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Cvent | Welcome to the New User Experience! [1]

December 2, 2021 by Melanie Jones [2]

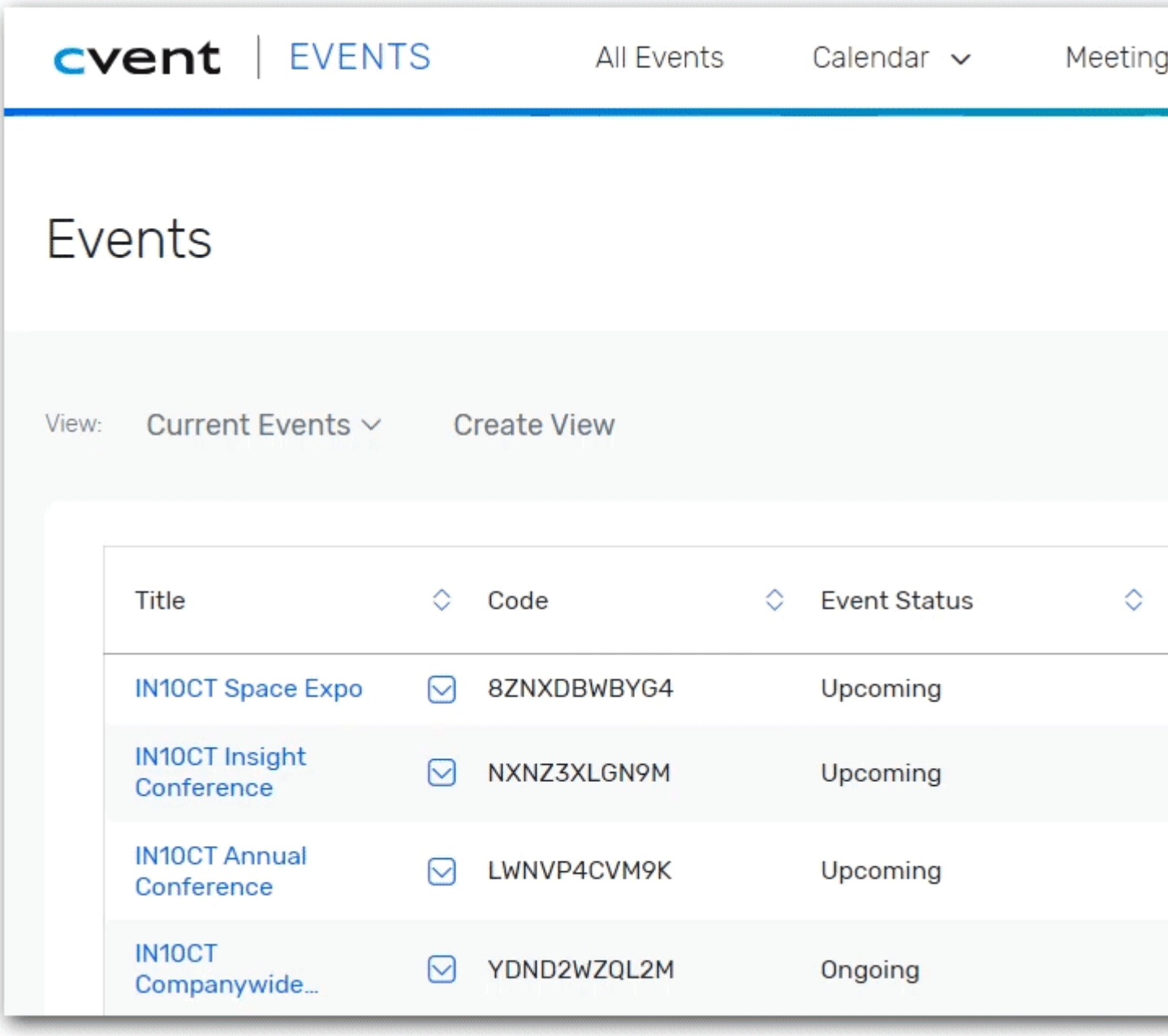
Cvent's new design experience updates the look and feel of almost all their core products. By unifying the visuals and navigation across the applications, it is meant to make Cvent products easier to learn and use. The accompanying design standards also help Cvent develop and release new features faster.

