**CVENT Portal User Tips**

* The person you designated as the Admin on your contract will receive an invitation email from CVENT/me inviting you to log into CVENT. **This is the only way to initially access the CVENT portal.**
	+ If you already have a CVENT account from previous meetings, you still need to initially log in through our CVENT email invitation. Then you can use your log in credentials.
	+ If you are new to CVENT, log in through our email invitation and then create a new log in.
* Please try and make sure your Booth Staff is finalized before registering them, to avoid confusion and mistakes with last minute substitutions or cancellations.
* Every staff you register must have a unique email—you cannot use your email or the same email to register different people. Each attendee badge is linked to an individual email, so it will not allow you to register multiple people with the same email.

When you log in to your company page on CVENT, you will see a menu with a list of options:

1. **Exhibitor Profile**-this is where you will fill in all the information that will appear on the conference app, used by attendees. There are a few fields on the form that do not apply to this conference. You should not add information for these 4 fields: **Virtual Booth Banner, Tax ID/VAT Number**, **Virtual Meeting URL**, **Virtual Host Key**
2. **Team:** This is where you will register all of your booth staff. Each Exhibitor booth comes with 4 complimentary staff. You may register more than 4 for an additional cost. See Additional Paid Staff below\*\*
	1. **Step 1:** Click on the button “Add Booth Staff”
	2. **Step 2:** It will take you to a new page with a green button “Add Booth Staff” From the dropdown box of choices, select the 3rd option “Register Booth Staff”
	3. **Step 3:** A box will appear that says “Registration Type Required” click the down arrow and it will automatically tell you how many staff you have left to register, click that type, then click the green button “Launch Event Site”
	4. **Step 4:** This will take you to the registration page and you will fill in the full information for each attendee. It is crucial that each attendee has their individual email address—this is their unique qualifier that will print badges. The system will not accept the same email for different people—so make sure you use each staff’s own email address.
	5. **NEW:** Pay for additional staff
3. **Licenses:** Every company receives **one free** Lead Capture license. This is where you will assign your free license to a staff member. You can also purchase additional licenses for $249/each and pay through CVENT directly.
	1. **Assign Licenses:** Once you register your booth staff, you can assign your (1) free license to one of them. The license will be connected with their email and only one device. If you want all staff to have access to lead capture, we suggest you bring a device to be shared by all (ie an ipad) versus one person downloading to their own device. (SEE LEAD CAPTURE Information sheet for more details)
4. **Lead Collection:** This is where you will see your current list of leads, you can customize your lead questions and adjust your lead capture settings.There are pre-set questions in there but you can add your own special questions/qualifiers as well. (SEE LEAD CAPTURE LINK Information sheet for more details)