

New User Training | Cvent ^[1]

January 28, 2025 by [Melanie Jones](#) ^[2]

Get started by learning to create your first Cvent event.











Get Started | 0:00 - 10:40

- **[Login](#)** ^[3]
- **[Help & Support](#)** ^[4] | Cvent not only provides a large knowledgebase to search step-by-step tutorials but support you can contact directly. Request a call, instant message, or submit a case.
- **[View Templates](#)** ^[5] | We've made six different [CU-branded templates available to all users to clone](#) ^[6]. They provide a great start but can be fully customized.
- **Create Event** | The event creation process starts with providing basic event information (title, date, location, etc.). Once created, enable additional features like guest registration, sessions, or speakers before customizing further.
 - Start by clicking the blue **Create Event** button in the top-right corner. Next, you will be able to **select a CU-branded template** to clone. Alternatively, you can [clone an existing event you have access to](#) ^[7].

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 Stu... |  |  | 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

General | 10:40 - 13:39

1. **Event Information** | For your basic event details, such as: event title, start/end date, event planner, etc.
 - This also includes our Custom Contact Fields which play a role in getting money to your account ^[8] if you're hosting a paid event.
2. **Event Configuration** | For enabling additional event features, like: guests, sessions, speakers, social media, etc.
3. **Event Status** | For testing your event ^[9] and requesting approval ^[10] from your eComm specialist.
4. **Event Settings** | For sharing your event ^[11] with other Cvent users.

cvent | EVENTS

≡ Training Invite 20200309 MJJ

Events > Training Invite 20200309

Home

Location

Office of the President
Rooms
Denver, Colorado

Website & Registration | 13:39 - 23:55

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 the **Open Site Designer**.

- Add Questions to Event ^[12]
- Add Guest Registration ^[13]

☰ Training Invite 20200309 MJJ

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

- **Weblinks** ^[14] | **Weblinks** can be found after expanding the **Marketing** section.
- **Emails** | **Event Emails** are found after expanding the **Email** section.

The screenshot displays the eComm system interface. On the left is a sidebar with a list of sections: General, Planning, Website, Registration, Marketing, Weblinks, SocialWall, Code Snippets, Language Management, Email, Invitation Lists, Event Emails, Registrant Checklist Alerts, and Attendees. The 'Marketing' and 'Email' sections are expanded, with 'Weblinks' and 'Event Emails' highlighted. The main content area on the right shows the 'Weblinks' page, which includes a breadcrumb trail 'Events > Training Invite 20200309 MJJ > Marketi...', a title 'Weblinks', and a sub-header 'Standard Links'. Below this, it states 'Each page's URL is listed below.' and shows a table with links for Registration, Summary, and Regret Survey, all pointing to 'https://cvent.me/'.

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.

| ▼ | Name |
|---|---|
| ▼ | Registration |
| | https://cvent.me/ |
| ▼ | Summary |
| | https://cvent.me/ |
| ▼ | Regret Survey |

Attendees & Reports | 29:48 - 31:08

- **Registrant Management** ^[15] | **Attendee List** found under **Attendees** present a list of registrants to view, search and modify.
- **Reports** ^[16] | **Reports** under the **Reports** section can provide details on registrants, email engagement, financials and more. ^[16]
 - **Report Portal** ^[17] | Take it a step further by working with your eComm specialist ^[18]

to get Reports published to the **Portal** so others can view and export Reports in real-time, 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 |  |  |
| <input type="checkbox"/> | Edwards, Nate |  |  |
| <input type="checkbox"/> | George, Thomas |  |  |
| <input type="checkbox"/> | Griffin-Hunter, Alison |  |  |
| <input type="checkbox"/> | Hamilton, Claire |  |  |
| <input type="checkbox"/> | Huff, Ryan |  |  |
| <input type="checkbox"/> | Hyman, Erica |  |  |
| <input type="checkbox"/> | Justice, Cindy |  |  |
| <input type="checkbox"/> | LeGray, Christa |  |  |
| <input type="checkbox"/> | Loso, Andrew |  |  |

Test, Request Approval & Launch | 31:08 - 33:30

Once your event has been customized you can move into the testing phase, replicating the registrant experience. Once finalized, send a request for approval to your eComm specialist. After they review and approve your event, you will be able to launch your event.

Expand the to **General** section, then click **Event Status**

- **Testing** ^[9] | **The List** found under Attendees presents a list of registrants to view, search, and modify.
- **Request Approval & Launch** ^[10] | All events must be approved by an eComm specialist before you'll be able to launch them.

Test your knowledge with the quiz below.

Cvent Academy

The Cvent Academy ^[19] provides numerous resources to continue your learning.

Cvent Academy ^[20]

Related Wiki Posts

- New User Training | Marketing Cloud ^[21]
- New User Training | Salesforce ^[22]
- New User Training | Intro & CAN-SPAM ^[23]
- Where can I complete the short verification quiz? ^[24]
- How can I get Cvent certified? ^[25]
- Does Cvent offer training and support resources? ^[4]
- Intermediate Cvent Flex Training ^[26]

Display Title:

New User Training | Cvent

Send email when Published:

No

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

Links

[1] <https://www.cu.edu/blog/ecommerce/wiki/new-user-training-cvent> [2] <https://www.cu.edu/blog/ecommerce/wiki/author/39> [3] <https://ping.prod.cu.edu/idp/startSSO.ping?PartnerSpId=cvent-planner>
[4] <https://www.cu.edu/blog/ecommerce/wiki/cvent-support-and-resources>
[5] <https://www.cu.edu/ecommerce/guidelines/ecommerce-event-templates> [6] <https://www.cu.edu/blog/ecommerce/wiki/cu-branded-event-templates> [7] <https://www.cu.edu/blog/ecommerce/wiki/cvent-clone-existing-event-or-cu-branded-template> [8] <https://www.cu.edu/blog/ecommerce/wiki/cvent-how-setup-payment-information>
[9] <https://www.cu.edu/blog/ecommerce/wiki/cvent-event-testing> [10] <https://www.cu.edu/blog/ecommerce/wiki/cvent-event-approval-launch> [11] <https://www.cu.edu/blog/ecommerce/wiki/cvent-share-your-event-other-users> [12] <https://support.cvent.com/s/communityarticle/Adding-Flex-Event-Questions>
[13] <https://support.cvent.com/s/communityarticle/Using-Guest-Registration>
[14] <https://www.cu.edu/blog/ecommerce/wiki/cvent-weblinks>
[15] <https://support.cvent.com/apex/CommunityArticle?id=000071993> [16] <https://www.cu.edu/blog/ecommerce/wiki/cvent-reporting> [17] <https://www.cu.edu/blog/ecommerce/wiki/cvent-portal>
[18] <https://www.cu.edu/ecommerce/strategy/leadership>
[19] <https://support.cvent.com/apex/CommunityArticle?id=000067249> [20] <https://www.cu.edu/blog/ecommerce/wiki/cvent-academy> [21] <https://www.cu.edu/blog/ecommerce/wiki/new-user-training-marketing-cloud-old2> [22] <https://www.cu.edu/blog/ecommerce/wiki/new-user-training-salesforce>
[23] <https://www.cu.edu/blog/ecommerce/wiki/can-spam-new-user-training> [24] <https://www.cu.edu/ecommerce/access-training/post-training-verification> [25] <https://www.cu.edu/blog/ecommerce/wiki/cvent-certification> [26] <https://www.cu.edu/blog/ecommerce/wiki/cvent-additional-training>