

Cvent Tip of the Week: Week of March 23

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.

Publishing Your Flex Event

In Flex events, you have the ability to save or publish your edits in the Site Designer. "Save" allows you to save your edits to your site's version History and come back to make more changes later, while "Publish" will actually push your edits live so that invitees can now see them while registering. Publish your event by following the steps below.

1 Access the Site Designer. Begin by selecting your Flex event. To go to registration, hover over Website & Registration and, under Registration, click **Registration Process**. For the website, hover over Website & Registration and, under Website, click **Event Website**.

Click **Open Site Designer**.

NOTE: Need to edit both the website and registration? Once you access the Site Designer, you can easily switch pages by clicking the icon in the left of the blue bar, and selecting your page.

2 Select a draft version, if necessary. If the version you want to

Issue Number 6 March 2020

In This Issue

[Publishing Your Flex Event](#)

To Become Part of the Distribution List for Cvent Tips of the Week:

In the Chapter Relations Center, under Chapter Resources, Cvent, there is a sign up form to be added to our distribution list.

About Us

The Chapter Relations Team is always here for Chapter Assistance. If you ever have any questions or concerns please reach us at chapter@hfma.org

Join our Social Media Pages. Search for us based on the information below and join, follow or like!

[Instagram](#): hfmadreamteam

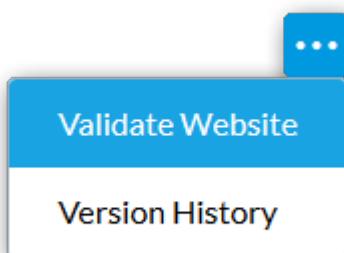
[LinkedIn](#): Chapter Relations Team

[Twitter](#): @hfmadreamteam

Leadership Connection

publish isn't displaying on the canvas, hover over the ellipsis (...) in the top bar and click **Version History**. Here you can find the different versions that have been saved. To the right of your version, click **Open** to put it back on the canvas. Make any necessary changes.

3 Validate your website and registration. Validating your event will ensure the website and registration have a workflow that makes registering easy. Click on the ellipsis (...) in the top-right of the canvas, and click **Validate Website**.



NOTE: Publishing the website will also validate it, however, the issues will also be visible to your invitees.

If anything could cause potential issues, you will receive a warning. These can include:

- Soft warnings appear in gray. They will not prevent your from publishing, but they do provide helpful tips to improve the workflow. Click the link in the message to fix the issue.
- Hard warnings appear in red. They will prevent you from publishing your website since your invitees will be unable to complete registration. Click the link in the warning to fix the issue.

Neither warning will prevent you from saving your work.

NOTE: You can also view any potential warnings by clicking on the  or  icon to the left of "Publish."

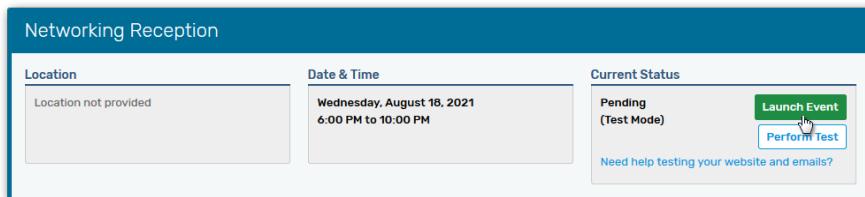
4 Publish your website. Once your website has been validated and

Community – A new, one-stop destination for HFMA chapter news is here! Check out the Leadership Connection community group by logging into your HFMA account online and navigating to [Community](#); this group will be listed under My Groups. We've already been at work in the Leadership Connection group, posting discussions and files to the Library, so get engaged and check it out!

everything is set up the way you want, you can publish your event. Publishing your event will make it visible to test users if your event is in Test Mode, or invitees if your event is Active. Saving it makes it available for you and other account users to compare different website versions or to save your website before you've finished.

Click **Publish** in the top bar. If you still have soft warnings, you'll need to click **Publish Anyway**.

5 Launch your event, if desired. Now that your website is ready for the limelight, you can launch your event to make your site visible to invitees. Click the **X** to close out of the site designer, then click **Overview**. In the Current Status section, click **Launch Event**.



Click **Confirm**.

NOTE: If you make any changes to your website or registration process after you've launched your event, you'll still need to click **Publish** to make these changes visible to invitees.

Thank you for reading the Cvent Tip of the Week. If you have any questions regarding Cvent please reach out to Erica Roccario-Thorpe, Project Management Administrator, at ethorpe@hfma.org.

If you do not wish to receive future emails from HFMA Chapter Relations, [click here to opt-out](#).