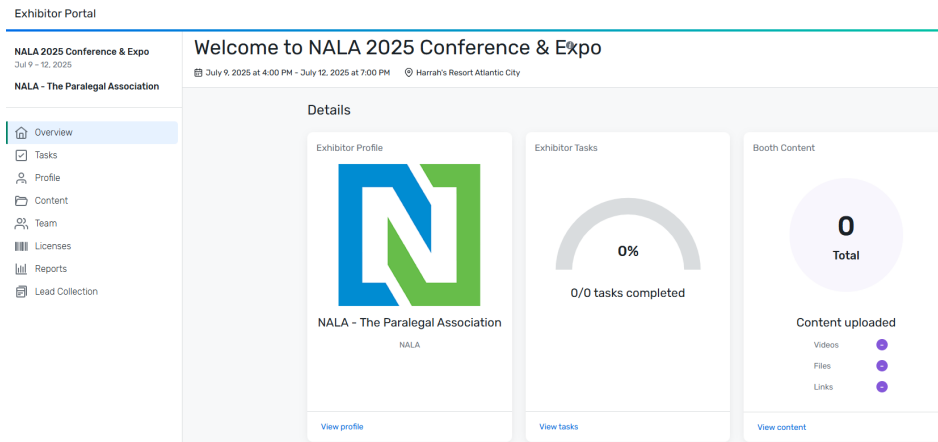


# Exhibitor Portal Guide

## 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" or "View 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 an “Edit” button
3. You will be able to add/edit your logo, contacts, web links, description, etc.

The screenshot shows the 'Exhibitor Portal' header with a user icon and help icon. The left sidebar lists navigation options: Overview, Tasks, Profile (selected), Content, Team, Licenses, Reports, and Lead Collection. The main content area is titled 'NALA - The Paralegal Association Profile' with an 'Edit' button. Below the title is a subtitle 'Share details with event planners and attendees.' The profile information is displayed in a card format:

- Exhibitor information**  
This is the information that will be shown to attendees
- Company name:** NALA - The Paralegal Association
- Location:** No location provided
- Company description:** Since 1975, NALA has been trusted to provide exceptional continuing education and professional development designed specifically to advance paralegals and other legal professionals in their careers. NALA connects members with their peers across the nation and opens doors of knowledge and opportunity. ... [Show more](#)
- Tagline:** No tagline provided
- Email:** nalanet@nala.org
- Website:** <https://nala.org/>
- Work phone:** 918-587-6828

## 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 Portal' header. The left sidebar is the same as the previous page, but 'Content' is selected. The main content area is titled 'Content' with a subtitle 'Upload and manage media for your exhibitor booth. Drag and drop content to reorder it.' Below the title are three tabs: 'Videos' (selected), 'Files', and 'Links'. The main content area displays a large message: 'Add a video to get started' with a subtext 'Upload a video to display it in your booth. Once it's uploaded, you'll see it here.' Below this is a blue 'Add video' button. At the bottom, it specifies 'Maximum file size: 5GB' and 'Supported file types: MOV, MP4'.

## Post Event: Access Your Leads









How to access leads if you purchased a LeadCapture license.

To your view leads, go into the tab labeled "LeadCollection." All leads you scanned will appear here. Their message will be under the "Lead Collected" header.

Exhibitor Portal

NALA 2025 Conference & Expo  
Jul 9 - 12, 2025

NALA - The Paralegal Association

-  Overview
-  Tasks
-  Profile
-  Content
-  Team
-  Licenses
-  Reports
-  Lead Collection

### Lead Collection

Learn about your leads and manage LeadCapture settings for your team.

- Leads Collected
- Lead Qualification Questions
- LeadCapture Settings

#### No leads collected yet

Once your team starts qualifying leads, you'll be able to manage them on this page.