

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 _____? 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 _____ 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.