Homescreen Navigation

Once switched to the new user experience, you'll notice a different look with a lighter color scheme. For the most part, the location of different actions has remained the same.

Four common actions that are still located in the top right include:

- **Search |** Click the *magnifying glass icon* to search for events.
- **Recent Items |** Click the *paper with a timer icon* to quickly access events you recently viewed.
- **Help & Support |** Click the *question mark icon* to access Cvent's Knowledge Base [3].
- **User Utilities |** Click the *profile icon* to log out.



CHANGE: Event Creation

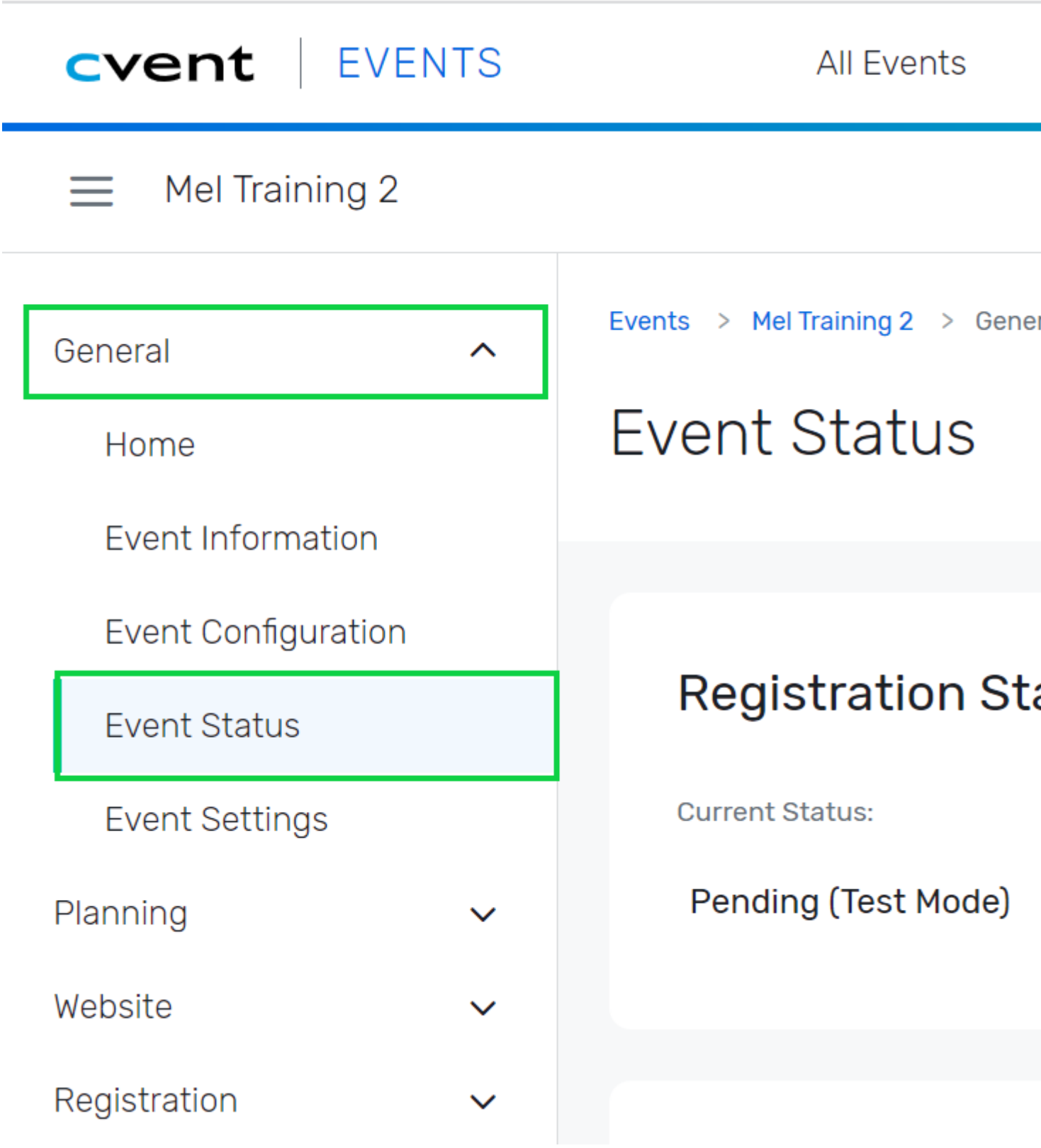
- Clone Existing Event
- Clone CU Branded Template

There are two ways to clone an existing event.

