Exhibitor Portal Manual

LETS GET DIGITAL

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Digital that feels (almost) like physical.

Why should you use the exhibitor portal?

Scan Management
View all your captured leads. Set up specific lead questions that prompt your team once they've logged a lead. You will be able to download this data post-event

Company Profile
Update and refine the information that visitors will see on the event's official app. Ensure your company's representation is accurate and comprehensive.

Invitations
View attendees who've registered via your unique link. A notification will be sent your way when they arrive at the event.

Session Monitoring
View attendees who've registered for your sessions.

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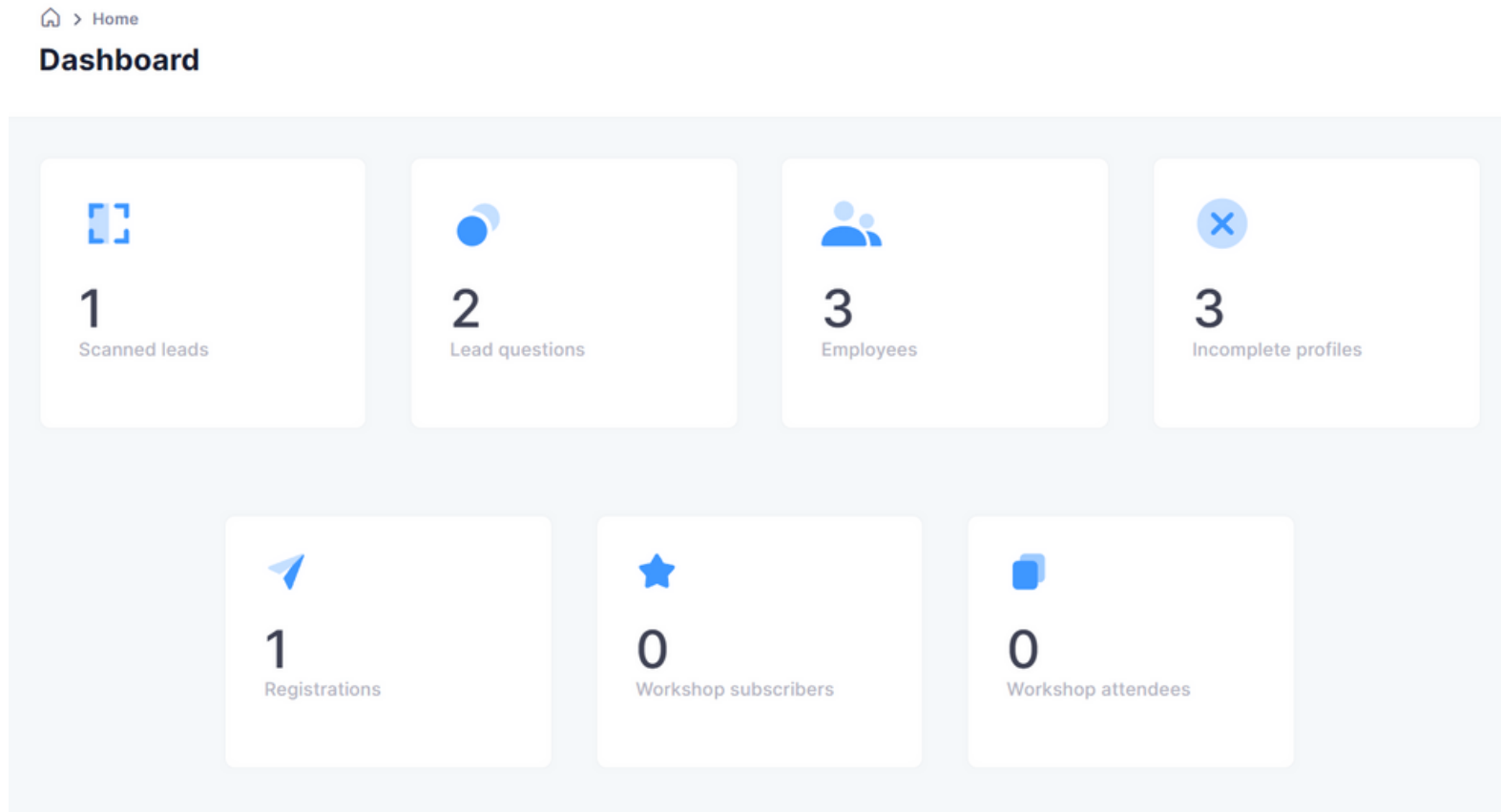
Getting Started

