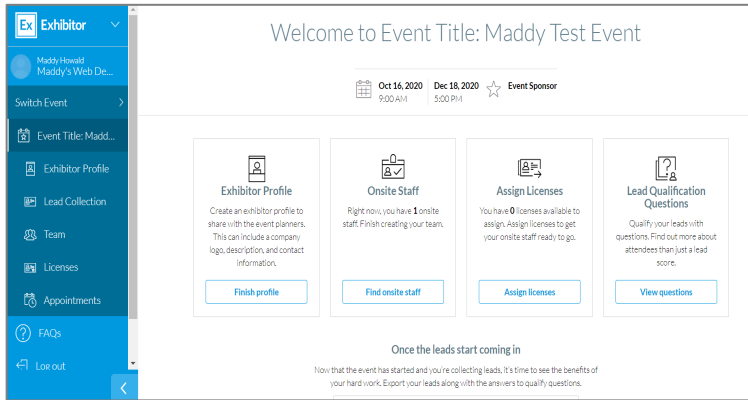


# Exhibitor Portal Guide

## 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.

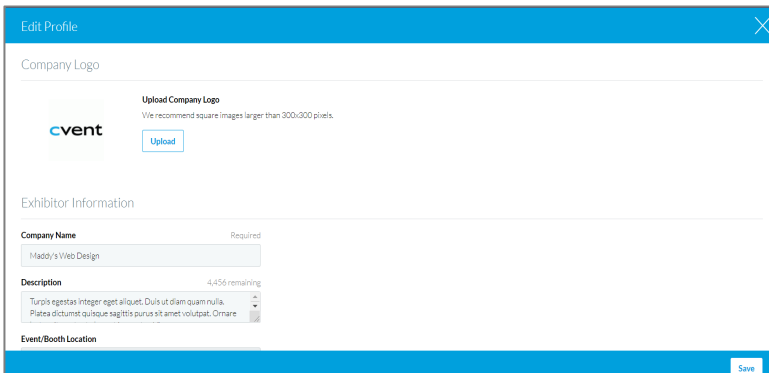
Once you've set your password, you'll use <https://onsite.cvent.com/exhibitor/#/login> for any future logins.



## 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
2. By clicking "Exhibitor Profile" on the left-hand navigation menu



## Pre Event: Manage Your Profile Cont.

1. If you enter your profile through “Exhibitor 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.

The screenshot shows the 'Exhibitor Profile' page with the 'Profile' tab selected. The page is divided into several sections:

- Address:** No address provided.
- Contact:**
  - Office:** No office phone provided.
  - Mobile:** No mobile phone provided.
  - Other:** No other phone provided.
  - Email:** angela.chereso@cvent.com
- Web Links:**
  - Website:** <https://www.cvent.com/>
  - Facebook:** <https://www.facebook.com/Cvent/>
  - Twitter:** <https://twitter.com/cvent>
  - LinkedIn:** <https://www.linkedin.com/company/cvent/mycompany/>
- About Cvent:** Cvent is a leading meetings, events, and hospitality management technology provider with nearly 4,000 employees, and more than 30,000 customers, and 300,000 users worldwide.
- Virtual Booth URL:** Virtual booth URL not provided.

On the right side, there are additional fields: Event/Booth Location (No location provided), Tax ID/VAT Number (No Tax ID/VAT Number provided), and an 'Options' dropdown menu.

## 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. Uploaded files must be less than 20MB and in one of these formats .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .ppt, .pptx, .txt, .xls, .xlsx.

The screenshot shows the 'Exhibitor Profile' page with the 'Content' tab selected. The page displays a message: "Put your best foot forward. Add Exhibitor Content so that you can help attendees learn more about you." and a green "Add content" button.

## 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.

The screenshot displays the exhibitor dashboard interface. On the left is a navigation menu with the following items: Exhibitor, My My Home My My Web De..., Switch Event, Event Title: Mard..., Exhibitor Profile, Lead Collection, Team, Licenses, Appointments, FAQs, and Log out. The main content area features four action cards:

- Share information about your business:** This can include a company logo, description, and contact information. [Finish profile](#)
- Learn more about being your leads:** [Find onsite staff](#)
- Design a badge (or badges) for your onsite staff ready to go:** [Assign licenses](#)
- Search for and track lead questions:** Find out more about attendees than just a lead score. [View questions](#)

Below these cards is a section titled "Once the leads start coming in" with the text: "Now that the event has started and you're collecting leads, it's time to see the benefits of your hard work. Export your leads along with the answers to qualify questions." This section contains a notification card:

- See your leads as they come in:** Your leads data is updated as your onsite staff collect leads. Export a CSV file with your leads at any time and check back after the event to export a final report. [Export](#)
- 1 Leads Collected:** [Export](#)

At the bottom of the notification card is a link for [Event Privacy Policy](#).