Cvent Tip of the Week: Week of March 2

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.

Where are registration settings in Flex?

In Classic Events, changing settings, customizing your site, and adding questions were all done on separate pages. With Flex, all three are now centralized in the Site Designer. To access the Site Designer, hover over Website & Registration and, under Registration, click Registration Process.

From here you can:

- Add registration paths.
- Add registration questions and sub-questions.
- Add terms and conditions.
- Add discount codes.
- Add a hotel request form.
- Add an air request form.
- Add a Regret or Cancellation Survey.
- Change settings to allow attendees to modify or cancel.
- Change settings to allow someone to register on another's behalf.
- Enable or disable an event waitlist.
- Enable or disable guest registration.
- Enable or disable registration approval.

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.

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