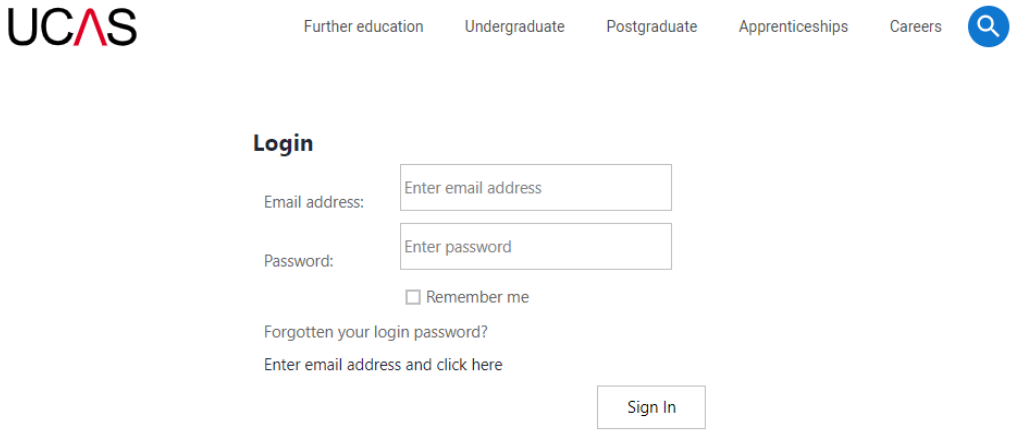
Service Provider Guide

# How to access your event reports

Updated 27 November 2023

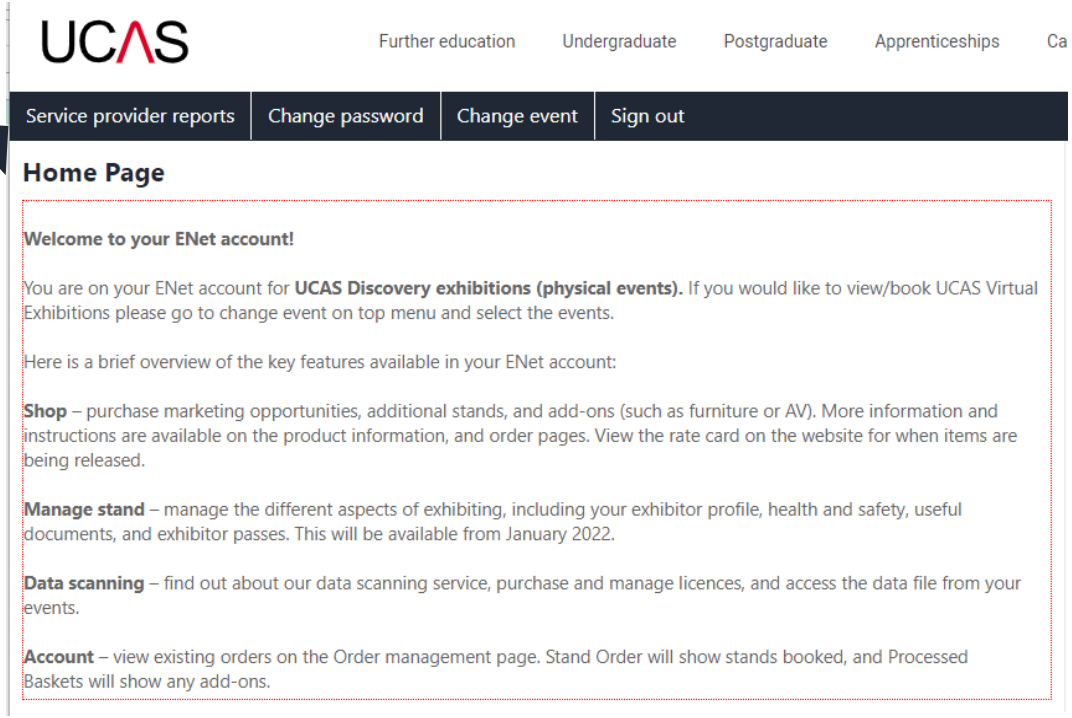
# How to login to your service provider account

