35th ISUOG World Congress on Ultrasound in Obstetrics and Gynecology - Exhibitor Portal Instructions

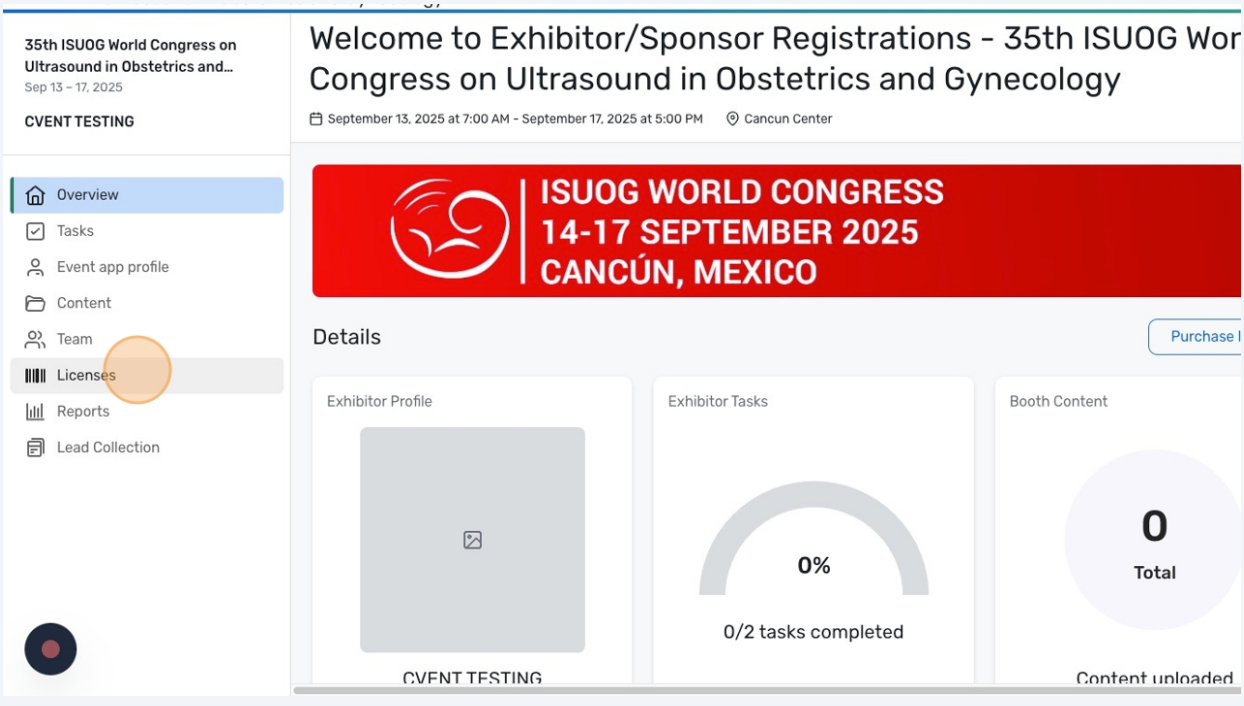
Logging Into the Exhibitor Portal

1 Login to the Exhibitor Portal here: https://exhibitors.cvent.com/login

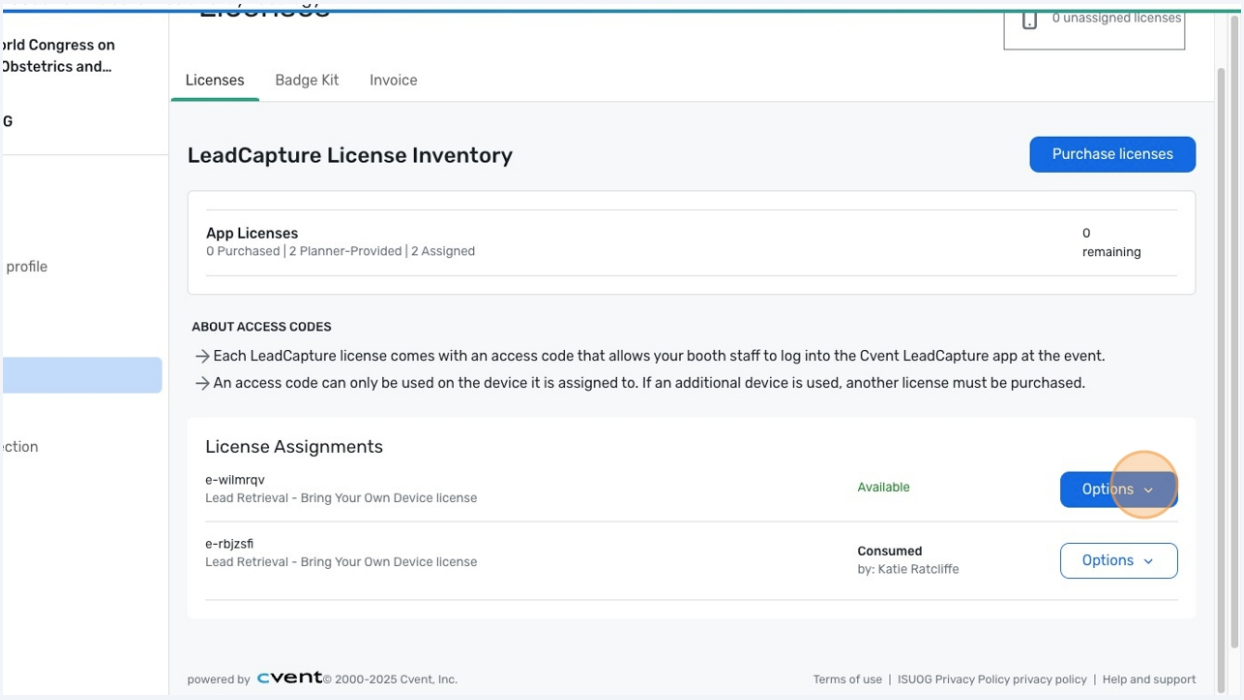
You will use the email address that the exhibitor portal invitation email was sent to. If you do not have a password, use the "Forgot Password" function in the login area. If you have trouble logging in, please contact your representative from ISU.

