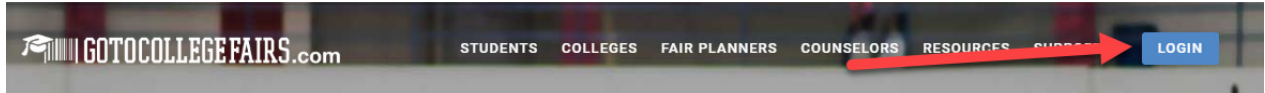
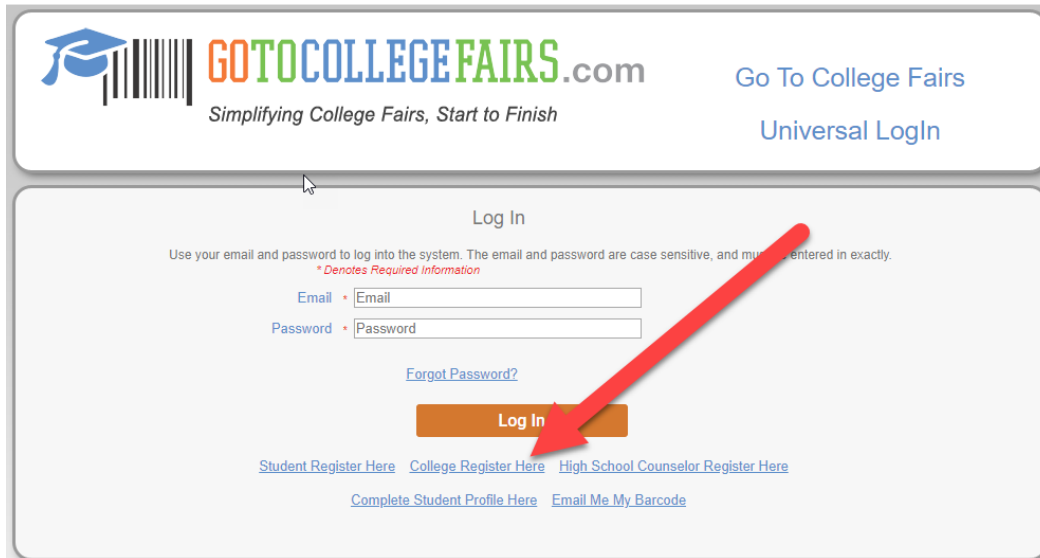


# Instructions for setting up your secure leads portal


1. Navigate to [www.gotocollegefairs.com](http://www.gotocollegefairs.com). On the home page, click 'Login'



2. Choose 'colleges register here' to create your account.

A screenshot of the 'Log In' page. At the top left is the logo and tagline 'Simplifying College Fairs, Start to Finish'. At the top right are links for 'Go To College Fairs' and 'Universal LogIn'. The main heading is 'Log In'. Below it is a note: 'Use your email and password to log into the system. The email and password are case sensitive, and must be entered in exactly.' followed by '\* Denotes Required Information'. There are two input fields: 'Email' and 'Password'. Below the fields is a link for 'Forgot Password?'. A large red arrow points to the 'Log In' button, which is an orange rectangle with white text. At the bottom are several links: 'Student Register Here', 'College Register Here', 'High School Counselor Register Here', 'Complete Student Profile Here', and 'Email Me My Barcode'.

3. Enter the lead email you provided when you placed your order and choose a password for your secure account login.

A screenshot of the 'College Registration' page. At the top left is the logo and tagline 'Simplifying College Fairs, Start to Finish'. The main heading is 'College Registration'. Below it is a note: '\* You must register with the email account which you used for event order.' There are three input fields: 'Email address', 'Password', and 'Confirm password'. At the bottom is a 'Register' button, which is an orange rectangle with white text.

4. You will then be logged in to your secure lead portal. You can log back in at any time, no need to wait for a lead notification email, your leads are ready in real time! As soon as they are uploaded, they are available here for you. Leads are labeled with the event name and the enduser email for your quick and easy reference. You can download leads in an .xls or .csv format, whichever suits your data needs best.

**Fairs**

0 Leads Purchased 0 Leads Uploaded 0 Leads Remaining [Purchase More](#)

Show **10** entries Search:

| UploadDate | EventName                                   | AssetNumber | End User Email          | Attendees | Download |
|------------|---|-------------|-------------------------|-----------|----------|
| 8/20/2019  | Sheffield City & Colbert Co. College Fair   | FLqmW       | ██████████@hotmail.com  | 1         |          |
| 8/20/2019  | Florence City & Lauderdale Co. College Fair | FLqmW       | ██████████@hotmail.com  | 1         |          |
| 8/15/2019  | Florence City & Lauderdale Co. College Fair | FLqmW       | ██████████@hotmail.com  | 3         |          |
| 8/15/2019  | Lauderdale Co. Parents Night                | FLqmW       | ██████████o@hotmail.com | 1         |          |
| 8/15/2019  | Winfield High School College Fair           | jCjxA       | ██████████@gmail.com    | 1         |          |
| 8/15/2019  | 8/15 test event                             | FLqmW       | ██████████@hotmail.com  | 4         |          |

Showing 1 to 6 of 6 entries Previous **1** Next

Enjoy your upgrades, and as always, Happy Scanning!



**Real Time Leads. Secure Student Data**