

Cvent Tip of the Week: Week of March 9

Flex vs. Classic Version of Cvent

The Flex version of Cvent will have the same functionality as the Classic module; but will provide more features and functionality. The Classic version of this event management software (Cvent) will eventually sunset. This version is expected to sunset sometime in 2020.

Adding Registration Paths to Your Flex Event

Flex Instructions

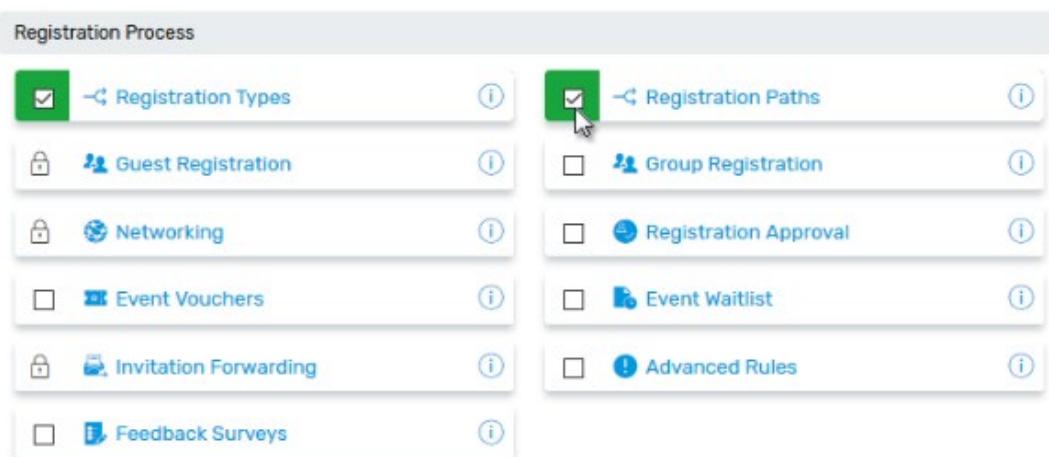
Use your registration types to further personalize the registration process by creating additional paths and customizing the content or payment options for each. [Learn more](#) about when you should add multiple registration paths.

NOTE: These instructions are for Flex events. If you're creating a Classic event, [reference this article instead](#).

1 Access your event's Configuration Options. Begin by selecting your Flex event. Hover over Event Details and, under General, click **Event Configuration**. Click **Edit**.

The settings listed here are chosen in the Event Wizard, upon first creating your event, but you may need to make some changes.

2 Enable registration paths and registration types. Scroll down to the Website & Registration section and, under Registration Process, check **Registration Types** and **Registration Paths**.



Click **Save**.