Assigning LeadCapture Licenses

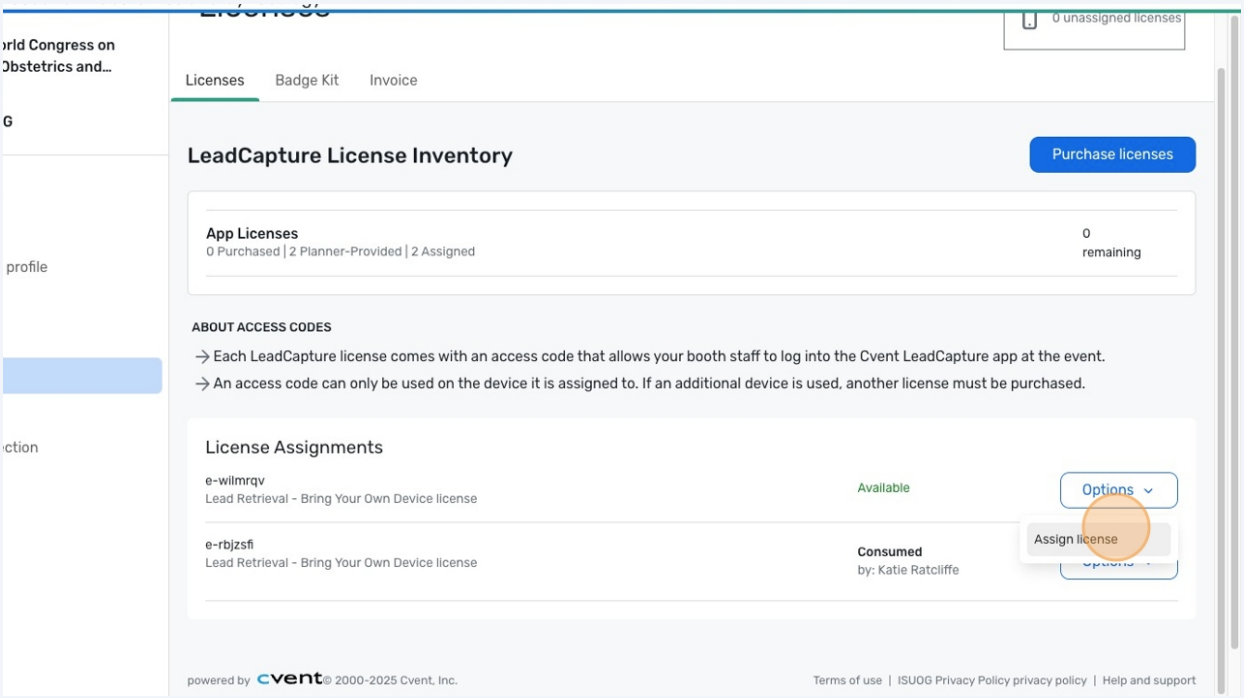
2 Login to the Exhibitor Portal and you will see the Overview Page. Click "Licenses".



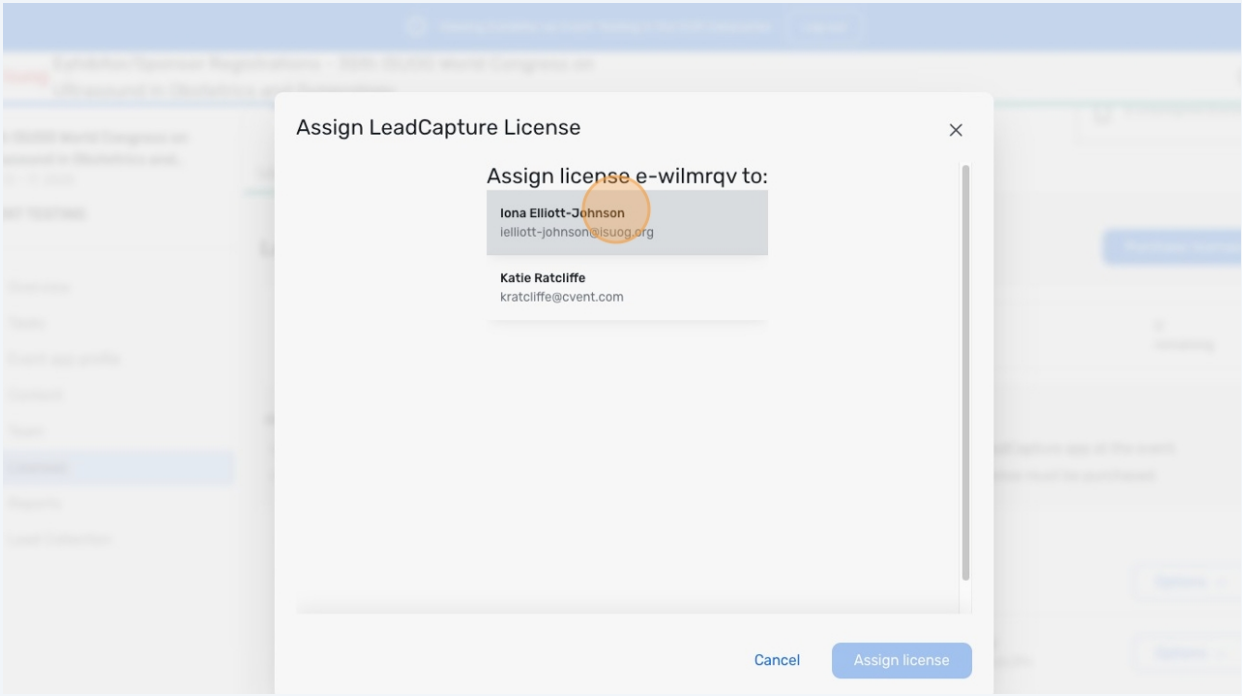
3 You will see your available licenses marked in green and "Available". Click "Options".



