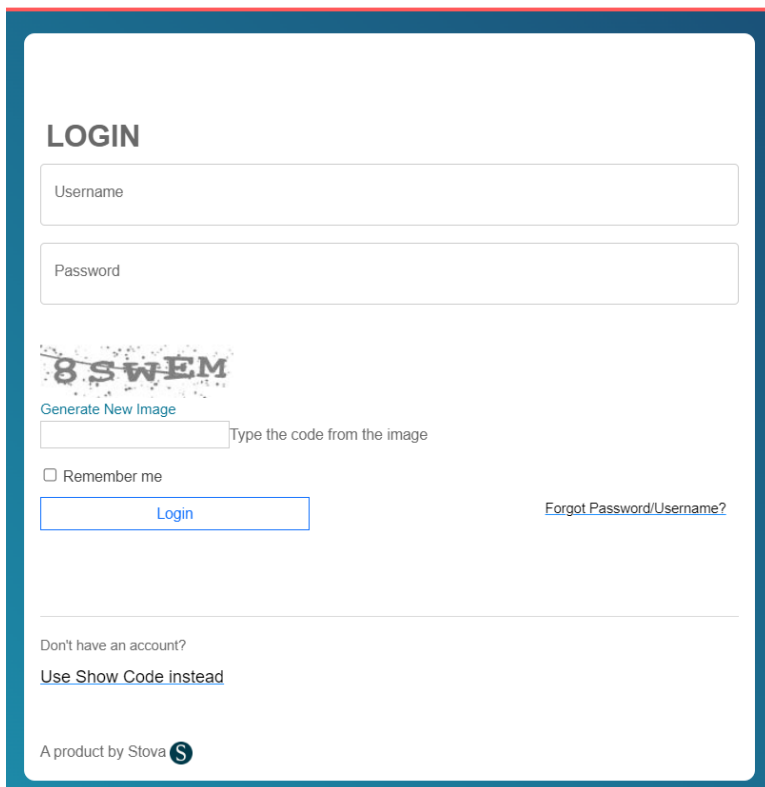


STOVA

View and download your sponsored session attendance from Portal

First, log into your account by going to <https://exhibitors-aws.eventscloud.com/login>.

STOVA

A screenshot of the STOVA login page. The page has a white background with a blue border. At the top left, the word "STOVA" is written in blue. Below it, the word "LOGIN" is in bold black text. There are two input fields: "Username" and "Password". Below these is a CAPTCHA image showing the text "8SWEM" with a "Generate New Image" link. A text box for the CAPTCHA code is next to it with the prompt "Type the code from the image". There is a "Remember me" checkbox and a "Login" button. A link "Forgot Password/Username?" is on the right. At the bottom, there is a link "Don't have an account? Use Show Code instead" and a footer "A product by Stova" with a logo.

Once logged in click on the “Reports” tab in the top menu.

EVENTS & ORDERS VIEW LEADS DASHBOARD **REPORTS** DOWNLOAD LEADS SURVEYS PROFILE ▾ CONTENT NEW LEAD USER GUIDES ▾

Select the “Session Attendance Report”.

Reports

 **Event Overview**
View high level stats about your presence at the event

 **Scans by Country**
View how many scans you captured on a per country basis

 **Scans by Device Name**
View how many scans you captured on a per device name basis

 **Scans by Job Title**
View how many scans you captured on a per job title basis

 **Session Attendance Report**
View all scans collected from sponsored sessions

Now you will receive an overview of all the session attendance of all your sponsored sessions. You can easily export the data to Excel by clicking on the “Export to Excel” button.

Session Attendance Report													
 Export to Excel													
Scan Id	Badge Id	Scan Date	Asset Tag	Session Code	Session Name	Venue	Location	Start Date	End Date	Result	First Name	Last Name	Title
1234567890	1234567890	2023-01-01	1234567890	1234567890	1234567890	1234567890	1234567890	2023-01-01	2023-01-01	Success	John	Doe	Manager
1234567890	1234567890	2023-01-01	1234567890	1234567890	1234567890	1234567890	1234567890	2023-01-01	2023-01-01	Success	John	Doe	Manager
1234567890	1234567890	2023-01-01	1234567890	1234567890	1234567890	1234567890	1234567890	2023-01-01	2023-01-01	Success	John	Doe	Manager