IMPORTANT Not all events can be copied. **Classic events cannot be cloned** since they are sunsetting [4]. Express and Flex events can be cloned.

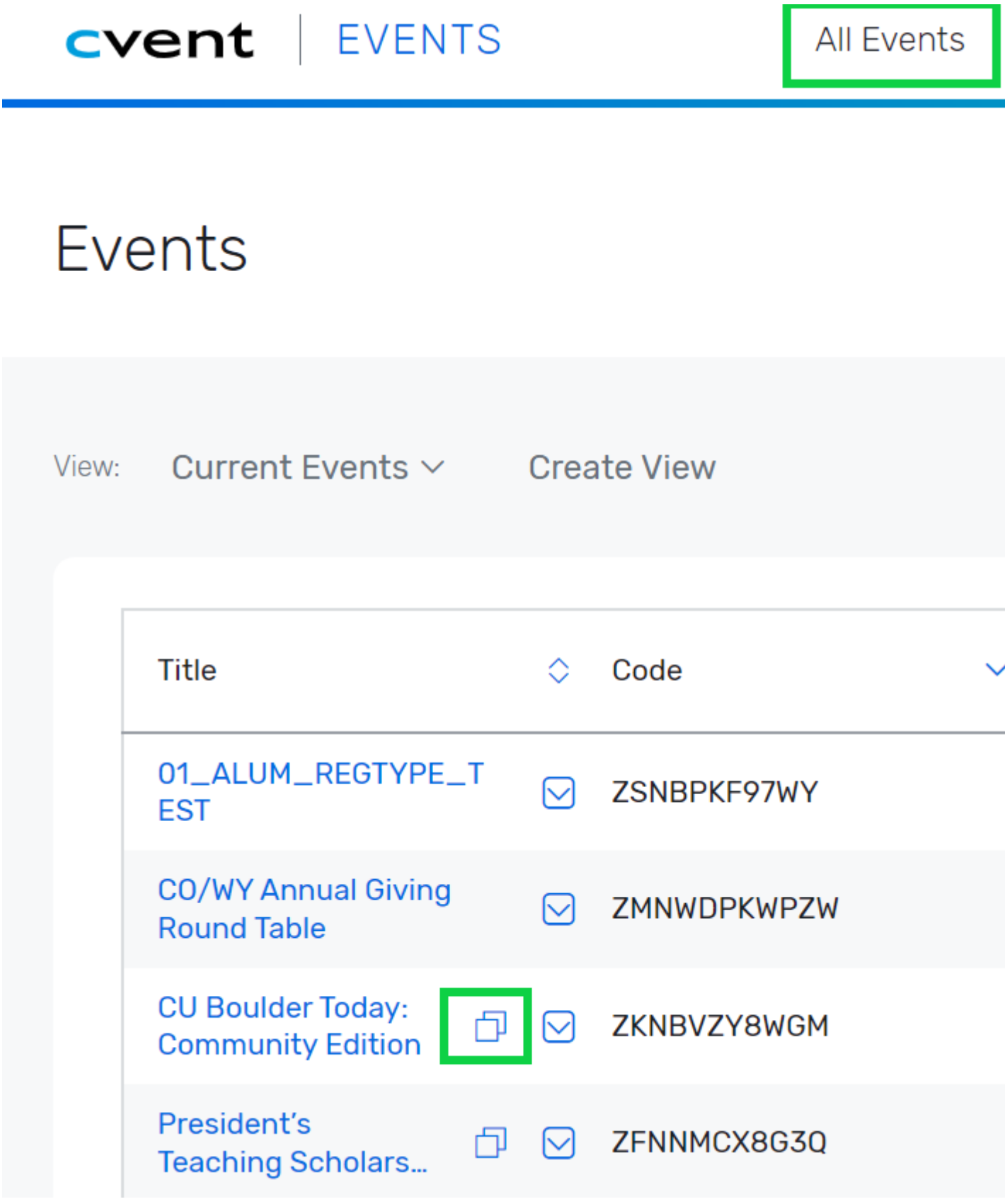
Open Event To Be Cloned

1. **Open the event you wish to clone**
    - You can **search** for your event with the magnifying glass icon in the top right.
2. Under the **General** section of the left navigation, click **Event Status**.
3. Click **Actions** in the top left, select **Duplicate Event** in the dropdown.



All Events Page (1-Click Clone)

1. If your event is listed in the **All Events** homepage (top navigation), click the blue **Copy Event** icon to the right of the event title you want to clone.
    - **TIP! Create Views** to customize your All Events page with the events you clone or access most often.



Users can clone one of our CU Branded Templates [5] by:

1. Clicking the blue **Create Event** button
2. Selecting one of the available templates

cvent | EVENTS

All Events

Events

View: Current Events

Create View

Title	Coc
Unsubscribe: eComm...	C5N
Subscribe: Employee...	GLN
Subscribe: Registrar Network Newslette...	WH
Subscribe: Budget & Fiscal News	JW
Subscribe: Benson	P3N

