

Cvent Standard | CU Branded Template ^[1]

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Leverage our CU branded template with the most up-to-date best practices already built in. Some of our recent updates include registration questions for accessibility needs, using Cvent's event planner email address and sending guests information in Salesforce.?

How to access CU Branded Template in Cvent

1. Log into Cvent.
2. Click **Create Event** - the big green button in the top right
3. Select **Create: Using an Event Template**
4. Check the ellipsis next to **Template**
5. Search '**2019**' or the current year
6. Select the template named: **TEMPLATE - CU Branded Standard Event, 2019**

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