We hope

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.
- <u>https://onsite.cvent.com/exhibitor/#/login</u>

2. Export Your Leads

- From the homepage, scroll down to Leads Collected
- Click Export

Once the leads start coming in
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.

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

Export

you enjoyed your time, met awesome people, and gathered quality leads! Don't forget to log in to your account to export the leads you collected at

OnSite Solutions

Thank you for exhibiting at the event

Hi

Log In Now

The Cvent Team For assistance, contact Custo

at any time and check back after

the event to export a final report.

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