How do you wa

If you choose a template,

IN PERSON • OTHER/GEN

Flex Event 1-Pager Sports Inspiration

Flex Templates

IN PERSON • OTHER/GEN

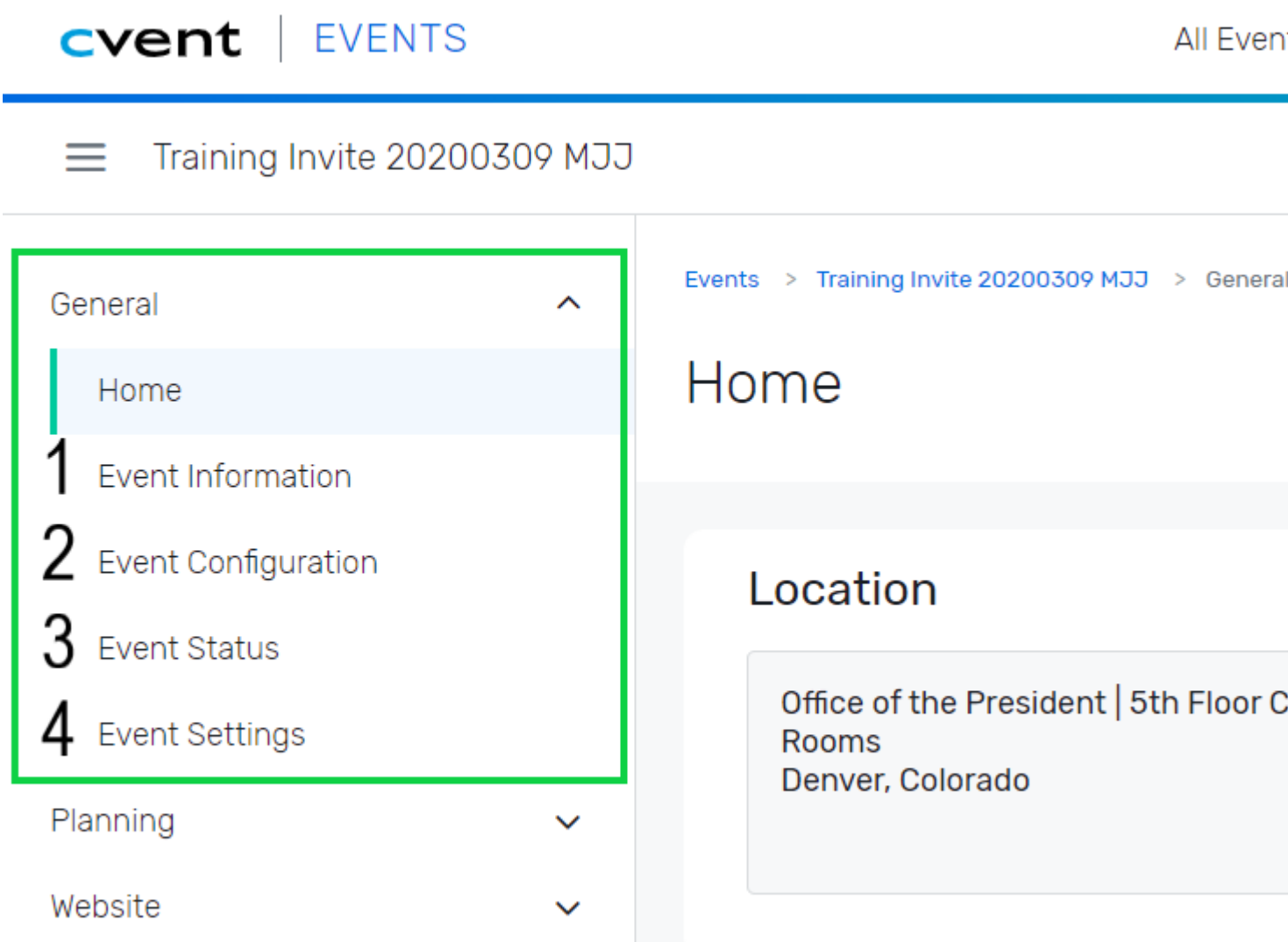
Flex Event UCCS G

Event Navigation

Once you open an event, you'll notice the biggest difference of the new user experience; **the left side, vertical navigation**. Let's review some key areas:

General

1. **Event Information |** For your basic event details, such as: event title, start/end date, event planner, etc.
2. **Event Configuration |** For enabling additional event features, like: guests, sessions, speakers, social media, etc.
3. **Event Status |** For requesting event approval from your eComm specialist. [6]
4. **Event Settings |** For sharing your event with other Cvent users. [7]