4 Click "Assign license"

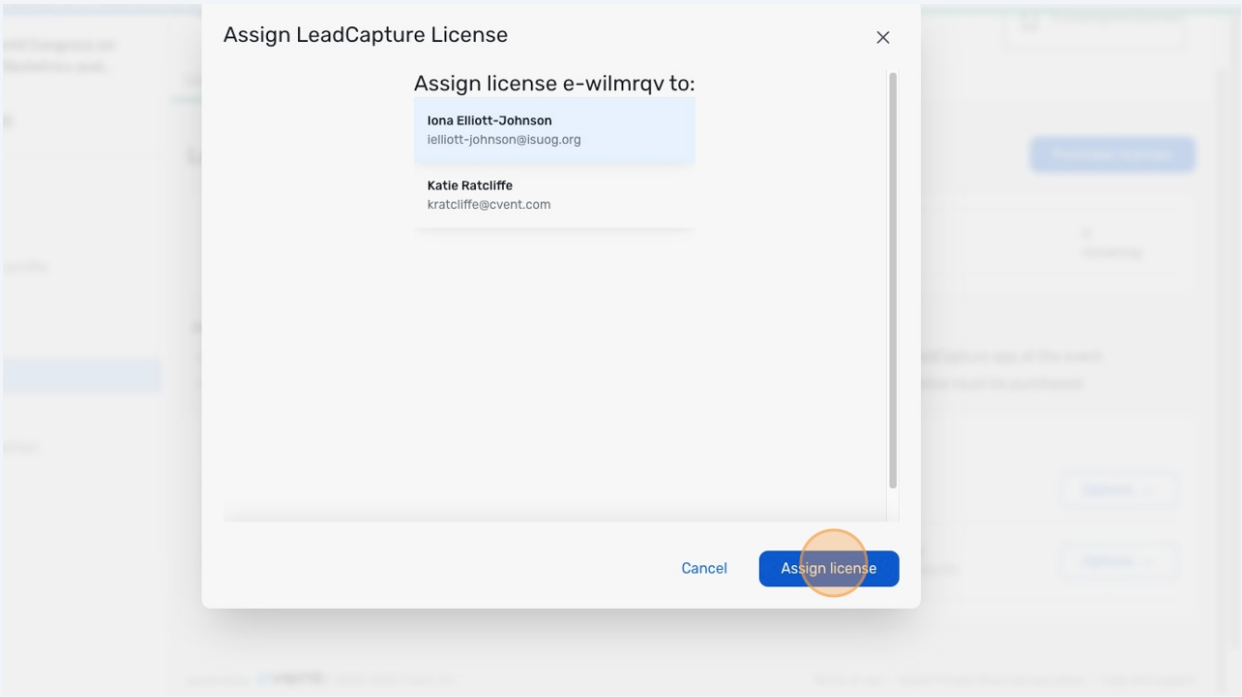


5 Select the booth staff member you would like to assign the license to.



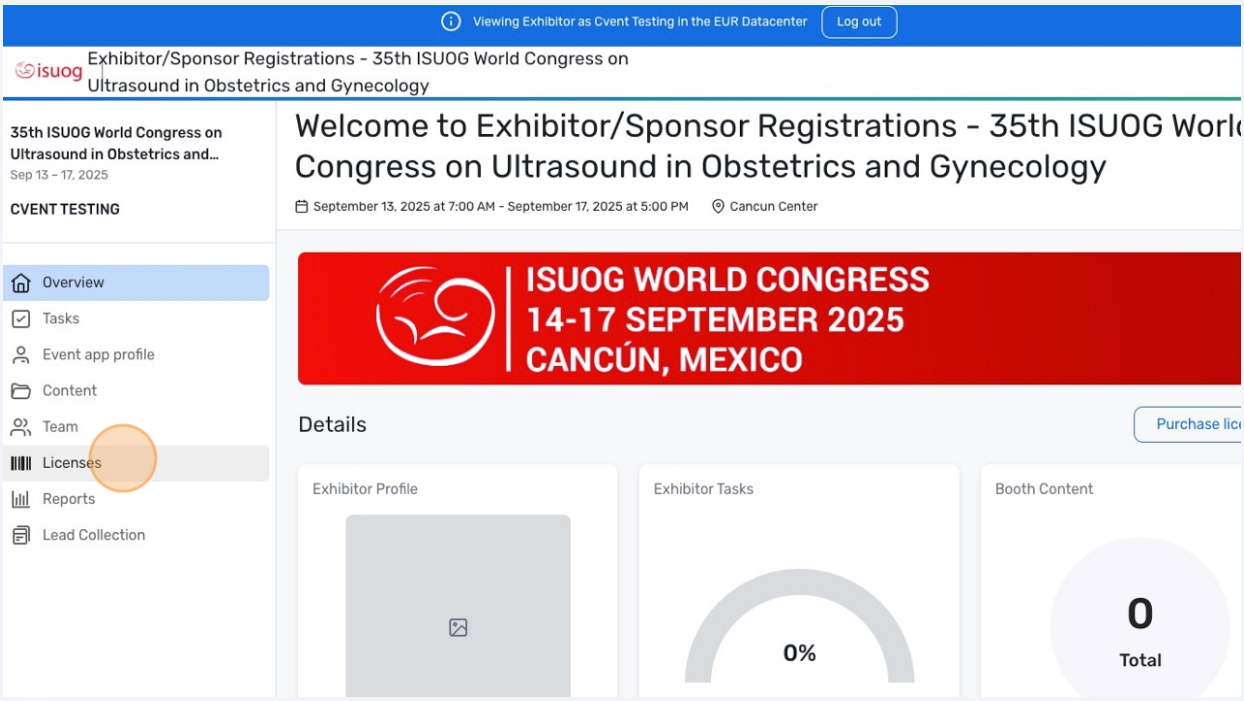
⚠ ONE person can only be assigned ONE license. Once the License is Consumed/Activated in the LeadCapture App, it cannot be transferred or reassigned.

