

Cvent Tip of the Week: Week of May 18

Changing username information for new DAVIS year

Cvent information for upcoming LTC Session

Browse information about each event on the summary page, agenda page, attendee list and other pages. Then walk through the registration process to experience the sample event from a registrant's point of view.

As you approach the end of year and the chapter leadership changes, please let us know if your Cvent users are changing as well. We will update your account details as needed.

It is also beneficial, if you plan on attending the Cvent training sessions during LTC, to be a Cvent user to follow in your account during tutorials. We will have a number of sessions on different aspects of Cvent as well as a live Q&A with a Cvent expert!

If you would like to add a new user there is a \$25 yearly fee.

Please use the following link to update or add a new Cvent user: <https://www.cvent.com/d/1hqhpy>

We would also like your input on any questions you may have on Cvent. Please complete the following survey with any questions you may want to be asked during our live Q&A with a Cvent expert: <https://www.cvent.com/d/knqb7s>

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.

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Search for us based on the information below and join, follow or like!

Instagram: hfmadreamteam

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Leadership Connection

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!