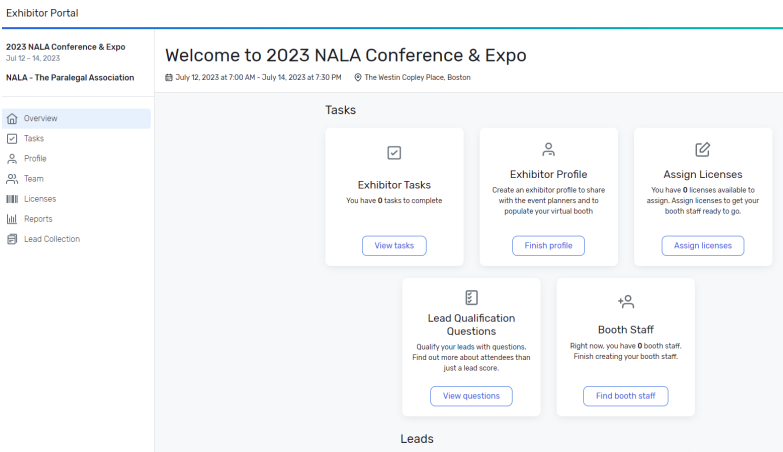


Exhibitor Portal Guide

How to Login to the Exhibitor Portal

The Exhibitor Portal is a great way to manage everything for your partnership. You should have received an email to create a password.

Once you've set your password, you'll use <https://onsite.cvent.com/exhibitor/#/login> for any future logins.



Pre Event: Manage Your Profile

This is where your contact information and other information such as social media, address, and website will live. Once you've logged into the portal, there are two ways to update your profile.

1. By clicking "Finish Profile" on the card on the home page or
2. By clicking "Profile" on the left-hand navigation menu

Pre Event: Manage Your Profile Cont.

1. If you enter your profile through "Profile" on the left-hand navigation menu you will be brought to your profile page
2. In the top right-hand corner, you'll see a drop-down button "Options" where you will select "Edit Profile"
3. You will be able to add/edit your logo, contacts, web links, description, etc.

The screenshot shows the Exhibitor Portal interface. At the top, it says "2024 NALA Conference & Expo" with dates "Jul 10 - 13, 2024" and "NALA - The Paralegal Association". The main heading is "Welcome to 2024 NALA Conference & Expo" with dates "July 10, 2024 at 7:00 AM - July 13, 2024 at 7:00 PM". A navigation menu on the left includes Overview, Tasks, Profile, Content, Team, Licenses, Reports, and Lead Collection. The main content area features a banner for the 2024 NALA Conference & Expo, followed by a "Details" section with three cards: "Exhibitor Profile" (with a logo), "Exhibitor Tasks" (with a 0% progress indicator), and "Booth Content" (with a 0 Total indicator).

Pre Event: Uploading Content

1. On the left-hand navigation menu you will be brought to the "Content" page.
2. At top the of "Content" page you will see three tabs: "Video", "Files", and "Links". Click on any tab.
3. An "Add" button will appear in the center that you can click on to add content there.
4. "Files" must be less than 20MB and in one of these formats .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .ppt, .pptx, .txt, .xls, .xlsx.
5. "Video" supported file types: MOV, MP4. Upload up to 25 file types, 5 GB each.

The screenshot shows the Exhibitor Profile page. The header includes "2024 NALA Conference & Expo" with dates "Jul 10 - 13, 2024" and "NALA - The Paralegal Association". The main heading is "Exhibitor Profile" with an "Options" dropdown menu and an "Edit profile" button. The navigation menu on the left is the same as in the previous screenshot. The profile details are organized into sections: "Profile" (with a sub-section "Profile"), "Address" (6450 S Lewis Avenue, Suite 250, Tulsa, OK, US, 74136), "Contact" (Office: 918-587-6828, Mobile: No mobile phone provided), "Event/Booth Location" (No location provided), and "Tax ID/VAT Number" (No Tax ID/VAT Number provided).

Post Event: Access your Leads


Attendees can click "Contact Us" on your exhibitor profile to create an inbound lead.

To access leads, go into the tab labeled "Lead Collection." If anyone has clicked "Contact Us" from your exhibitor profile, those leads will appear here. Their message will be under the "Lead Collected" header.

Exhibitor Portal ? @

2023 NALA Conference & Expo
Jul 12 - 14, 2023


NALA - The Paralegal Association

 0 leads collected

Lead Collection


Leads Collected (0) Lead Qualification Questions LeadCapture Settings

Leads Collected

 Recently Added ▾

Export

Filters: None **Results:** 0



Your team hasn't collected any leads yet
Once the leads start coming in you'll be able to find them here.