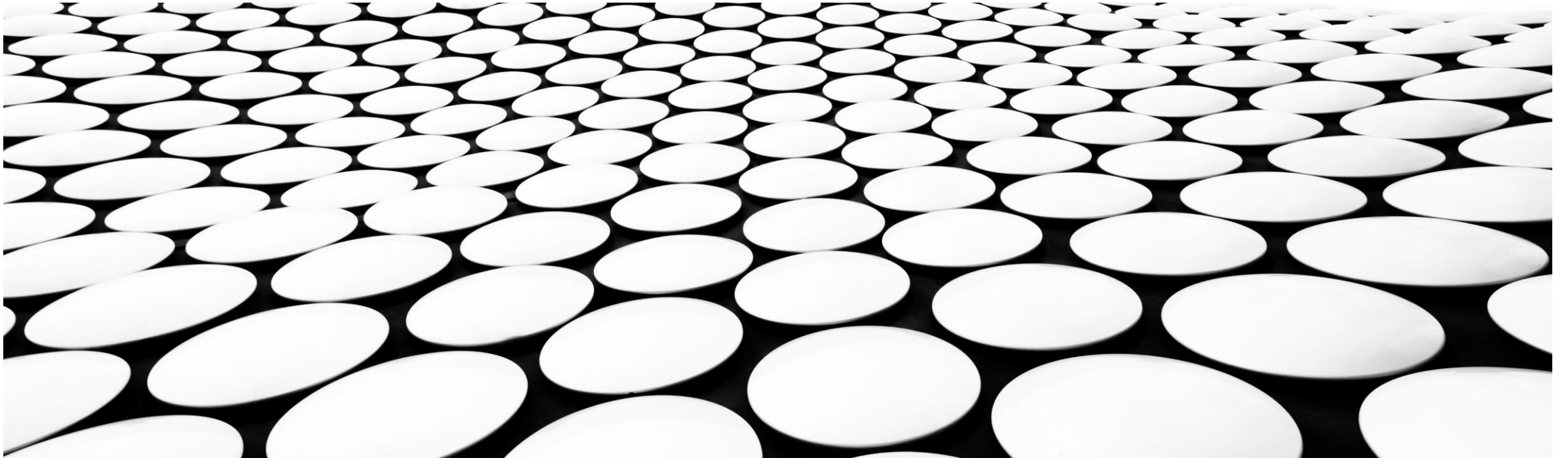


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# ACOT EXHIBITOR PORTAL MANAGEMENT

GETTING STARTED



**IF YOU ARE THE MAIN REGISTRANT FOR YOUR COMPANY, YOU WILL HAVE A LOGIN.**

**GO TO:** [HTTPS://WWW.ARKANSASCONFERENCEOFTECHNOLOGY.COM/EXHIBITOR-REGISTRATION.HTML](https://www.arkansasconferenceoftechnology.com/exhibitor-registration.html)

OPEN THE EXHIBITOR PORTAL

The screenshot displays the website for the 2021 Conference. At the top, there is a dark navigation bar with the ACOT logo on the left and menu items: Home, Conference Stats, Exhibitor Registration, Event Schedule, W9 / Contact Us, and Log In. Below the navigation bar is a large banner with a blue gear pattern. The banner text reads: "2021 Conference November 2nd-5th" and "In-Person with digital options for guests". Below the banner is a black section with the text "Vendor Registration: LIVE" and an orange button labeled "Exhibitor Registration \*Click To Register\*". At the bottom is a blue section with the text "Exhibitor Portal: Live" and an orange button labeled "Proceed To Exhibitor Portal".

# LOGIN

**IF YOU DON'T KNOW YOUR PASSWORD, YOU CAN USE THE FORGOT PROCESS**



Email

Password

[Forgot?](#)

Log in

Select datacenter (US) ▼

# ONCE YOU ARE IN: EDIT YOUR PROFILE

Viewing Exhibitor as Geoff Riordan in the US Datacenter

Log out

Ex Exhibitor

Geoff Riordan  
AAMSCO Identifi...

Switch Event >

ACOT 2021

Tasks

Exhibitor Profile

Team

Licenses

Sponsored Sessions

Reports

Lead Collection

FAQs

Log out

Join event

## Welcome to ACOT 2021



Nov 2, 2021  
8:00 AM

Nov 5, 2021  
2:00 PM



Embassy Suites  
11301 Financial Centre Pkwy, Little Rock, AR, USA, 72211



Event Sponsor  
Standard



### Exhibitor Tasks

You have **0** tasks to complete

[View tasks](#)



### Get Licenses

Right now, you have **2** licenses. You can buy more licenses before the event starts.