Join the portal

Join the exhibitor portal via the 'Click here to join the portal' button in the invitation e-mail. Set up a new password that will enable you to logging the exhibitor portal with.

Complete your personal profile

Add a profile picture and complete the contact details if necessary.

Check your progress

Check out the dashboard page of the exhibitor portal. The dashboard provides you with an overview of scanned leads, incomplete profiles, workshop subscribers, and more.

⌂ > Home

Dashboard

1 Scanned leads	**2** Lead questions	**3** Employees	**3** Incomplete profiles

1 Registrations	**0** Workshop subscribers	**0** Workshop attendees

Preparation before the event

Step 1: Add your lead questions

1) Navigate to scan management
2) Open lead questions
3) Click on 'add new'.
4) Start adding your lead questions here

Overview

Order ^	Question	Type	Required	Actions
1	Notes	Text area	No	✎
2	Do you want to receive more information from us after the event?	Yes/no	N/A	✎ 🗑

| 10 ∨ | Showing 1 to 2 of 2 records | | ‹ **1** › |

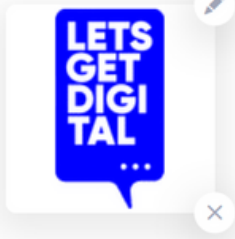# Preparation before the event

Step 2: Finalize your company profile

1) Navigate to company profile.
2) Add your logo, contact details and description.
3) Press save

The changes you have made to the company profile, are now also visible in the event app.

Company info

Name of company *

Let's Get Digital

Image of company

Description

We help event organisers to exceed their event goals and to become leading events in their area.

We went to facilitate the

Email

Website

https://letsgetdigital.com

Phone number

+31 (0) 50 21 13 6 93

Preparation before the event

Step 3: Add files

1) Navigate to 'Files'
2) Click on 'Add new'

Now add files such as brochures or presentations that you want to share with the app users.

File name ^	Updated at	Created at	Actions
LGD Application Brochures English (2).zip	18-01-2024 14:05	18-01-2024 14:05	

Overview   ⊕ Add new

10 ⌄   Showing 1 to 1 of 1 records   < **1** >

Preparation before the event

Step 4: Add colleagues

1) Navigate to 'Team overview'
2) Click on 'Add new'
3) Fill in (at least) the first name, last name and e-mail address of your colleague
4) If you want your colleague to be able to login to the exhibitor portal, enable 'allowed to manage company'.
5) Once you have added them to the exhibitor portal to manage company, they will receive an e-mail to login to the exhibitor portal

Personal information

First name	Infix	Last name
Vera		Hakman

Email *
vera@letsgetdigital.com

Phone number
+31 6 12345678

Company role
Event Consultant

Company name
Let's Get Digital

Allowed to manage company
If allowed the user can login into the portal and manage the company in app/virtual plaform.

Privacy
Public

Preparation before the event

Step 5: Share your personal registration link

1) Navigate to 'Invitations'
2) Go to 'registration link overview'
3) Copy your company's unique registration link and share it with your network through social media, your website, or any other communication channel you prefer.

After the event

Export your scanned leads

In the exhibitor portal, make an export of all leads scanned by you and your colleagues.
1) Navigate to Scan management
2) Click on Lead scan overview
3) Click on 'Export'

An Excel will be downloaded to your computer including the contact information of the scanned leads and the lead questions information

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CRAIN

ESNS

ATPI

Jabra®

European Parliament

Eurovision Song Contest

=exact

BMA

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