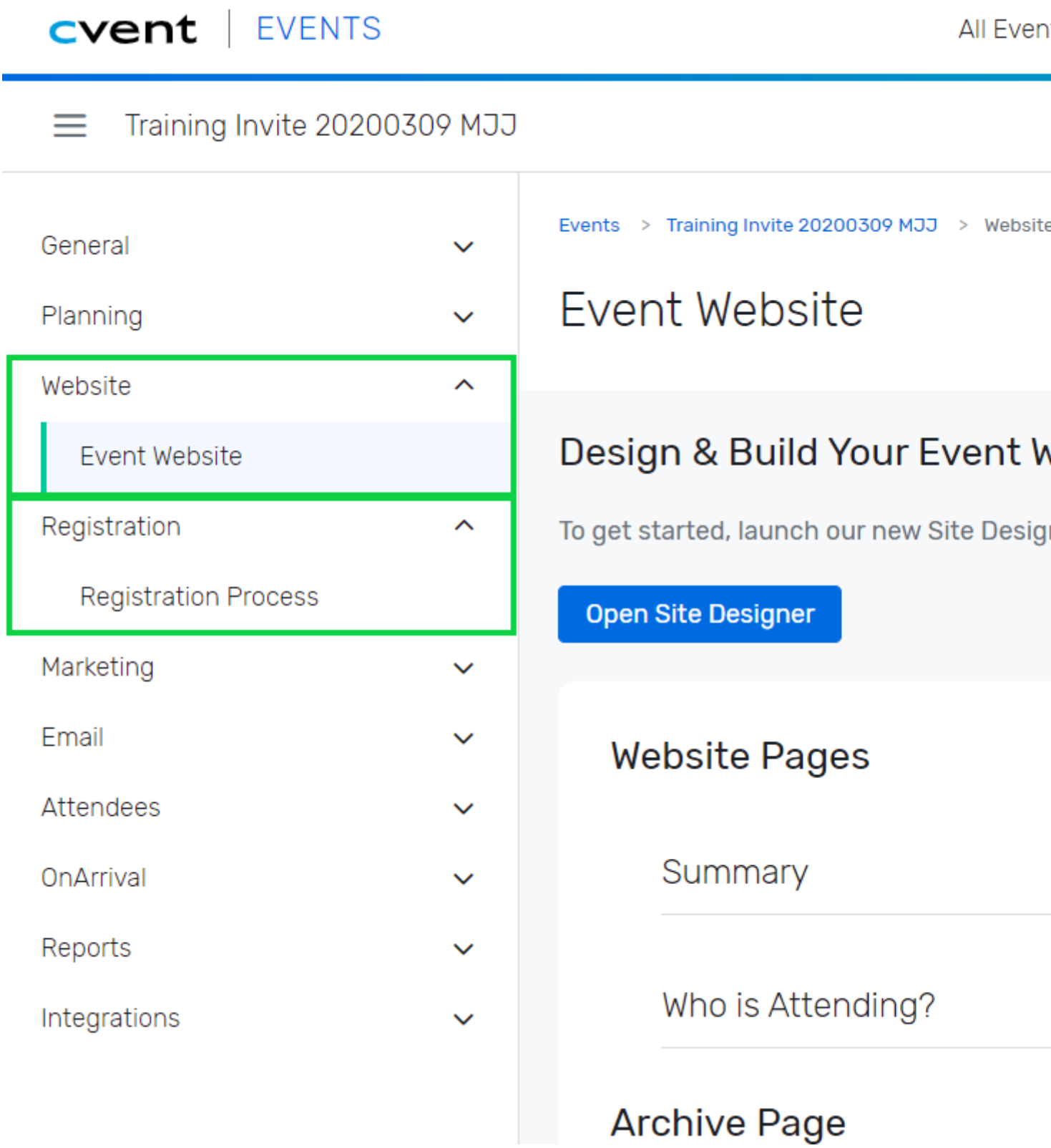
Website & Registration

You can open the Site Designer to customize your website and registration process in two

ways. In the left navigation, either:

