

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**.

The screenshot shows a 'Registration Process' configuration panel with two columns of settings. Each setting has a checkbox, an icon, a label, and an information icon. In the left column, 'Registration Types' is checked with a green box. In the right column, 'Registration Paths' is checked with a green box and a mouse cursor is hovering over it. Other settings include 'Guest Registration', 'Networking', 'Event Vouchers', 'Invitation Forwarding', 'Feedback Surveys', 'Group Registration', 'Registration Approval', 'Event Waitlist', and 'Advanced Rules', all of which are currently unchecked.

Registration Process			
<input checked="" type="checkbox"/>	↔	Registration Types	i
<input type="checkbox"/>	↔	Registration Paths	i
<input type="checkbox"/>	👤	Guest Registration	i
<input type="checkbox"/>	👤	Group Registration	i
<input type="checkbox"/>	🌐	Networking	i
<input type="checkbox"/>	📄	Registration Approval	i
<input type="checkbox"/>	💵	Event Vouchers	i
<input type="checkbox"/>	👤	Event Waitlist	i
<input type="checkbox"/>	📧	Invitation Forwarding	i
<input type="checkbox"/>	⚙️	Advanced Rules	i
<input type="checkbox"/>	📊	Feedback Surveys	i

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.

The image displays two side-by-side screenshots of the "Edit Registration Path" interface. Both screenshots show the same layout, but with different selections in the "Registration Types" section.

Left Screenshot:

- Internal note:** A large text area for internal notes.
- Registration Types:** A dropdown menu labeled "Choose which registration types are associated to this path" is set to "None Selected". Below it is a dashed box labeled "None Selected".
- Basic Settings:** Three toggle switches are visible:
 - "Set as default registration path": Grey (disabled).
 - "Active": Green (enabled).
 - "Enable waitlist for this path": Green (enabled).

Right Screenshot:

- Internal note:** A large text area for internal notes.
- Registration Types:** A dropdown menu labeled "Choose which registration types are associated to this path" is set to "Full Conference Attendee". Below it is a list of available registration types:
 - ☒ Full Conference Attendee
 - ☐ Individual Session Attendee
- Basic Settings:** Three toggle switches are visible:
 - "Set as default registration path": Grey (disabled).
 - "Active": Green (enabled).
 - "Enable waitlist for this path": Green (enabled).

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.