6 Click "Assign license"

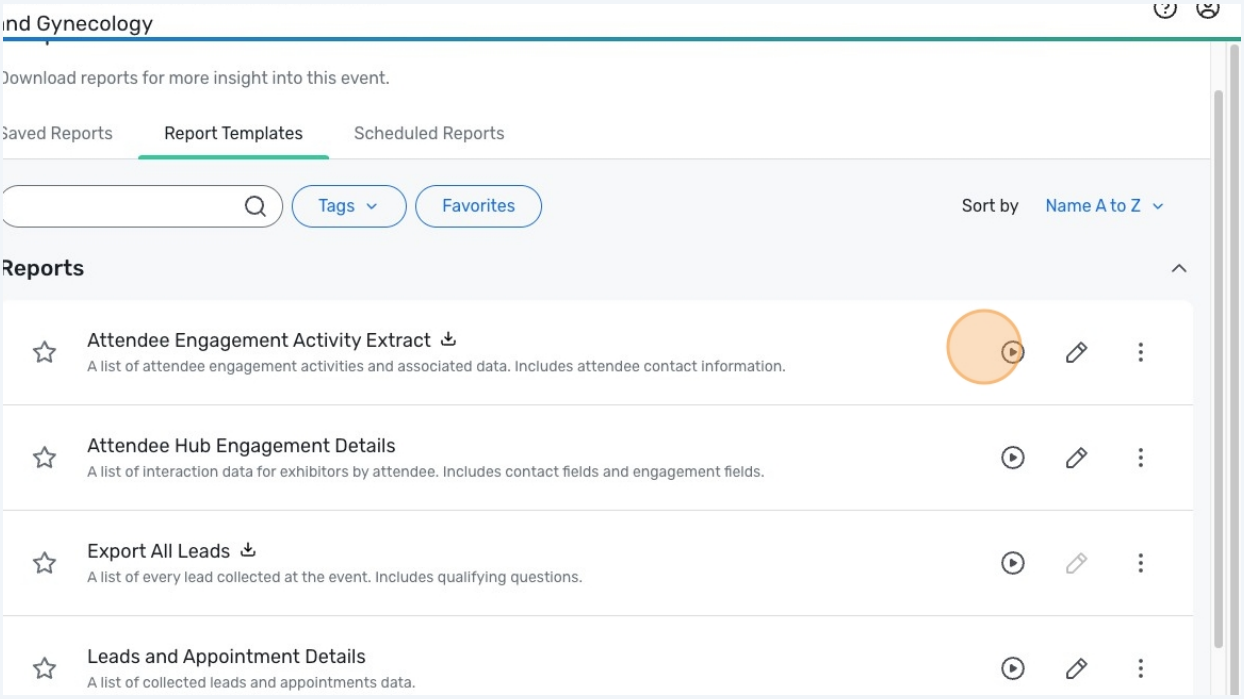


Pull LeadCapture Reports

7 Select "Reports"

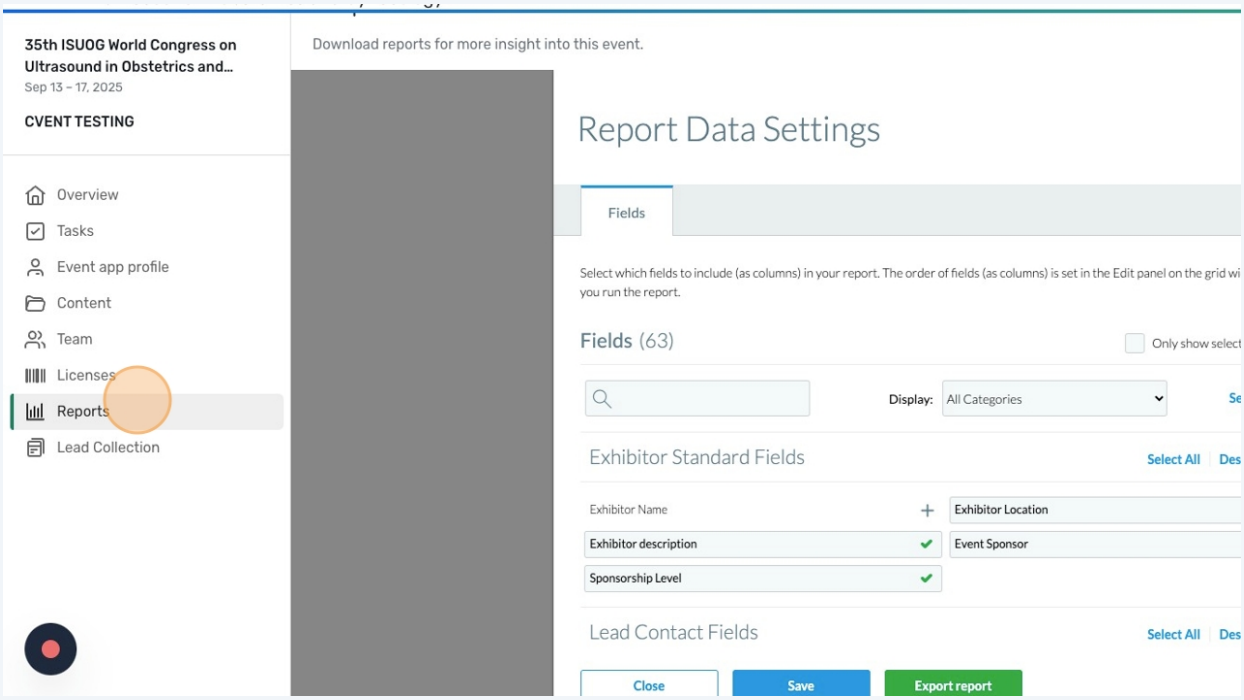


8 You will have four report options. To edit the reports click the pencil icon. To run the report click the "play" icon.



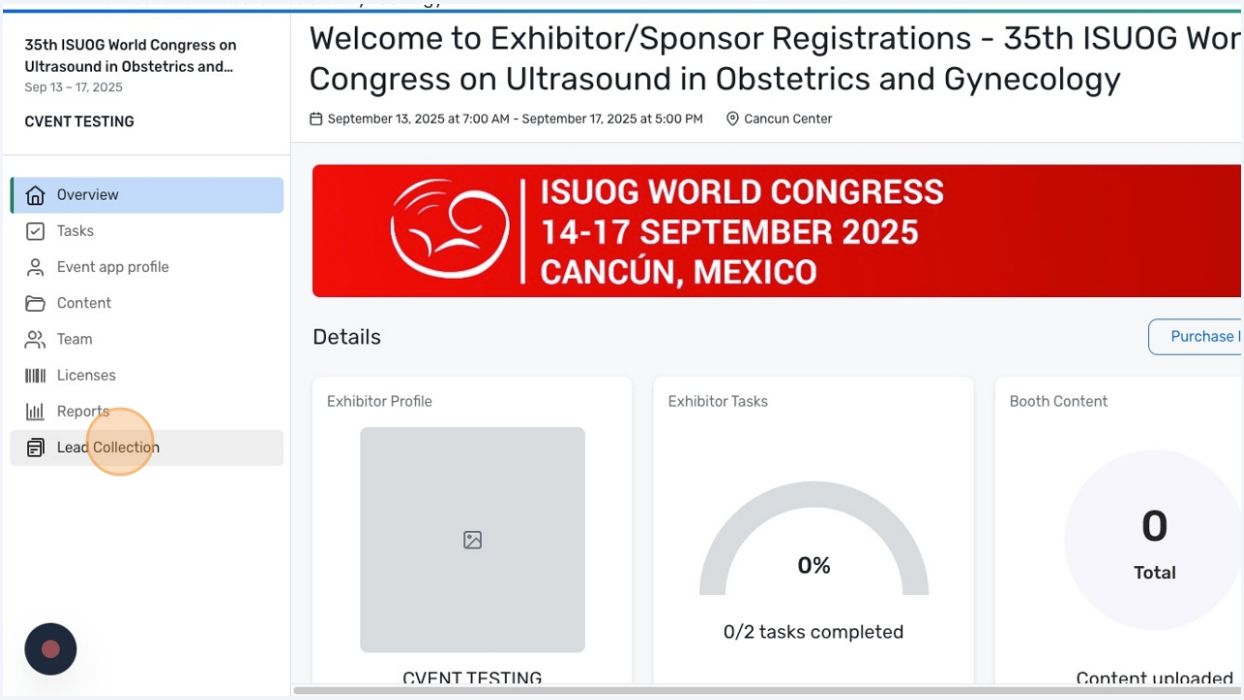
If an option for a report is greyed out - this means it is unavailable for that specific report.

