

MPI CHAPTER PROCESSES & BEST PRACTICES

CREATING WEBSITE BUTTON – FOR MEMBERS & NON-MEMBERS

When creating an event by copying an event template, if we are using SSO and using the two-button registration process it's important to update the web links within the **Member** and **Non-Member** buttons on the event homepage. This ensures invitees are redirected to the correct registration path and event.

Please follow the steps below to update these web links.

Copying the Weblinks

- Go to the Event
- Click on Marketing Dropdown within the left-menu > Click on Weblinks
- Copy the Registration weblink by clicking on the chain icon on the far-right side and paste it on to a notepad
- Follow the same steps and copy the Non-Member weblink by clicking on the chain icon and paste it on to a notepad.

Adding the weblink to the button

- Click on Website in the left menu of your event
- Click on Open Site Designer
- On the homepage of the event website, hover your cursor on the header section where the buttons are added and click on 'Edit Header and Footer'.
- Now click on the Member button, and within the right menu in the Link URL field add the Registration weblink that we copied earlier
- Now click on the Non-Member button and within the Link URL field add the Non-Member weblink we copied.
- Click on Publish button to save and apply the changes.

Note: The weblinks need to be updated for every new event which is copied from a template or a recurring event.

Weblinks

Google Analytics Change Domain Create link

Weblinks will only work for features that are live.

Standard links

The following URLs link to your event website pages. Add a reference ID or UTM parameters to track where a registration comes from.

Name	Destination	Reference ID	UTM Parameters
decline	Regret Survey		
Summary	Summary		
Registration	Registration		
SrcHome	Home		
Non-Member	Registration		

cvent | EVENTS

All Events Events+ Webinars Insights

Education Event Template-DO NOT EDIT or DELETE

Home

General

Website

Speakers

Agenda

Registration

Marketing

Weblinks

Embedded Widgets

Event Calendar

Custom Data Tags

Code Snippets

Language Management

Social Media Content

Email

Events > Education Event Template-DO NOT EDIT or DELETE > Home

Education Event Template-DO NOT EDIT or DELETE

Upcoming 6/30/2030 8:00 AM - 7/2/2030 10:00 PM CT (1577 days away)

Up next for your event

Set up & open event registration
Create a smooth registration experience for your attendees

Get started Skip

Event Overview

Registration

Invitee Conversion Rate

Education Event Template-DO NOT EDIT or DELETE

Home

General

Website

Speakers

Agenda

Registration

Marketing

Email

Attendees

OnArrival

Surveys

Reports

Integrations

Events > Education Event Template-DO NOT EDIT or DELETE > Website > Event Website > Event Website

