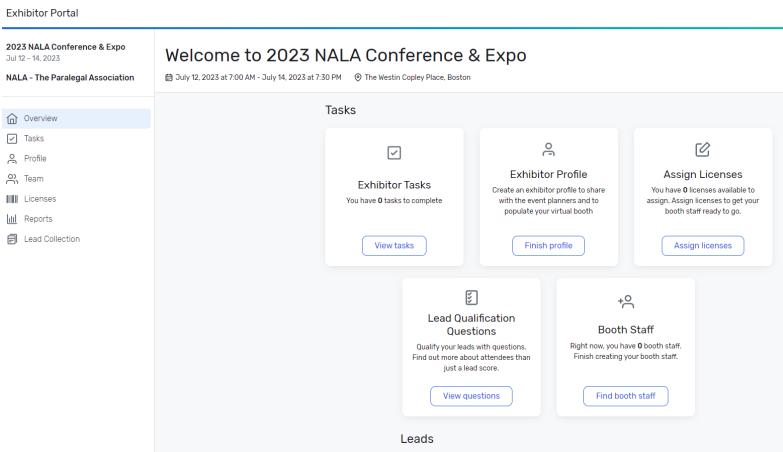


Exhibitor Portal Guide

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 your logo, contacts, weblinks, description, etc.

Exhibitor Portal

2023 NALA Conference & Expo
Jul 12 - 14, 2023
NALA - The Paralegal Association

Exhibitor Profile Options

Profile Content

Address
6450 S Lewis Avenue
Suite 250
Tulsa, OK, US, 74136

Contact

Office 9185876828	Mobile No mobile phone provided
Other No other phone provided	Email pvanstraten@nala.org

Web Links

Website https://nala.org/	Twitter https://twitter.com/nala_paralegals
Facebook https://www.facebook.com/NALA.Paralegals/?ref=bookmarks	LinkedIn https://www.linkedin.com/company/national-association-of-legal-assistants/
Instagram No link provided	

Event/Booth Location
No location provided

Tax ID/VAT Number
No Tax ID/VAT Number provided

Pre Event: Uploading Content

1. At the top of the page there is a bar that has two tabs “Profile” and “Content”
2. Click on the “Content” tab beside “Profile”
3. An “Add Content” 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.

Exhibitor Portal

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Exhibitor Profile Options

Profile Content

Put your best foot forward
Add Exhibitor Content so that you can help attendees learn more about you.

Add content

Post Event: Access your Leads

If you have access to inbound leads, attendees can click "Contact Us" on your exhibitor profile

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 Comment" header.

Exhibitor Portal ? @

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0 leads collected


Lead Collection

Leads Collected (0) Lead Qualification Questions LeadCapture Settings

Leads Collected

Recently Added

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.