9 When editing the report you can select or deselect different fields or column headers that ISUOG has made available to you.

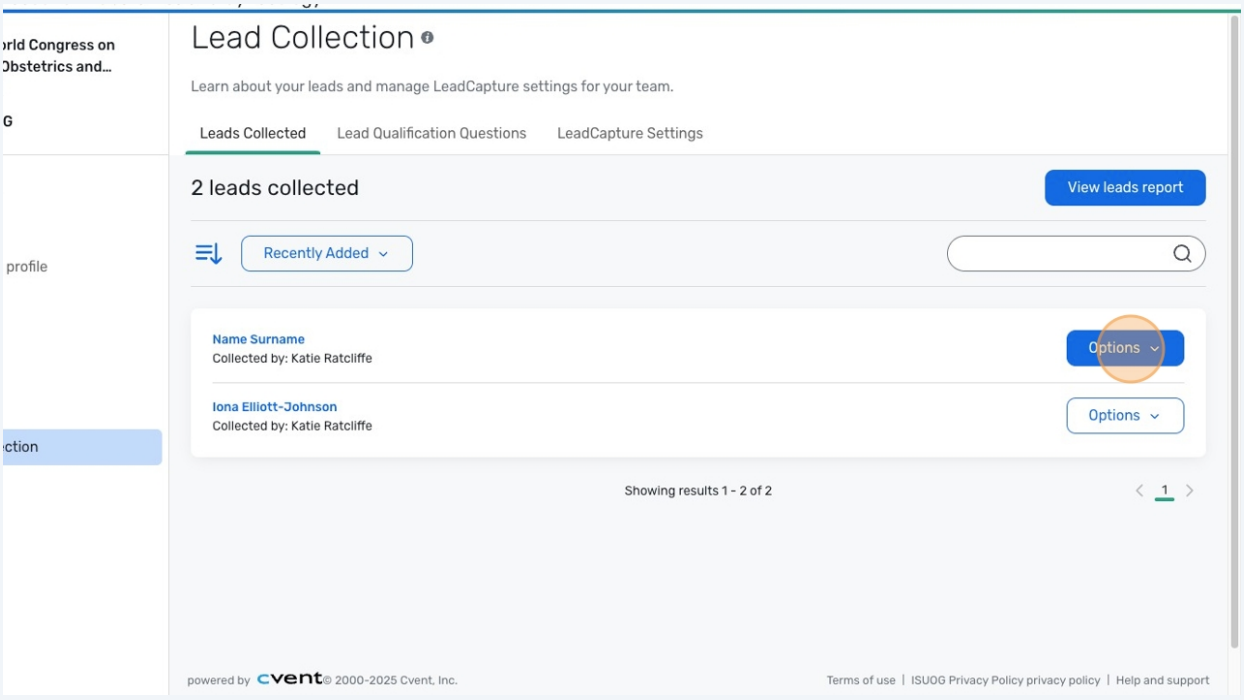


See a List of All Leads Collected

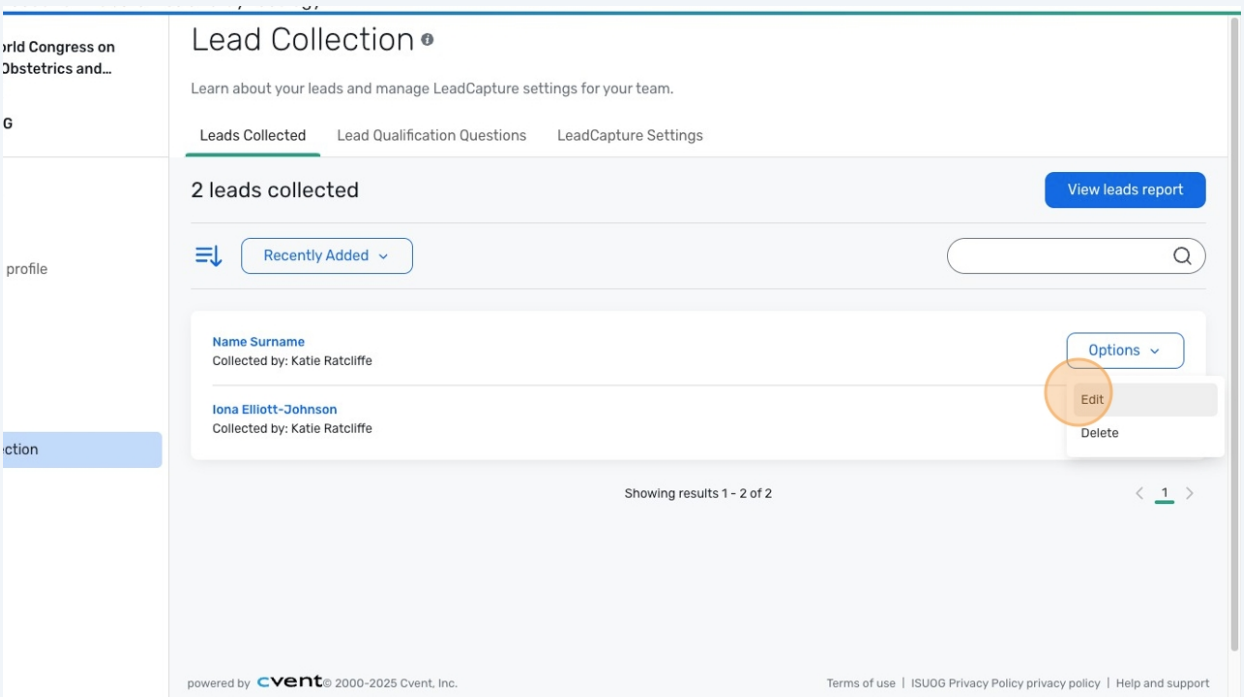
10 Click "Lead Collection"



