

Account Management

Adapting to your needs



As the industry fluctuates, so will your needs within your [Cvent Supplier Network \(CSN\)](#) account. Here are tips on how to update user access and visibility, run helpful reports, and decrease time spent on creating and sending proposals.

Set Up Your CSN Account

Make sure you have the appropriate **Venue Administrator** set up. This is the only person who can add, edit, or delete usernames, reset passwords, or control who has access to what.

<p>Section Links</p> <ul style="list-style-type: none"> Overview Venue Details Meeting Rooms Image Gallery Local Attractions Promotions SocialWall Lead Catchers Documents Escalation Rules 	<p>Venue Administrator What's this? Email Address</p>	
	Avinash Kumar avinash.kumar@cvent.com	
	Raunaq Singh rmatharu@cvent.com	
	<p>Venue Profile What's this? Proposal Defaults What's this?</p>	
	<p>Percentage Completed: 100%</p>	
	<p>Add up to 50 images to your profile + 4%</p>	
	<p>Add your venue's need dates + 5%</p>	
	<p>Add virtual tour ? + 5%</p>	
	<p>Percentage Completed: 100%</p>	
	<p>Add additional fee information + 10%</p>	
<p>Add itemized costs + 5%</p>		
<p>Add documents to attach to proposals + 5%</p>		
<p>Add sleeping room additional information + 10%</p>		
<p>Manage RFP Users Lead Catchers RFP Response Response Rate Graph</p>		

Pro Tip: Learn more about your account including how to set up alerts and notifications [here](#).

Manage RFP Users

You may need to temporarily deactivate or add new users.

RFP Access and Profile Edits		Save	Cancel
<p>Details Administrative Event Survey Surveys (New) RFP Venues & Services eMarketing Appointments Abstract Management</p>			
Venues/Services:	<input type="radio"/> No Access <input type="radio"/> Read-Only <input checked="" type="radio"/> Full Access		
Promotions:	<input type="radio"/> No Access <input type="radio"/> Read-Only <input checked="" type="radio"/> Full Access		
Lead Catchers:	<input type="radio"/> No Access <input type="radio"/> Read-Only <input checked="" type="radio"/> Full Access		
Proposals:	<input type="radio"/> No Access <input type="radio"/> Read-Only <input checked="" type="radio"/> Full Access		

Pro Tip: Make sure you properly define what that user will be able to see and do.

Set Up & Confirm RFP Defaults

Cut response time by [setting up defaults](#) for your introduction, estimated costs, taxes, and additional information fields so they'll populate automatically for each new proposal.

Mark In Progress	Create Proposal	Assign RFP	Turn Down RFP	Actions ▾	Close
^ RFP Snapshot					
General	RFP Key Contact	Event Details	Event Requirements	Additional Questions	
Venue Name: Heaven Home					
RFP Type: Meeting Space and Guest Rooms					
Proposal Status: Awaiting Proposal					
RFP Code: P3N5XSLMPRF					
Lead Source: cvent SupplierNetwork					

Pro Tip: Get additional assistance on how to create a proposal [here](#). Also take into account [these tips for maintaining a high bid rate](#).

Take Advantage of Free Reports

Need to know how long it's taking to respond to leads? Wish you had contact information for every planner you've received an RFP from? Want to have an immediate prospect list? It only takes minutes to set up a report to get these answers!

Report Data Settings ✕

Selection Criteria

Fields

Fields (113) Only show selected fields

Display: All Categories ▾ 🔍

RFP Details Select All | Deselect All

RFP Code ✓	RFP Name ✓
Total Attendees ✓	RFP Created Date ✓

Pro Tip: Running the “RFPs Won and Lost” report will show you all RFPs you bid on over the past few years, this is a great prospecting list.