Accessing Your Leads

Note: *Only Exhibitor Admins have access to export leads. If you were part of the booth staff onsite or virtually, contact your Exhibitor Admin and provide them with these steps to export your leads.*

1. Log in to the portal

- At the end of the conference, the Admin will receive an email reminder to export leads.

  - Click **Log In Now**, then enter your credentials.

  - If you don't remember your password, click **Forgot?**
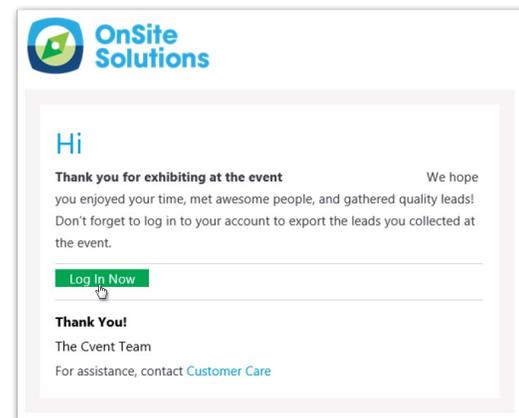
Can't find your email?

- Use this link to log in.

- https://onsite.cvent.com/exhibitor/#/login

2. Export Your Leads

- From the homepage, scroll down to Leads Collected

- Click **Export**

Don't see any leads?

- Click on "Switch Event" on the left side of the homepage to select your current event

Not receiving emails?

- Check your spam folder or add this IP address to your Allowlist: 184.173.153.62

For additional information you can reach out to Customer Care: leadcapture@cvent.com