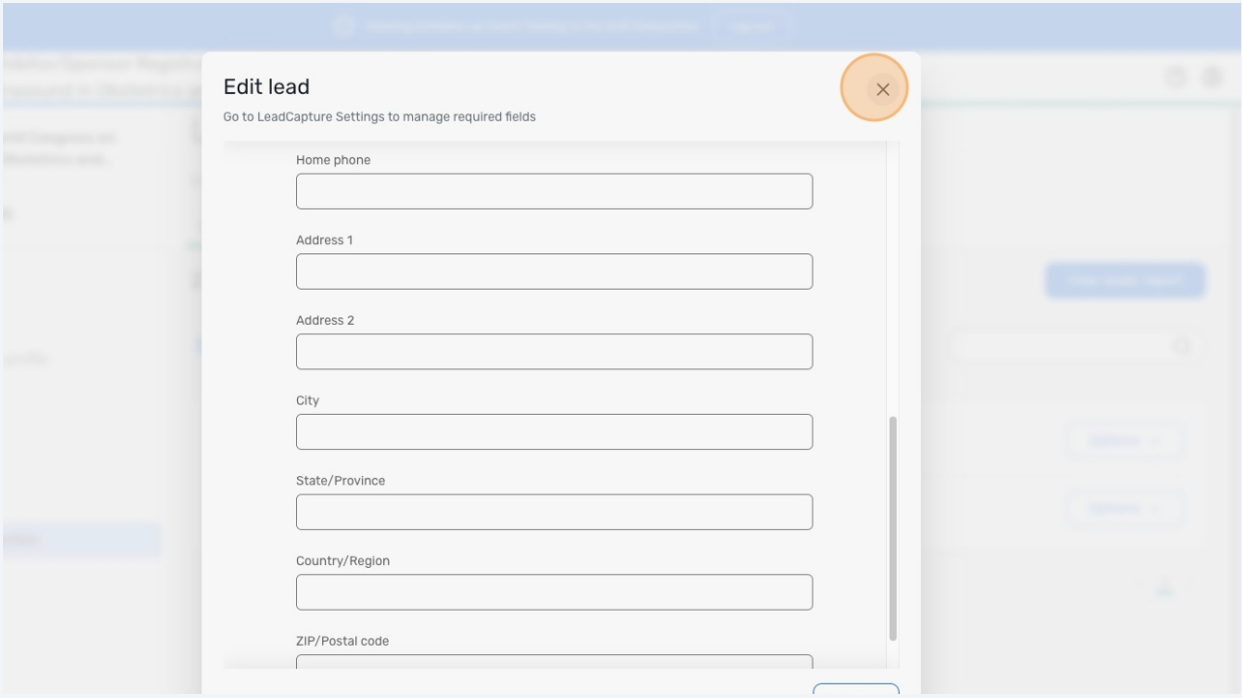
11 Click "Leads Collected" and to edit the lead click "Options"