[Buy licenses](#)



### Booth Staff

Right now, you have **0** booth staff. Finish creating your booth staff.

[Find booth staff](#)



### Assign Licenses

You have **2** licenses available to assign. Assign licenses to get your booth staff ready to go.

[Assign licenses](#)



### Lead Qualification Questions

Qualify your leads with questions. Find out more about attendees than just a lead score.

[View questions](#)

Once the leads start coming in

Now that the event has started and you're collecting leads, it's time to see the benefits of

# PLUG IT IN

Here is an example of a well-done profile. Include social media handles as well.

Viewing Exhibitor as **Ginnie Harwood** in the US Datacenter Log out

**Ex Exhibitor** ▼

Ginnie Harwood  
E-Rate Central

Switch Event >

ACOT 2020

Exhibitor Profile

Tasks

Team

Sponsored Sessions

← Log out

+ Join event

<

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### Address

400 Post Avenue Suite 410  
Westbury, NY, US, 11590-2291

---

### Contact

<b>Office</b> 516-801-7846	<b>Mobile</b> No mobile phone provided
<b>Other</b> 516-801-7847	<b>Email</b> gharwood@e-ratecentral.com

---

### Web Links

<b>Website</b> www.e-ratecentral.com	<b>Twitter</b> No link provided
<b>Facebook</b> <a href="https://www.facebook.com/eratecentral">https://www.facebook.com/eratecentral</a>	<b>LinkedIn</b> <a href="https://www.linkedin.com/company/e-rate-central/">https://www.linkedin.com/company/e-rate-central/</a>

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### About E-Rate Central

E-Rate Central is a specialized educational consulting firm dedicated to simplifying the E-rate application and funding process for state education departments, educational service agencies, schools, and libraries. The firm has been involved with E-rate at the local, state, and national levels since [Show more](#)

---

### Virtual Booth URL

**Event/Booth Location**  
No location provided

**Tax ID/VAT Number**  
No Tax ID/VAT Number provided

# TASK COMPLETE

Tell me you are done with your uploads. This is important, I need to know who is ready for the live event.

Viewing Exhibitor as **Ginnie Harwood** in the US Datacenter Log out

**Ex Exhibitor** ▼

Ginnie Harwood  
E-Rate Central

Switch Event >

- ACOT 2020
- Exhibitor Profile
- Tasks
- Team
- Sponsored Sessions

← Log out

+ Join event

<

## Tasks

☰ **Due Date** ▼ Filters ▼

**Filters:** None

- Upload your content  
Due date: **Oct 14, 2020**

×

Upload your content  
Due date: **Oct 14, 2020**  
Login and update your company's profile for ACOT 2020.

**Mark task complete**

# ADMINS

If you go to team, select admins. These users will have access to the site and can upload and change content. We recommend you not add anyone here.