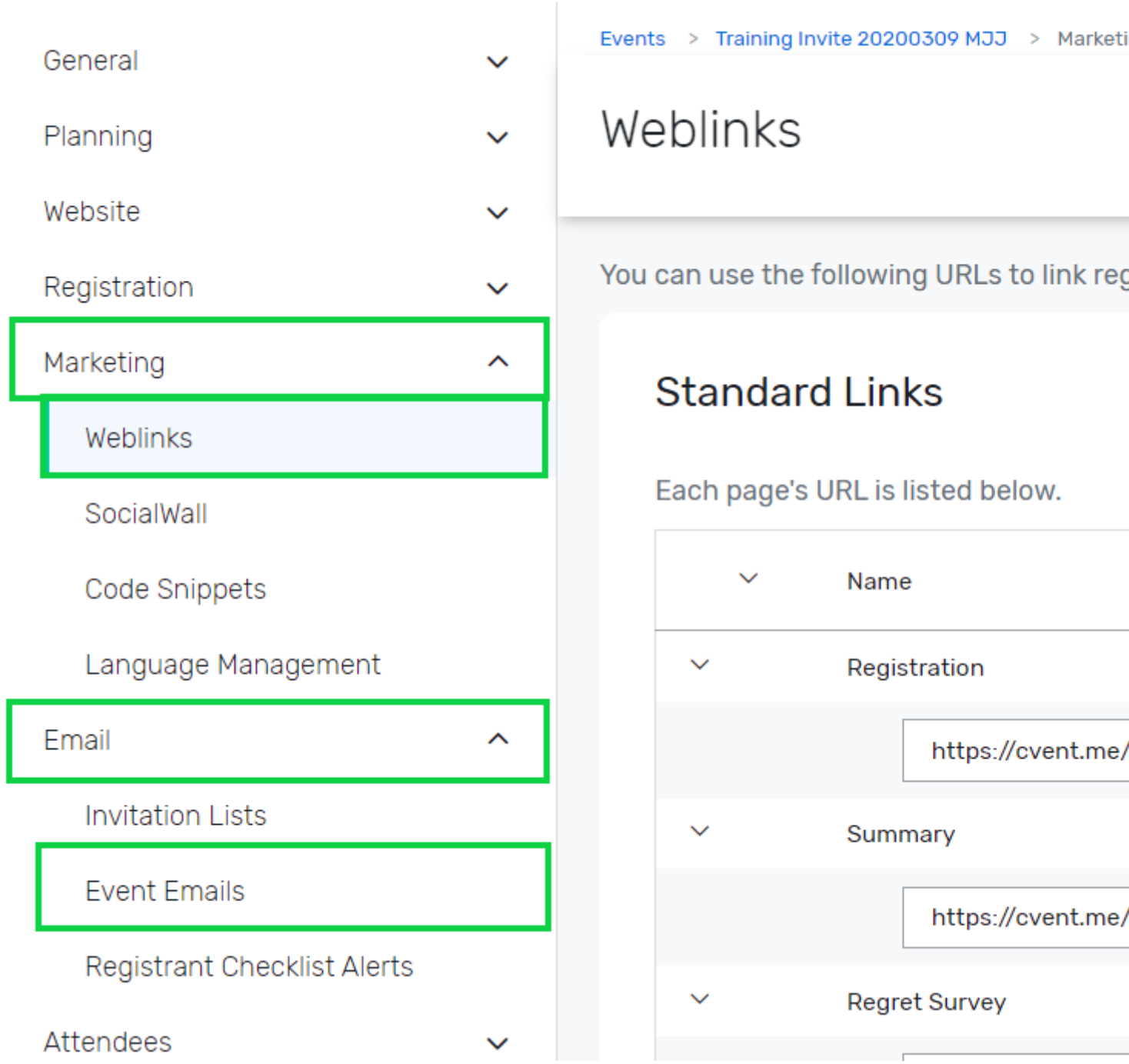
- Click **Event Website** after expanding the **Website** section.
- Click **Registration Process** after expanding the **Registration** section.