12 Click "Edit"

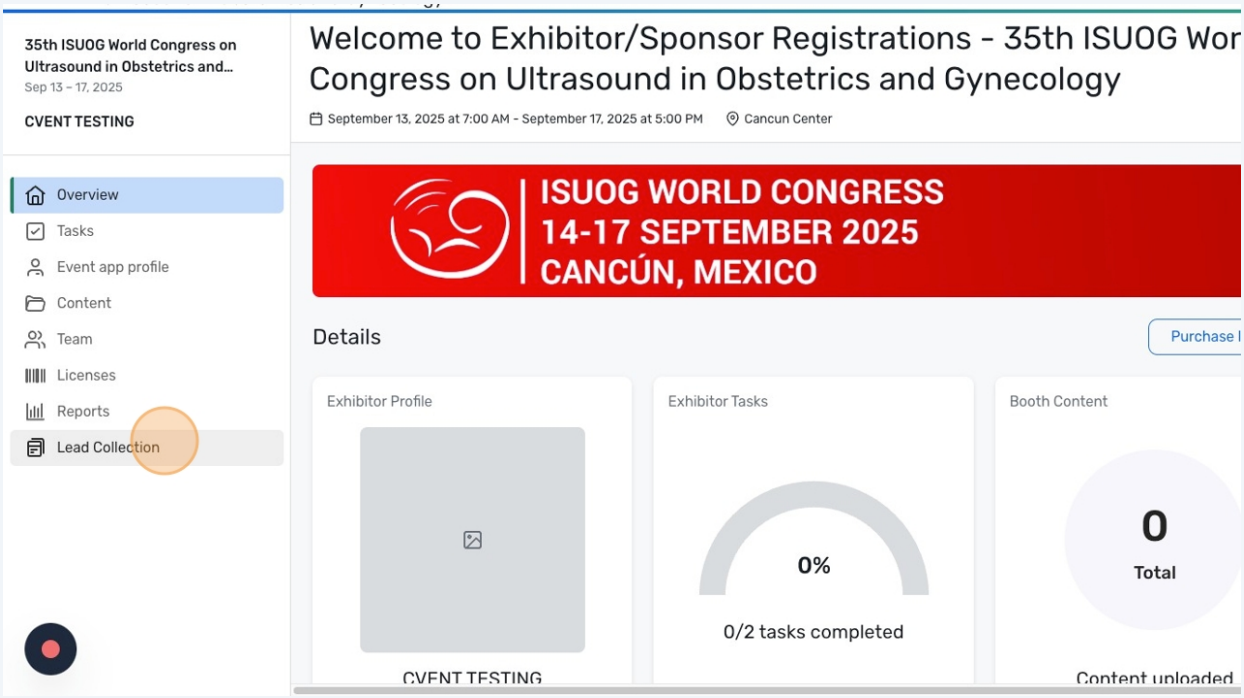


13 Edit the lead as necessary and select "save" or close the pop up.

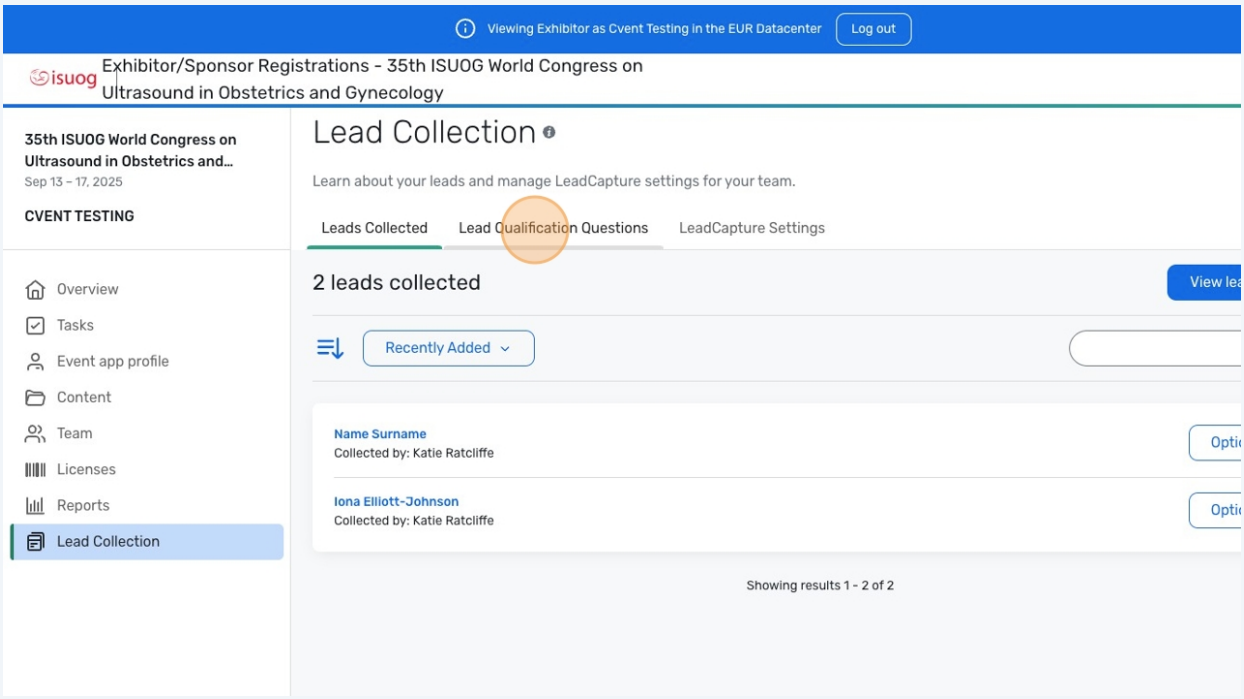


Edit Lead Qualification Questions

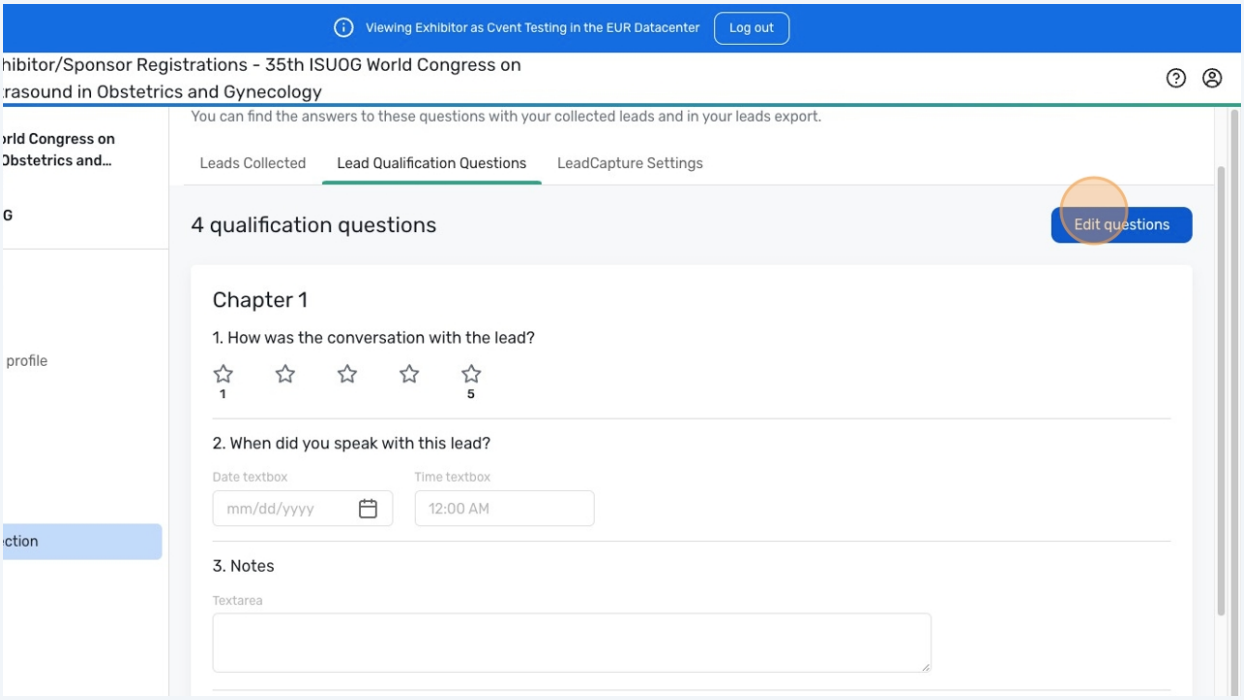
14 Click "Lead Collection"



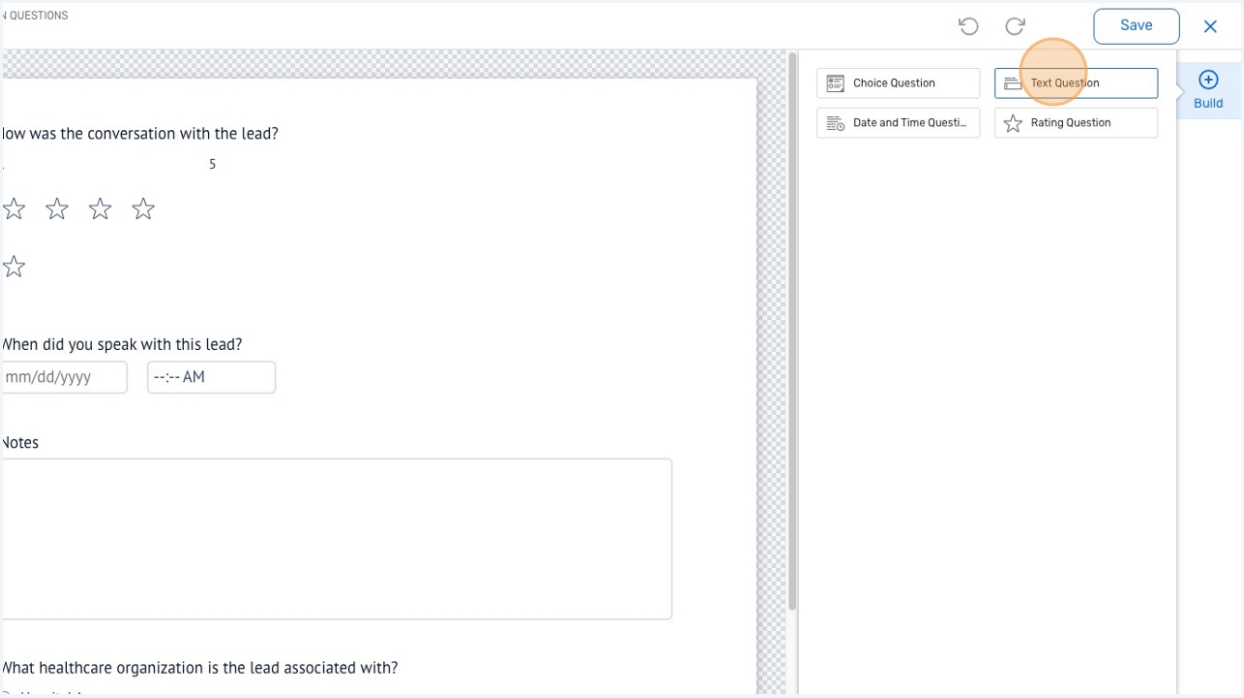
15 Click "Lead Qualification Questions"



