

## Cvent | Welcome to the New User Experience! <sup>[1]</sup>

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

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](#) <sup>[3]</sup>.
- **User Utilities** | Click the *profile icon* to log out.

# Events

View: Current Events ▾

Create View

Title	<input type="checkbox"/>	Code	<input type="checkbox"/>	Event Status	<input type="checkbox"/>
IN10CT Space Expo	<input checked="" type="checkbox"/>	8ZNXDBWBYG4		Upcoming	
IN10CT Insight Conference	<input checked="" type="checkbox"/>	NXNZ3XLGN9M		Upcoming	
IN10CT Annual Conference	<input checked="" type="checkbox"/>	LWNVP4CVM9K		Upcoming	
IN10CT Companywide...	<input checked="" type="checkbox"/>	YDND2WZQL2M		Ongoing	

## 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.

☰ Mel Training 2

General ^

Home

Event Information

Event Configuration

Event Status

Event Settings

Planning v

Website v

Registration v

Events > Mel Training 2 > General

## Event Status

### Registration Sta

Current Status:

Pending (Test Mode)









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.

# Events

View: Current Events ▾

Create View

Title		Code	
01_ALUM_REGTYPE_T EST		ZSNBPKF97WY	
CO/WY Annual Giving Round Table		ZMNWDPKWPZW	
CU Boulder Today: Community Edition	 	ZKNBVZY8WGM	
President's Teaching Scholars...	 	ZFNNMCX8G3Q	











Users can clone one of our CU Branded Templates <sup>[5]</sup> by:

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

# Events

View: Current Events ▾

Create View

Title			Code
Unsubscribe: eComm...			C5M
Subscribe: Employee...			GLM
Subscribe: Registrar Network Newslette...			WH
Subscribe: Budget & Fiscal News			JW
Subscribe: Benson Center for the City			P3M

## 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]

The screenshot displays the Cvent Events interface. At the top left is the Cvent logo, followed by the word "EVENTS" in blue. On the right side of the top bar, the text "All Events" is partially visible. Below the top bar, a blue horizontal line separates it from the main content area. The main content area has a header with a hamburger menu icon and the text "Training Invite 20200309 MJJ". Below this header, the left-hand navigation menu is shown, enclosed in a green box. The menu items are: "General" (with an upward arrow), "Home" (highlighted with a light blue background), "1 Event Information", "2 Event Configuration", "3 Event Status", and "4 Event Settings". Below these are "Planning" and "Website", both with downward arrows. The main content area on the right shows a breadcrumb trail: "Events > Training Invite 20200309 MJJ > General". Below the breadcrumb is the heading "Home". Further down, there is a section titled "Location" with a light blue background, containing the text: "Office of the President | 5th Floor C Rooms Denver, Colorado".

### 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**.

General ▾

Planning ▾

Website ▲

Event Website

Registration ▲

Registration Process

Marketing ▾

Email ▾

Attendees ▾

OnArrival ▾

Reports ▾

Integrations ▾

Events > Training Invite 20200309 MJJ > Website

## Event Website

### Design & Build Your Event Website

To get started, launch our new Site Designer

[Open Site Designer](#)

### Website Pages

[Summary](#)

[Who is Attending?](#)

### Archive Page

#### 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.

General ∨

Planning ∨

Website ∨

Registration ∨

Marketing ∧

Weblinks

SocialWall

Code Snippets

Language Management

Email ∧

Invitation Lists

Event Emails

Registrant Checklist Alerts

Attendees ∨

**Attendees & Reports**

Events > Training Invite 20200309 MJJ > Marketi

## Weblinks

You can use the following URLs to link reg

### Standard Links

Each page's URL is listed below.

<span>∨</span>	Name
<span>∨</span>	Registration
	<a href="https://cvent.me/">https://cvent.me/</a>
<span>∨</span>	Summary
	<a href="https://cvent.me/">https://cvent.me/</a>
<span>∨</span>	Regret Survey

- **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.](#) <sup>[9]</sup>
- **Reports** under the **Reports** section can provide details on registrants, email engagement, financials and more. [Learn more about Reporting.](#) <sup>[10]</sup> Take it a step further by working with your eComm specialist on [getting Reports published to the Portal](#) <sup>[11]</sup> 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

<input type="checkbox"/>	Name		
<input type="checkbox"/>	Branco, Sara	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	Edwards, Nate	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	George, Thomas	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	Griffin-Hunter, Alison	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	Hamilton, Claire	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	Huff, Ryan	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	Hyman, Erica	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	Justice, Cindy	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	LeGray, Christa	<span>ⓘ</span>	<span>✉</span>
<input type="checkbox"/>	Loso, Andrew	<span>ⓘ</span>	<span>✉</span>

- [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]

### Display Title:

Cvent | Welcome to the New User Experience!

### Send email when Published:

Yes

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**Source URL:** <https://www.cu.edu/blog/ecommerce-wiki/cvent-welcome-new-user-experience>

### Links

- [1] <https://www.cu.edu/blog/ecommerce-wiki/cvent-welcome-new-user-experience>
- [2] <https://www.cu.edu/blog/ecommerce-wiki/author/39>
- [3] <https://www.cu.edu/blog/ecommerce-wiki/cvent-support-and-resources>
- [4] <https://www.cu.edu/blog/ecommerce-wiki/cvent-classic-sunsets-2021>
- [5] <https://www.cu.edu/blog/ecommerce-wiki/branded-email-templates>
- [6] <https://www.cu.edu/blog/ecommerce-wiki/cvent-event-approval-launch>
- [7] <https://www.cu.edu/blog/ecommerce-wiki/cvent-share-your-event-other-users>
- [8] <https://www.cu.edu/blog/ecommerce-wiki/cvent-weblinks>
- [9] <https://www.cu.edu/blog/ecommerce-wiki/cvent-registrant-management>
- [10] <https://www.cu.edu/blog/ecommerce-wiki/cvent-reporting>
- [11] <https://www.cu.edu/blog/ecommerce-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/ecommerce-wiki/cu-branded-event-templates>