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



# 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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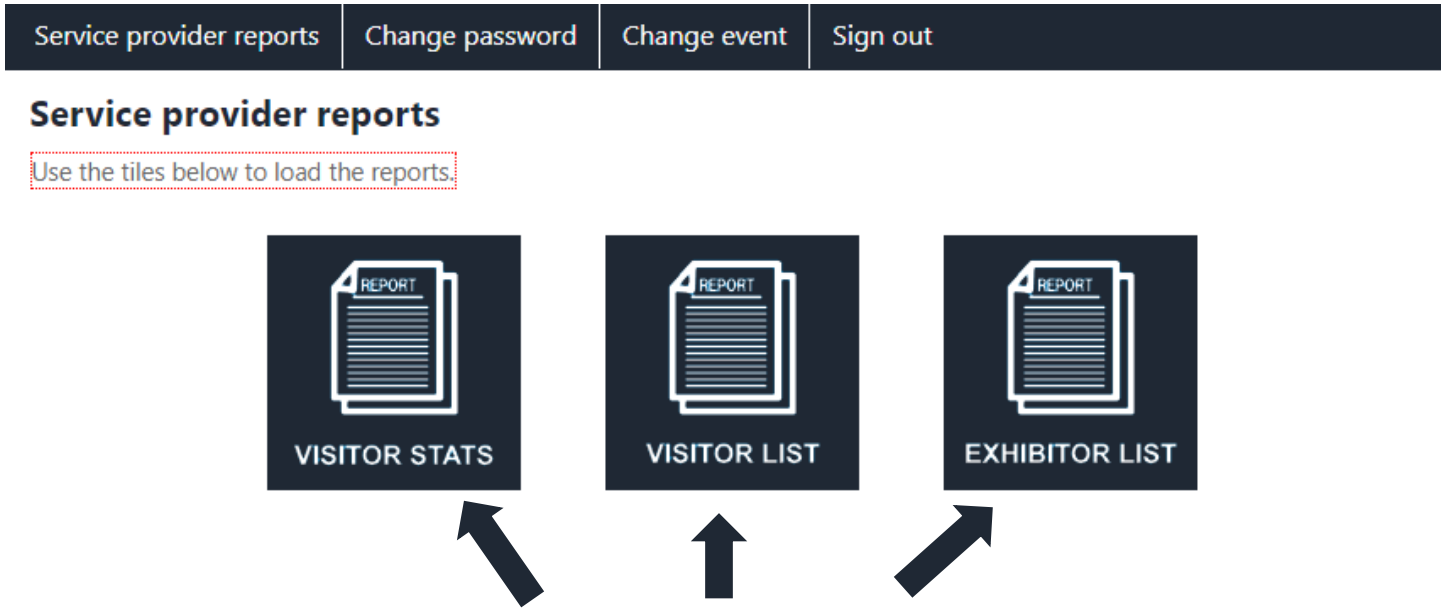


Click on the view only live reporting links above

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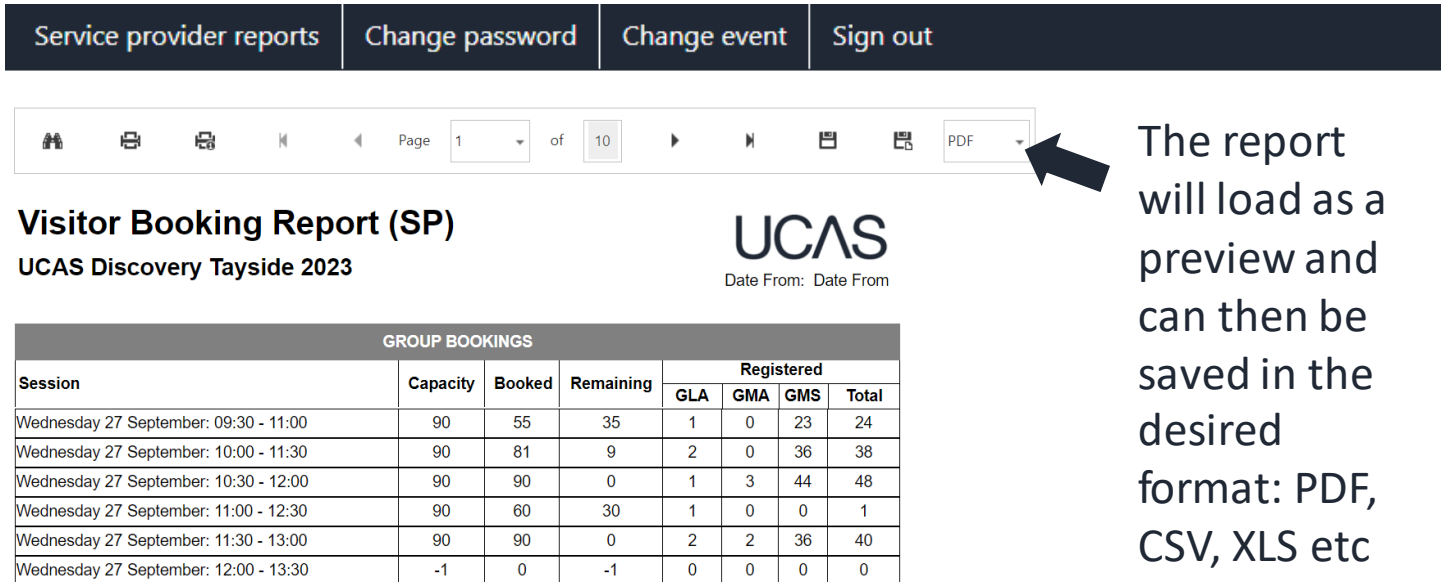


| GROUP BOOKINGS | | | | | | | |
|---|---|---|---|---|---|---|---|
| Session | Capacity | Booked | Remaining | Registered | | | |
| | | | | GLA | GMA | GMS | Total |
| Wednesday 27 September: 09:30 - 11:00 | 90 | 55 | 35 | 1 | 0 | 23 | 24 |
| Wednesday 27 September: 10:00 - 11:30 | 90 | 81 | 9 | 2 | 0 | 36 | 38 |
| Wednesday 27 September: 10:30 - 12:00 | 90 | 90 | 0 | 1 | 3 | 44 | 48 |
| Wednesday 27 September: 11:00 - 12:30 | 90 | 60 | 30 | 1 | 0 | 0 | 1 |
| Wednesday 27 September: 11:30 - 13:00 | 90 | 90 | 0 | 2 | 2 | 36 | 40 |
| Wednesday 27 September: 12:00 - 13:30 | -1 | 0 | -1 | 0 | 0 | 0 | 0 |

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

# 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

You can also find information on the Service Provider Hub https://www.ucas.com/about-us/our-services/ucas-service-providers-2023/service-provider-information