16 Click "Edit questions"

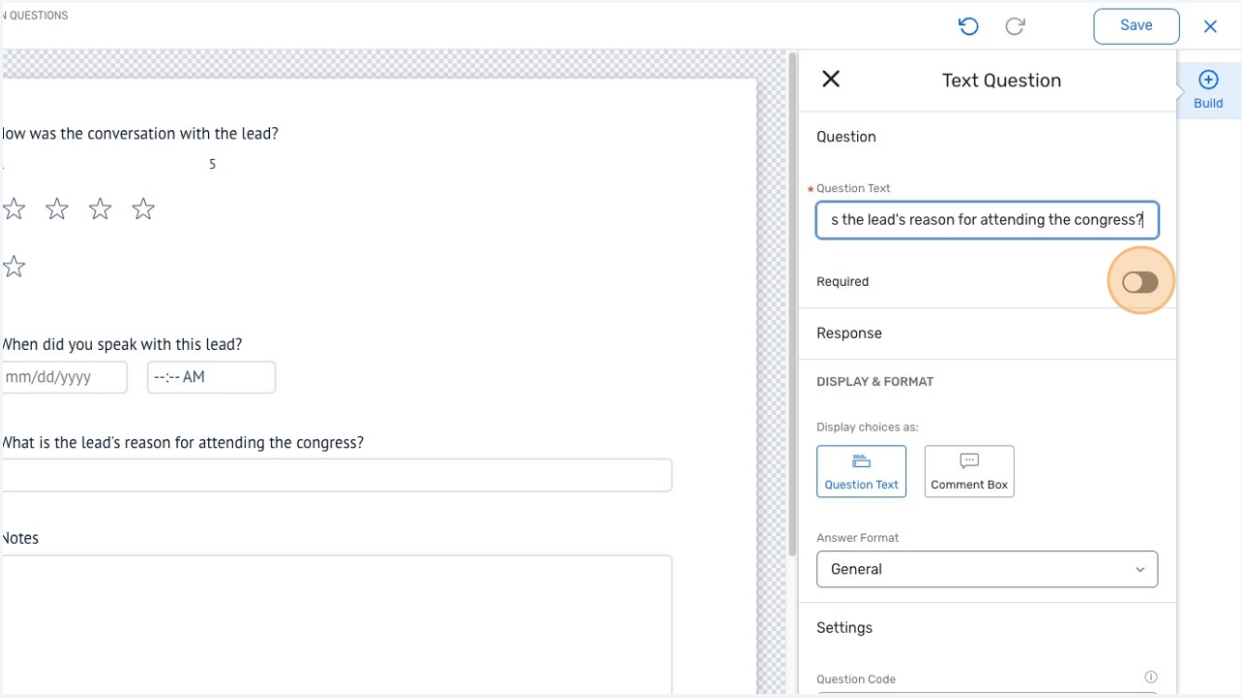
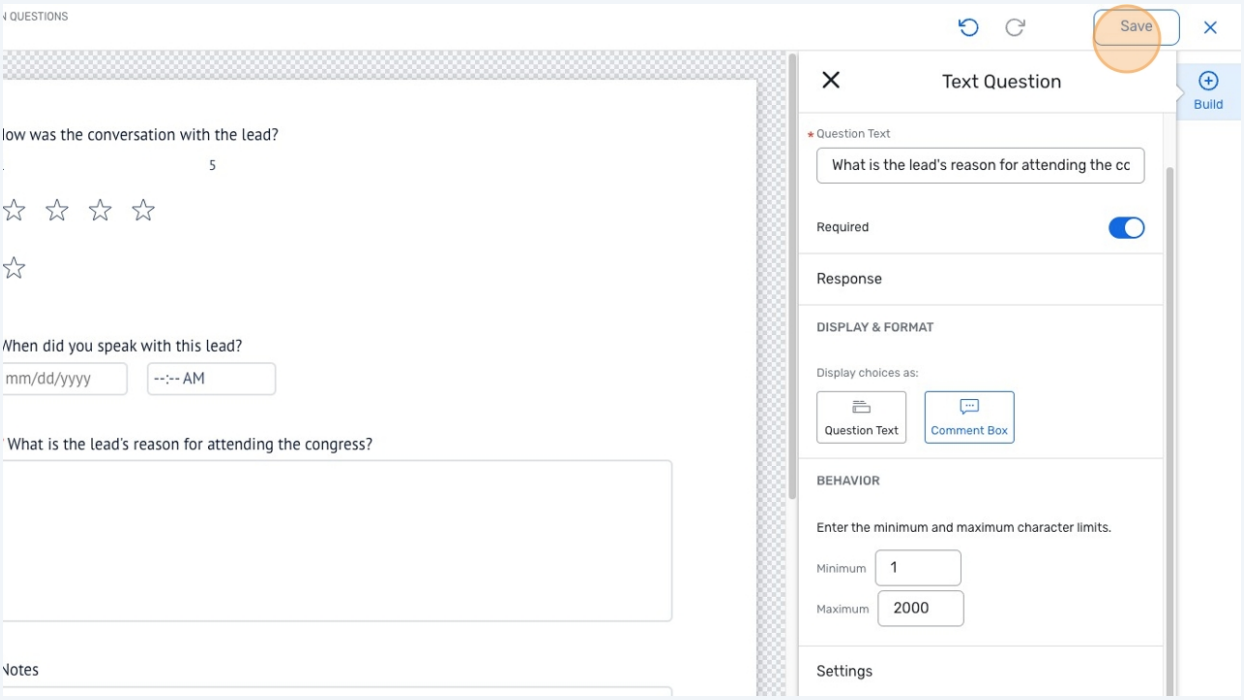


17 Select your question type. Your options are "Choice Question", "Text Question", "Date and Time Question" and "Rating Question".



You can edit the pre-existing questions by hovering over them, clicking into the question and editing the field on the right-hand side of the screen.

18 Questions can be made "required" by flipping the option toggle to "on".



19 Once you have completed editing your question(s) - click "Save"