

Transition from Cvent Standard to Flex | Training ^[1]

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If you are familiar with creating Standard events with Cvent, you already know 70% of Flex. Flex has taken Standard registration to a whole new level with a drag-and-drop Site Designer and Email Designer.

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Get Started	
- View & Clone Template	0:00 - 3:56
- Help & Support	
Event Overview & Event Details	
- Add Event Information	
- Finance Information ^[3]	3:57-6:36
- Configure Event	
- Sharing Events ^[4]	
Website & Registration	
- Build Event Website	6:37-9:06
- Customize the Registration Process	
Promotion & Communication	
- Weblinks	9:07-11:33
- Create Post-Registration Emails	

Event Launch

- Test
- Send for Approval [5]
- Launch Event [5]

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Post-Launch

- Invitee Management >> Invitees & Registrants [6]
- Reporting >> Reports (New) [7]

Additional Resources

- Cvent Help & Support [8]
- Add to My Account
- Cvent-Salesforce Integration [9]
- OnArrival App [10]
- Accessibility [11]

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