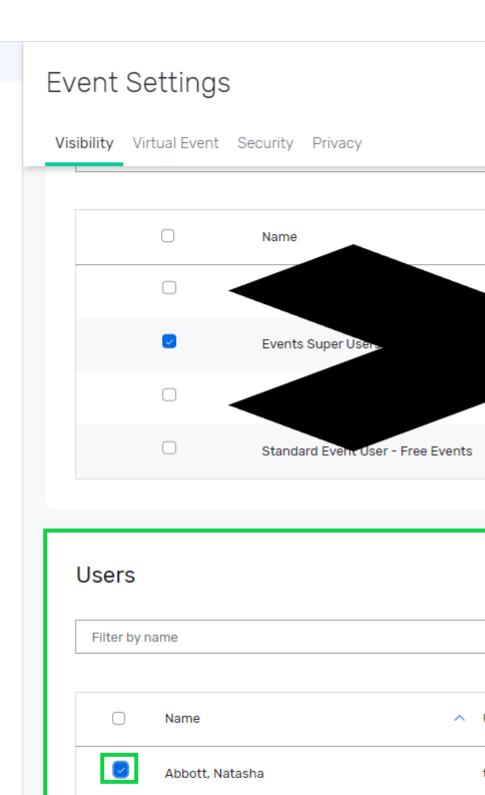
Attendees

OnArrival

Reports

Surveys

Integrations



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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:

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No

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