

My Story of Cvent Success!

1. Name _____
2. Type _____
3. Type _____
4. Type Of Custom Field _____
5. Type Of Custom Field _____
6. Type Of Custom Field _____
7. Blank _____
8. Blank _____
9. Blank _____
10. Blank _____
11. Blank _____
12. Blank _____
13. Blank _____
14. Blank _____
15. Agenda Item _____
16. Agenda Item _____
17. Agenda Item _____
18. Agenda Item _____
19. Agenda Item _____
20. Place To Find Invitees In Your Event _____
21. Place To Find Invitees In Your Event _____
22. Place To Find Invitees In Your Account _____
23. Place To Find Invitees In Your Account _____

My Story of Cvent Success!

My name is _____ Name _____ and I'm a Cvent User! I work hard and get results for my organization. After I send my Invitation Email, my Invitees begin the registration process by entering their First Name, Last Name, and Email Address on the Identity Confirmation page and their _____ Type _____ _____ Type _____ (if I let them pick it themselves). Then they enter information into the Contact Fields that I list as visible or required on the Contact Fields tab of my Registration Settings. Sometimes, if I need to collect extra information specific to my Organization's needs, I utilize _____ Type of Custom Field _____ _____ Type of Custom Field _____ _____ Type of Custom Field _____ that I've configured in my account and can easily add on the same tab in Registration Settings. An example of something my organization may use a Custom Contact Field for would be _____ Blank _____. On this same page, or on the next page if I prefer, I can ask them some _____ Blank _____ _____ Blank _____. A great example of a Registration Question that my organization might ask is _____ Blank _____ _____ Blank _____ _____ Blank _____. _____ Blank _____ _____ Blank _____. If I'm going to use this in a few events, I might even add it to my library!

After this page, they begin Item Selection by clicking next. Here's where they select their ticket to my event, also known as the _____ Agenda Item _____ _____ Agenda Item _____. They can pick some _____ Agenda Item _____ along the way too! If I only want to select one that occur at the same time, I might look at the option of creating a _____ Agenda _____ Item _____ _____ Agenda Item _____ to limit this.

Click Next, and if I have no fees the Registration Summary page will be the very last part of a simple event setup

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All of my Registrants will be stored in my event in Invitee Management if I go to _____ Place to find Invitees in your

Event _____ & _____ Place to find Invitees in your Event _____. I can view their Contact History by going to my _____ Place to

find Invitees in your Account _____ Place to find Invitees in your Account _____.

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