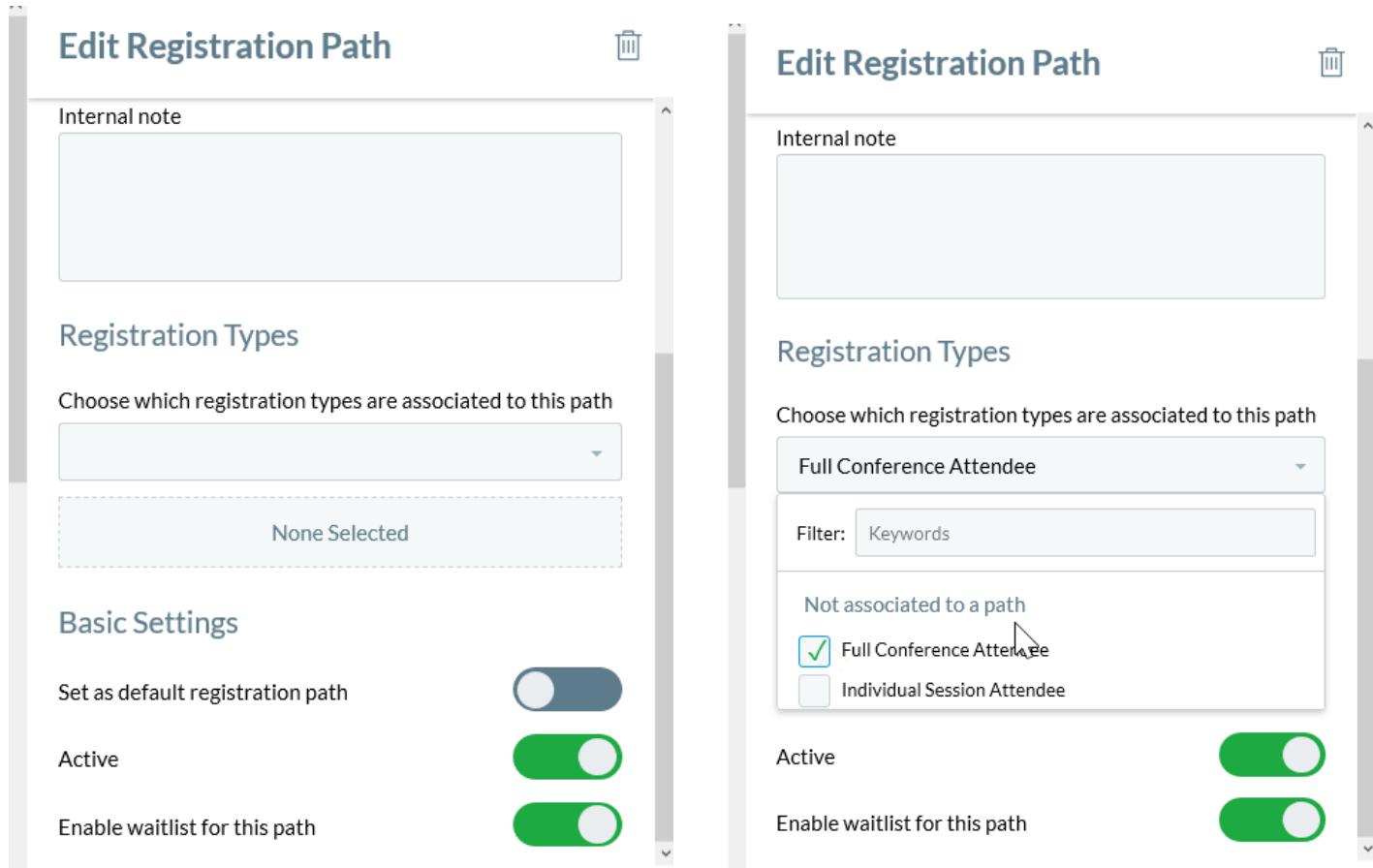
3 Add registration types. [Add all of the registration types](#) to your event.

4 Add additional paths. Hover over Website & Registration and, under Registration, click **Registration Process**.

Click **Open Site Designer**. From the Registration Page menu in the top left of the designer, click **Create Path** in the Registration Paths section, then select your creation method. Your options include:

- **New** lets you customize the path without copying any information over.
- **Duplicate** lets you copy the other path's settings and text.

Name the path. In the Registration Types section, click the dropdown, then check which available registration types are included in the path.



Edit Registration Path

Internal note

Registration Types

Choose which registration types are associated to this path

None Selected

Basic Settings

Set as default registration path

Active

Enable waitlist for this path

Edit Registration Path

Internal note

Registration Types

Choose which registration types are associated to this path

Full Conference Attendee

Filter: Keywords

Not associated to a path

Full Conference Attendee

Individual Session Attendee

Active

Enable waitlist for this path

In the Basic Settings section, toggling "Set as default registration path" to green will assign all invitees without a registration type to this path. *There can only be one default path.* Ensure Active is toggled to green. If you have a waitlist enabled for your event, can also [enable the waitlist for this path](#).

Click **Create**.

Once you're done, click **Save** to save the draft, or click **Publish** to make it visible to invitees.