Viewing Exhibitor as **Ginnie Harwood** in the US Datacenter Log out

**Ex** Exhibitor

Ginnie Harwood  
E-Rate Central

Switch Event >

ACOT 2020

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## Team

Onsite Staff | **Admins**

### Admins

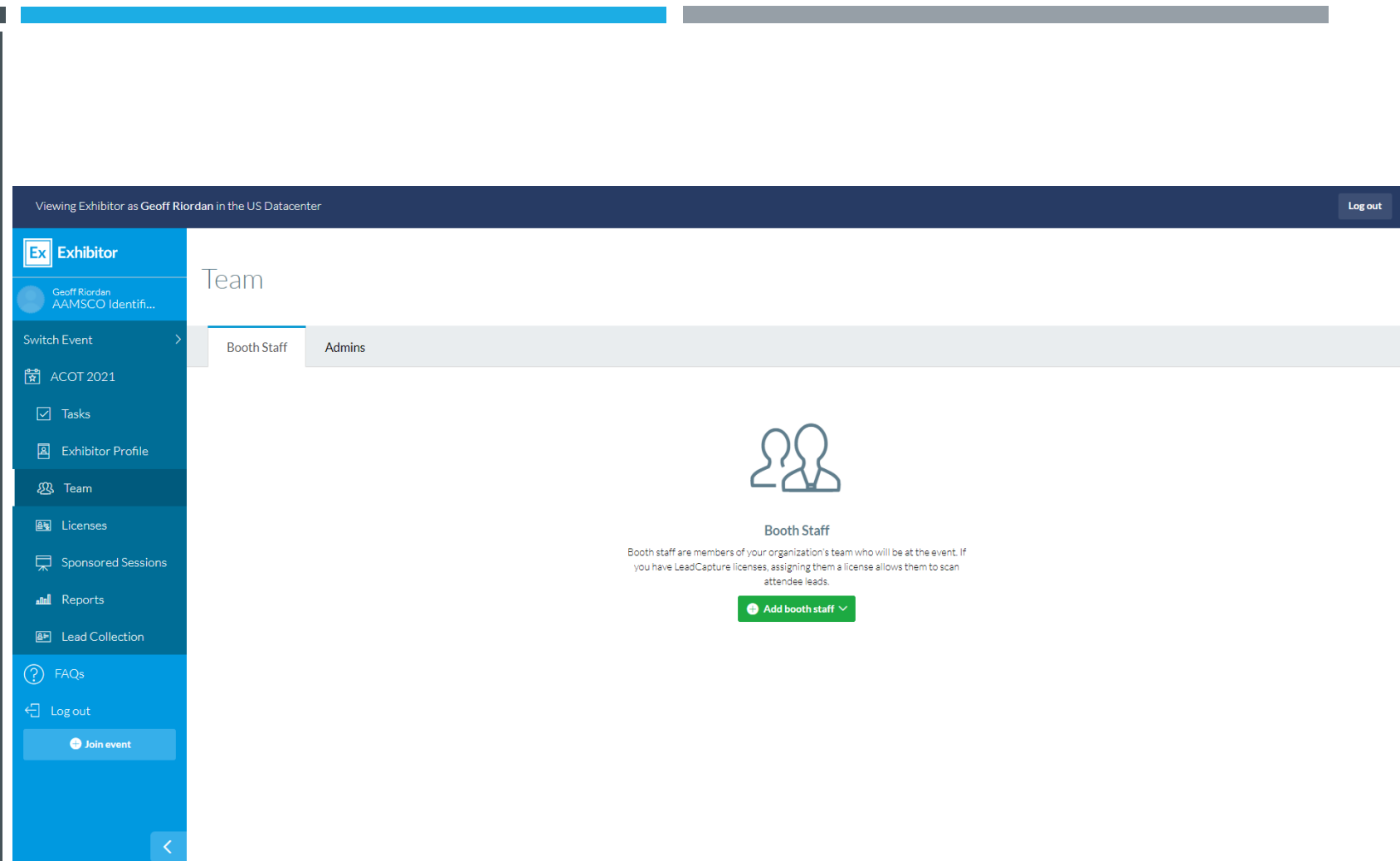
Admins (like you) can access this portal to assign lead gatherer licenses and view lead data. Add admin

GH	Harwood, Ginnie gharwood@e-ratecentral.com
AB	Brown, Ashley <b>Pending</b> abrown@e-ratecentral.com
BR	Rains, Becky <b>Pending</b> brains@e-ratecentral.com

# ADD BOOTH STAFF

Onsite staff are those who are attending the event and will be in your booth. It is VERY important you add everyone here.

Booth staff will also have access to the lead retrieval tools.




Viewing Exhibitor as Geoff Riordan in the US Datacenter Log out

**Ex Exhibitor**  
Geoff Riordan  
AAMSCO Identifi...

Switch Event >  
ACOT 2021  
Tasks  
Exhibitor Profile  
**Team**  
Licenses  
Sponsored Sessions  
Reports  
Lead Collection  
FAQs  
Log out  
Join event

## Team

Booth Staff Admins



### Booth Staff

Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

[Add booth staff](#)



# SPONSORED SESSIONS

Here you will be able to see which sessions I have you down for.

We have not uploaded sessions yet so stay tuned.

Viewing Exhibitor as **Ginnie Harwood** in the US Datacenter Log out

**Ex** Exhibitor ▼

Ginnie Harwood  
E-Rate Central

Switch Event >

- ACOT 2020
- Exhibitor Profile
- Tasks
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- Sponsored Sessions**
- Log out
- Join event

## Sponsored Sessions

---

**What's new for 2021**  
Oct 22, 10:15 AM - 11:15 AM CDT  
Online Download leads  
0 attendees

---

# LICENSES FOR LEAD CAPTURE

Here you can assign your lead capture licenses to your booth staff.

We provide 2 licenses for standard booths. Additional licenses can be purchased here if needed.

Viewing Exhibitor as Geoff Riordan in the US Datacenter Log out

**Ex Exhibitor**

Geoff Riordan  
AAMSCO Identif...

