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Fundraising Events and Cvent: Using New Designation Numbers [1]

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Does your organizational unit administer fundraising events? Do you use Cvent software for event registration and revenue collection purposes?

The University of Colorado Foundation (CUF) and the University's Advancement Office recently transitioned to a new donor database/constituent data management technology called *CU Ascend.*

All existing gift fund numbers in the previous technology platform have been assigned new *Designation Numbers* that are in the format D-1234567.

What does this mean for you?

When building your event in Cvent, continue to select the CU Foundation Cvent payment path and merchant account. Following that selection, select your new Designation Number from the associated drop-down menu.

- *Don't see your Designation Number in the drop-down list?* Contact your eComm specialist for assistance. Remember to follow this format when providing a new value for the drop-down menu: "D-" prefix, followed by the actual assigned designation number (e.g., D-9876543).
- *Why is there still a drop-down menu for Allocation Fund Number?* This field still exists to ensure that any Cvent events that were live during the CU Ascend launch have completed. Once those events are complete, the Allocation Fund Number option will be removed.

Questions? Contact your eComm specialist [2].

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