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Service Provider Guide

# How to access your event reports

# How to login to your service provider account

- Either you can use the personal link that you will have been sent or go to [www.ucasmedia.com/enet](http://www.ucasmedia.com/enet) and enter your login and password.

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## Login

Email address:

Password:

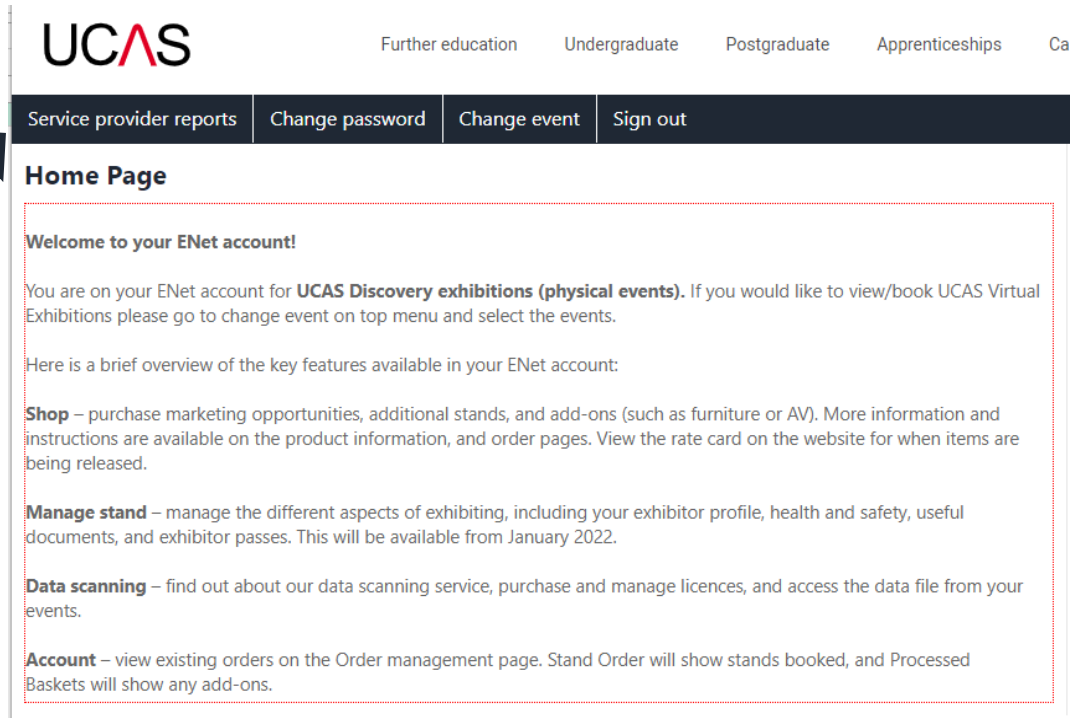
 Remember me

Forgotten your login password?

[Enter email address and click here](#)

# How to access your reports

- Once logged in you will see this screen (your personal details will appear on the right).
- Click on Service provider reports
- Please note there will be additional menu options if you are also the booker for the Discovery exhibitions as your login will give access to service provider and exhibitor information.



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Service provider reports Change password Change event Sign out

## Home Page

**Welcome to your ENet account!**

You are on your ENet account for **UCAS Discovery exhibitions (physical events)**. If you would like to view/book UCAS Virtual Exhibitions please go to change event on top menu and select the events.

Here is a brief overview of the key features available in your ENet account:

**Shop** – purchase marketing opportunities, additional stands, and add-ons (such as furniture or AV). More information and instructions are available on the product information, and order pages. View the rate card on the website for when items are being released.

**Manage stand** – manage the different aspects of exhibiting, including your exhibitor profile, health and safety, useful documents, and exhibitor passes. This will be available from January 2022.

**Data scanning** – find out about our data scanning service, purchase and manage licences, and access the data file from your events.

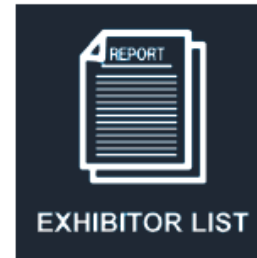
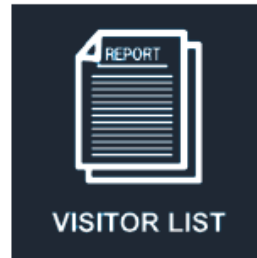
**Account** – view existing orders on the Order management page. Stand Order will show stands booked, and Processed Baskets will show any add-ons.

# How to access your reports

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## Service provider reports

Use the tiles below to load the reports.



Click on the view only live reporting links above

# How to access your reports

What will the reports provide?

- **Exhibitor list** – shows exhibitors who have booked, including furniture requests.
- **Visitor stats** – shows how many groups and individuals have booked on to each of your event sessions.
- **Visitor list** – showing school/college groups that have booked, including emergency contact details, special requirements, and transport details.

# Service provider support

Sign in details for your service provider account (ENet) have been sent to you. Training will be available on request – please speak to your UCAS event organiser.

If you have any difficulties accessing the reporting or need technical support, please email [eventstechnical@ucas.ac.uk](mailto:eventstechnical@ucas.ac.uk)

You can also find information on the Service Provider Hub <https://www.ucas.com/ucas-service-providers-2023>.