Switch Event >

ACOT 2021

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**Licenses**

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## LeadCapture Licenses

You have  
2 unassigned licenses

Available LicensesPurchaseInvoices

### My Current Licensing for

<b>App Licenses</b> 0 Purchased   2 Planner-Provided   0 Assigned	<b>2</b> Remaining
<b>Device Rental Licenses</b> 0 Purchased   0 Assigned	<b>0</b> Remaining

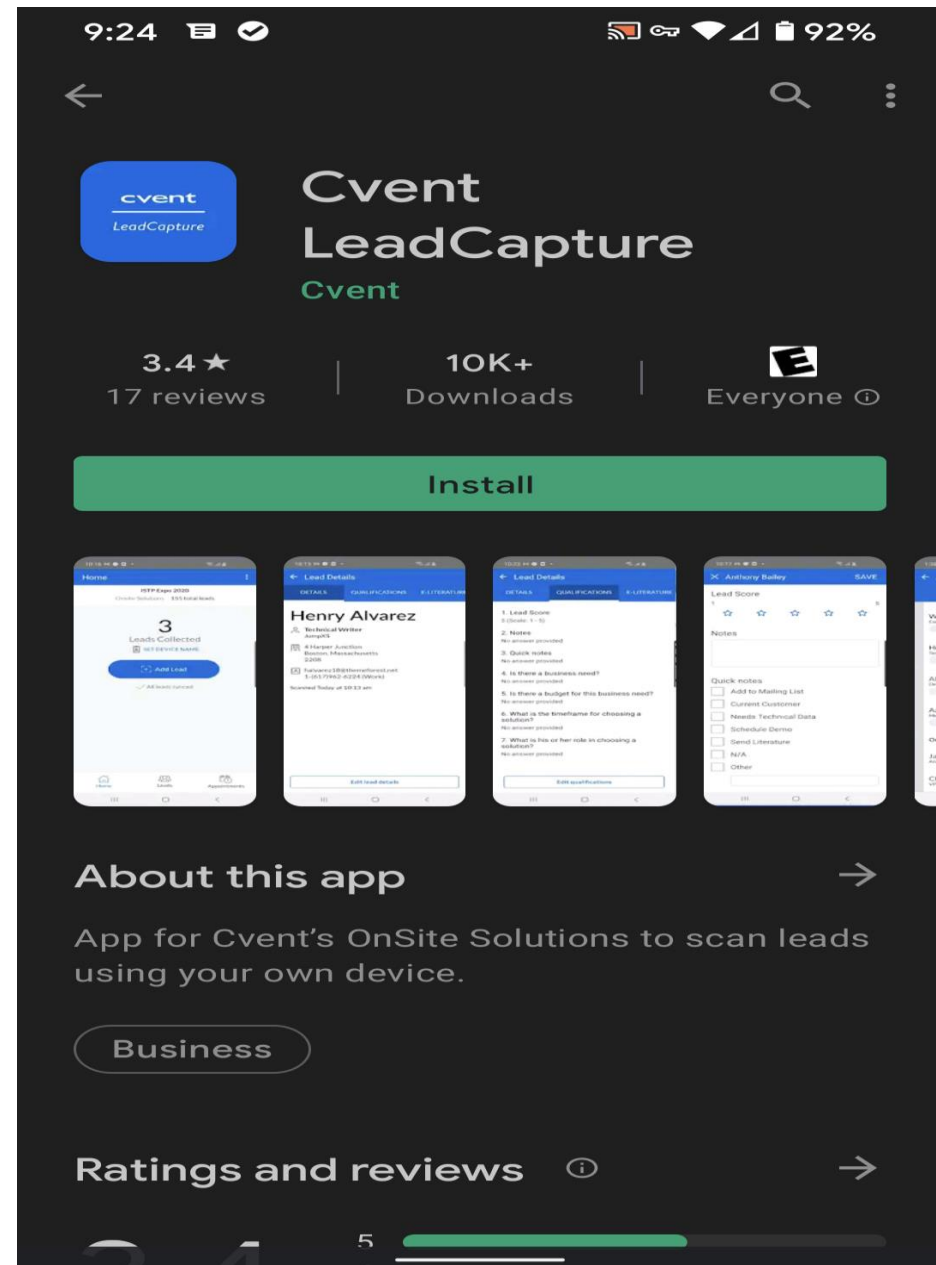
**About License Codes**  
Access codes allow your booth staff to log in to the Cvent LeadCapture app at the event.

<b>s4vbxma</b>	Lead Retrieval - Bring Your Own Device license	Available	Options ▾
<b>ty1jsxb</b>	Lead Retrieval - Bring Your Own Device license	Available	Options ▾

## GET THE APP

Go to the app store on your device and grab the app.

It's a good idea to log in and get use to the app before the event.





# ALL DONE

EMAIL [DARRELL@ARKANSASCONFERENCEOFTECHNOLOGY.COM](mailto:DARRELL@ARKANSASCONFERENCEOFTECHNOLOGY.COM) FOR QUESTIONS