Each path will present you with a blue button to **Open Site Designer**.



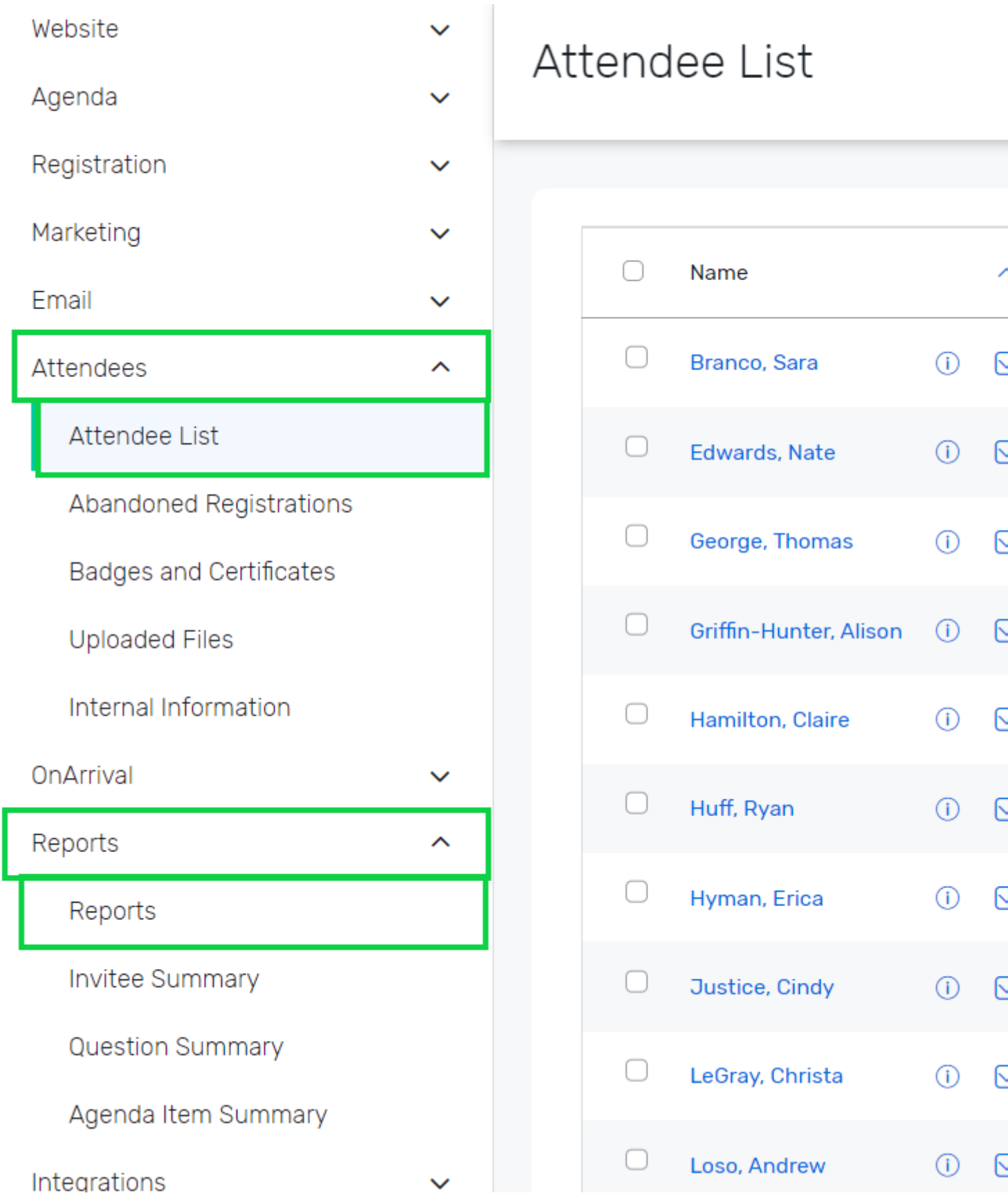
Marketing & Email

- **Weblinks** can be found after expanding the **Marketing** section. Learn more about Weblinks. [8]
- **Event Emails** are found after expanding the **Email** section.



Attendees & Reports

- **Attendee List** found under **Attendees** present a list of registrants to view, search and modify. You can also quickly register an invitee here. Learn more about registrant management. [9]
- **Reports** under the **Reports** section can provide details on registrants, email engagement, financials and more. Learn more about Reporting. [10] Take it a step further by working with your eComm specialist on getting Reports published to the Portal [11] to get others access for free.


Website
Agenda
Registration
Marketing
Email
Attendees
Attendee List
Abandoned Registrations
Badges and Certificates
Uploaded Files
Internal Information
OnArrival
Reports
Reports
Invitee Summary
Question Summary
Agenda Item Summary
Integrations
Attendee List
Name
Branco, Sara
Edwards, Nate
George, Thomas
Griffin-Hunter, Alison
Hamilton, Claire
Huff, Ryan
Hyman, Erica
Justice, Cindy
LeGray, Christa
Loso, Andrew

- Cvent Knowledge Article [12]