Event Website

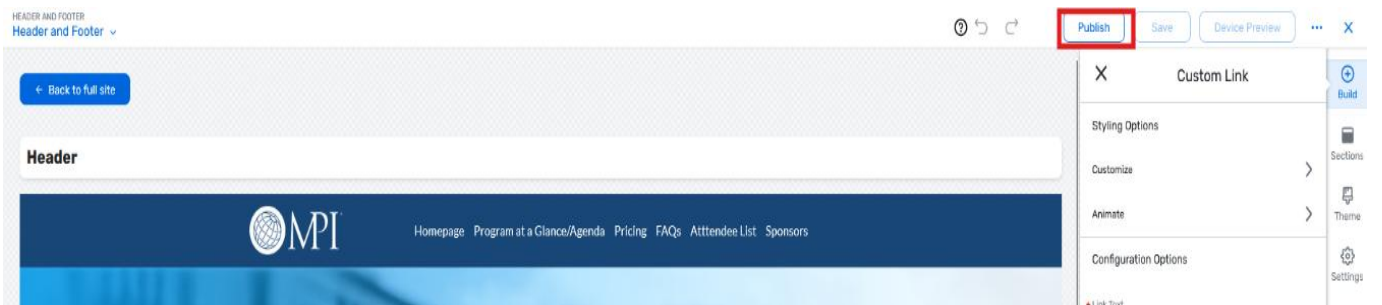
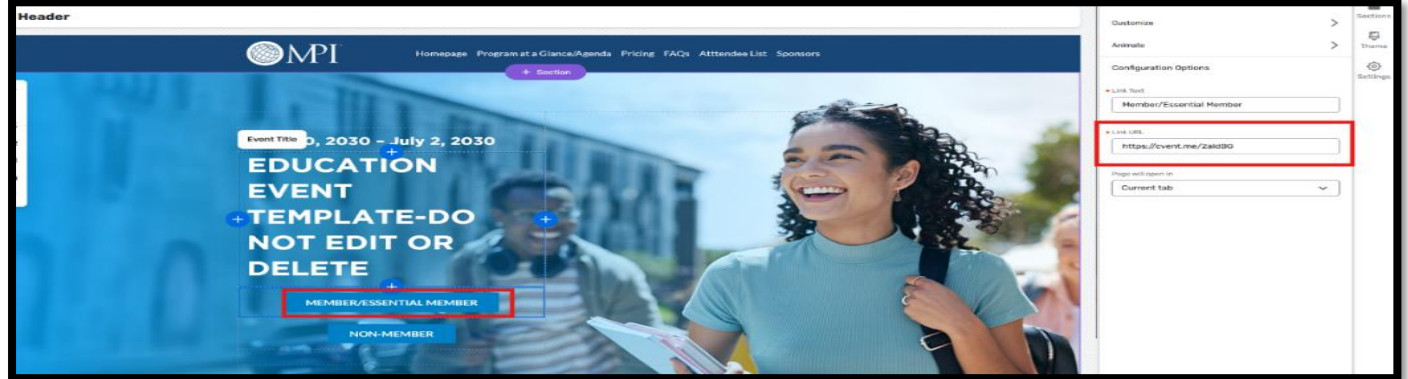
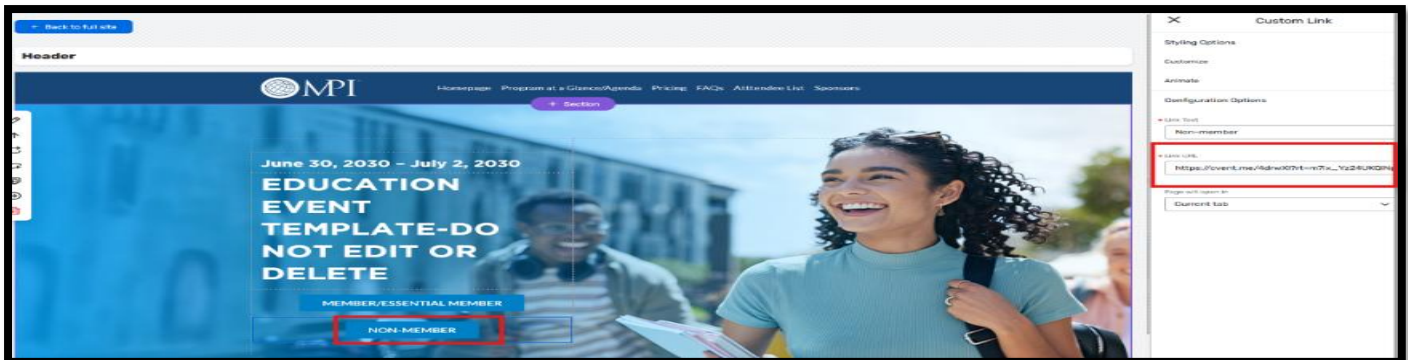
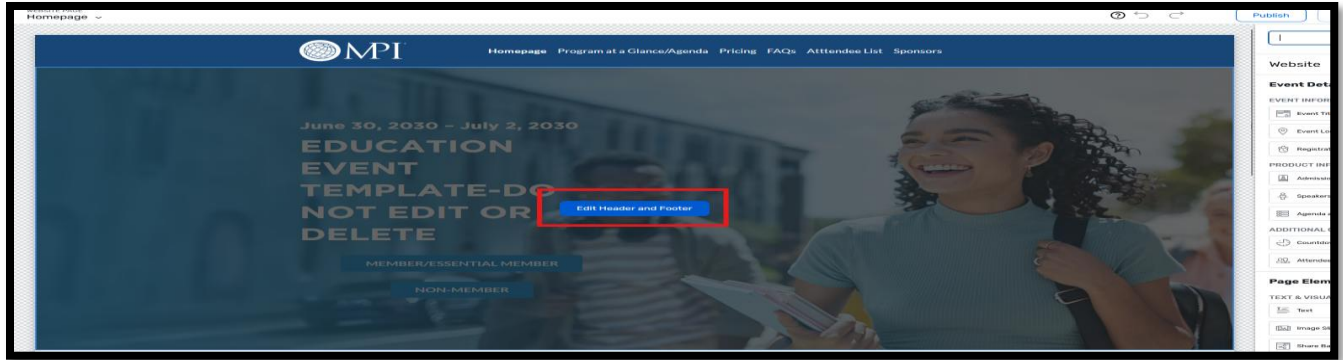
Design & Build Your Event Website

To get started, launch our new Site Designer, or start customizing one of the pages below.

Open Site Designer

Website Pages

Homepage	Customize
Homepage 1(Non-member)	Customize
Program at a Glance/Agenda	Customize
Pricing	Customize
FAQs	Customize



Please note: If you need assistance in updating the weblinks or making changes to the event website, please contact the system admins at aniket.gupta@cvent.com and mshoaibmauloodi@cvent.com. If you have any other questions, please feel free to reach out to us.

