Event Report Access

Registration reports are available to the team leader who submitted/is responsible for event. Reports are live and reflect any online registrations or changes.

Log into portal to retrieve reports at
https://web.cvent.com/p/c10d629f-a240-4f65-99f3-4facd64cd9b5

User Name - input email address of responsible team leader or county office
Password – Set a password by using the "reset password" option
Access has been given to the team leader and the county email address (ie. booneco@missouri.edu)

Report Viewing
- Click on desired report to view
- Filter reports to get the exact data you need
- Export reports to excel or.csv and save as needed

**Please note that if there are NO (zero) registrants, the reports will not come up at all.**

If you need an additional staff member to have access to these reports, please send request to muconf8@missouri.edu with title of event and email address.

Questions can be addressed at **muconf8@missouri.edu**