Cvent | Track Participation [1]

January 31, 2022 by Melanie Jones [2]

Track attendance for your event or sessions by marking who showed up. With Cvent, you can mark them one at a time, import a list of participants all at once, or use OnArrival to mark participants onsite.

Mark Participation Individually (Mobile Device)

OnArrival [3] is a better way to check attendees in. Available in the App Store and Google Play, Cvent's app makes tracking attendance as easy as a swipe of the finger. Data automatically syncs with Cvent every 10 minutes.

OnArrival App | Learn More [3]

Mark Participation Individually (Desktop)

Cvent users can login to Cvent, navigate to their event's attendee list and start marking registrants participation [4].

Mark Participation (Desktop) [4]

Registrant Checklist Alert

A Cvent user can setup registrant checklist alerts [5] so someone will be emailed a list of registrants with the option to track who actually attended plus walk-ins.

Registrant Checklist Alert [5]

Mark Participation in Builk (Import)

Export a list of registrants, change their participant status in Excel, and import them
back in bulk.

Although a Cvent user will need to import the Excel information back into Cvent, a registrant report can be created and shared with a free Portal user for them to export at any time. That way someone aside from the Cvent user can take ownership of this task on the day of the event.

Import Participants

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