

UCAS

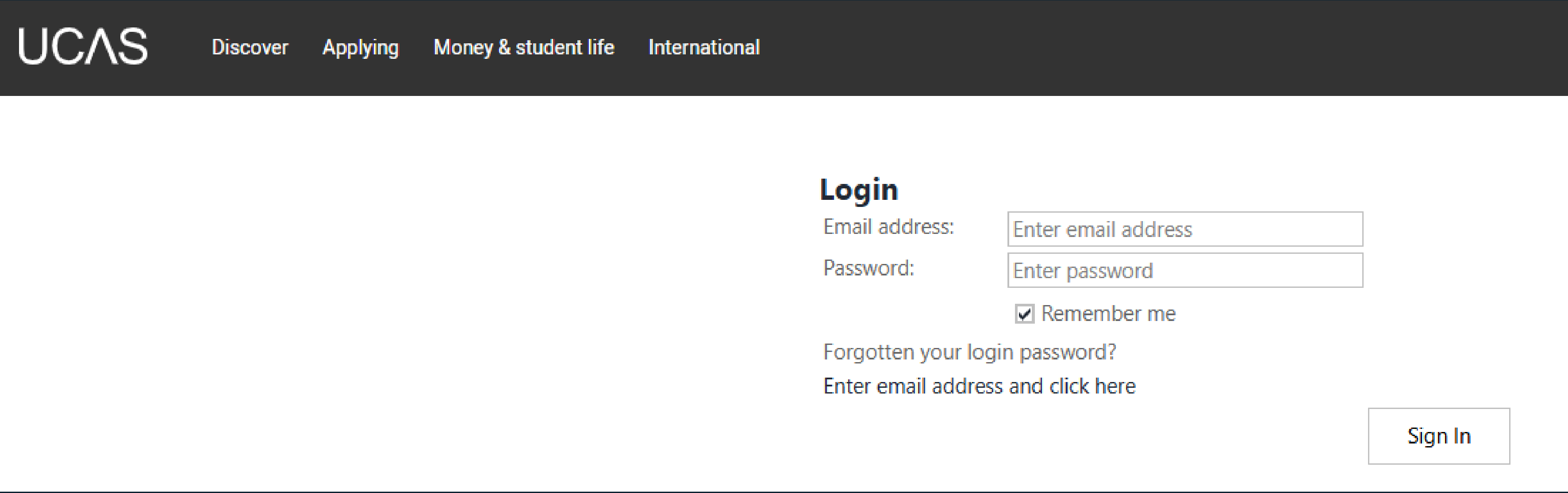
Service Provider Guide

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 <https://www.ucas.com/enet> and enter your email address and password

A screenshot of the UCAS website's login page. The top navigation bar is dark grey with the UCAS logo on the left and links for 'Discover', 'Applying', 'Money & student life', and 'International' on the right. The main content area is white. On the right side, there is a 'Login' section. It includes two input fields: 'Email address:' with a placeholder 'Enter email address' and 'Password:' with a placeholder 'Enter password'. Below these is a checkbox labeled 'Remember me' which is checked. Underneath the checkbox is a link 'Forgotten your login password?' with the text 'Enter email address and click here' below it. A 'Sign In' button is located at the bottom right of the login section.

UCAS Discover Applying Money & student life International

Login

Email address:

Password:

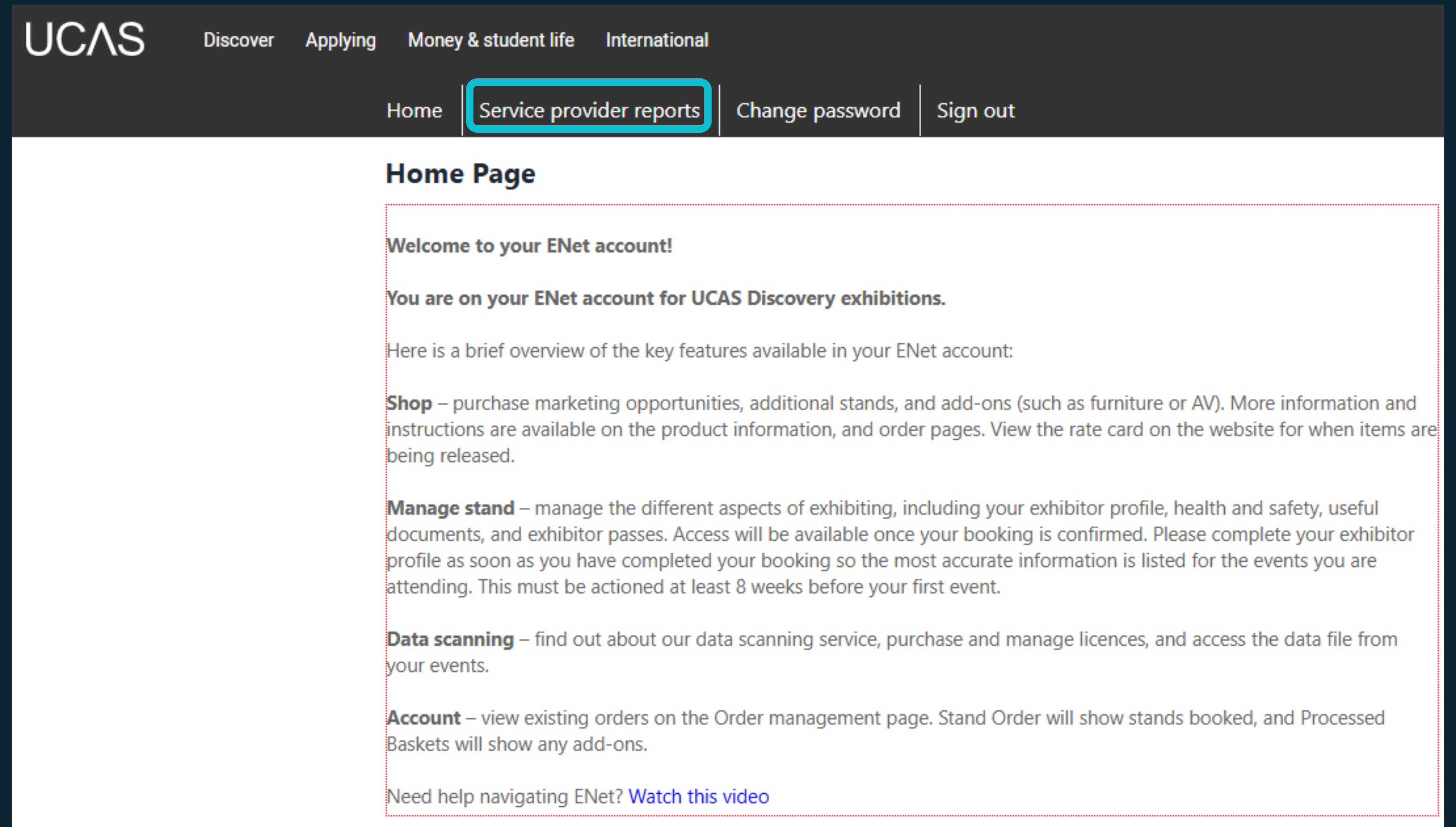
☒ Remember me

Forgotten your login password?
Enter email address and click here

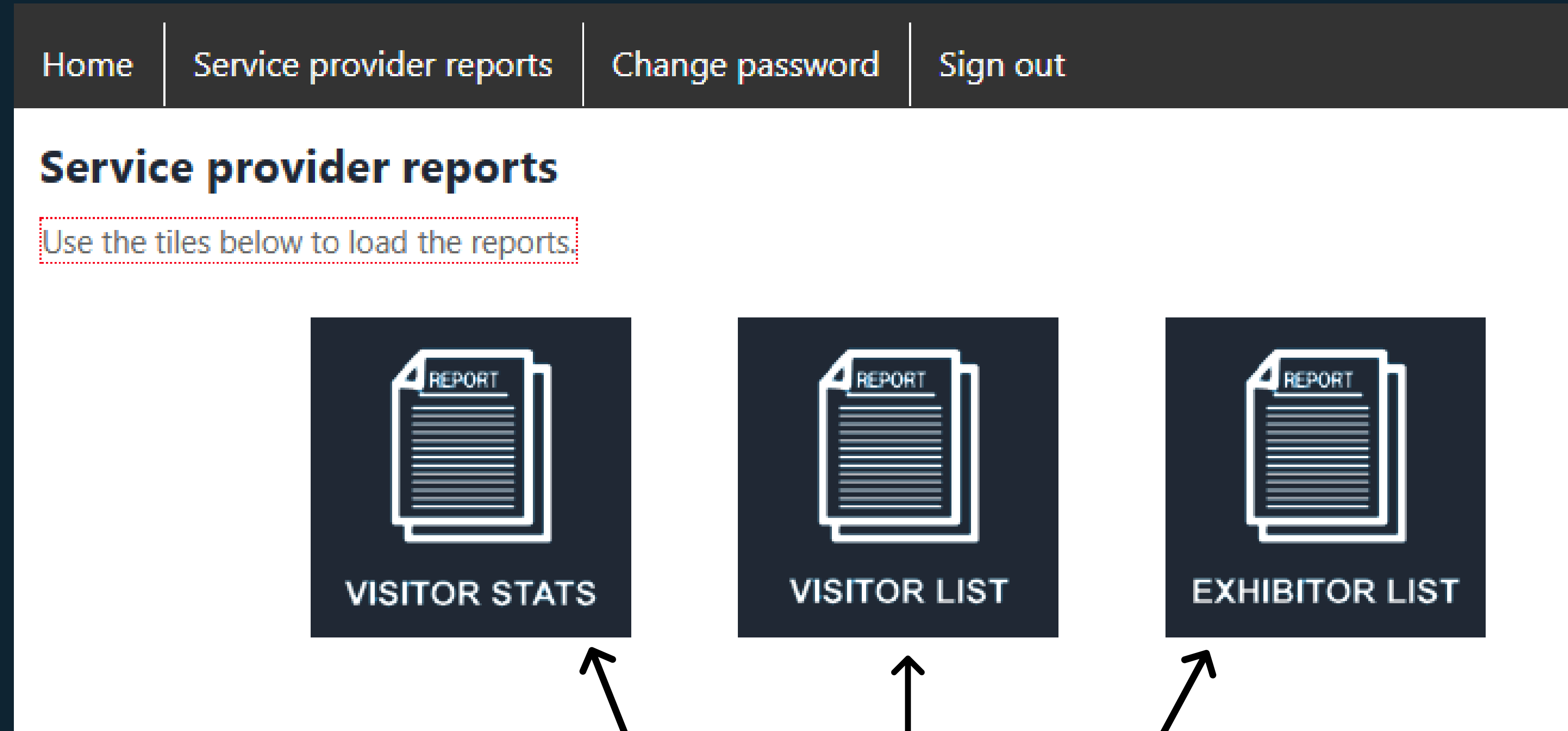
Sign In

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 that more options will appear across the top if you are also the booker for the Discovery exhibitions, as your login grants access to both service provider and exhibitor information.



How to access your reports



Click on the (view only) live reporting links above

UCAS

How to access your reports

HomeService provider reportsChange passwordSign out

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PDF

Visitor Booking Report (SP)

UCAS Discovery Stoke-on-Trent 2026

UCAS

Date From: Date From

GROUP BOOKINGS

Session	Capacity	Booked	Remaining	Registered			
				GLA	GMA	GMS	Total
Thursday 23 April: 09:30 - 11:00	240	237	3	5	0	49	54
Thursday 23 April: 10:00 - 11:30	290	290	0	4	0	0	4
Thursday 23 April: 10:30 - 12:00	290	290	0	4	1	73	78
Thursday 23 April: 11:00 - 12:30	290	290	0	4	2	219	225

The report will load as a preview and can then be downloaded in the desired format: PDF, CSV, XLSX etc

How to access your reports

What will the reports provide?

- **Visitor stats** – shows how many groups and individuals have booked onto of your event sessions.
- **Visitor list** – shows school/ college groups that have booked, including emergency contact details, special requirements and transport details. Other fields include UCAS School Code, School Type, UKPRN and DFE Number.
- **Exhibitor list** – shows exhibitors who have booked, including furniture requests.

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.

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