- Cvent Video [13], 17 min.
- eComm Video [14], 15 min.

Related Articles

- Contact Cvent Help & Support [3]
- Access Event Templates [15]
- Visibility | Share Event with Other Users [7]
- Weblinks | Unique URL to Register for Event [8]
- Manage Registrants (modify, cancel, etc.) [9]
- Event Approval & Launch [6]
- Reporting | Event Reports & Cross-Event Reports [10]

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[2] https://www.cu.edu/blog/ecomm-wiki/author/39 [3] https://www.cu.edu/blog/ecomm-wiki/cvent-support-and-resources [4] https://www.cu.edu/blog/ecomm-wiki/cvent-classic-sunsets-2021
[5] https://www.cu.edu/blog/ecomm-wiki/branded-email-templates [6] https://www.cu.edu/blog/ecomm-wiki/cvent-event-approval-launch [7] https://www.cu.edu/blog/ecomm-wiki/cvent-share-your-event-other-users [8] https://www.cu.edu/blog/ecomm-wiki/cvent-weblinks [9] https://www.cu.edu/blog/ecomm-wiki/cvent-registrant-management [10] https://www.cu.edu/blog/ecomm-wiki/cvent-reporting
[11] https://www.cu.edu/blog/ecomm-wiki/cvent-portal
[12] https://support.cvent.com/apex/CommunityArticle?id=000091968
[13] https://explore.cvent.com/c/sabwejtganxbwdqk6s6z?x=qDhLsa
[14] https://www.youtube.com/watch?v=hnJNS9ewyq8 [15] https://www.cu.edu/blog/ecomm-wiki/cu-branded-event-templates