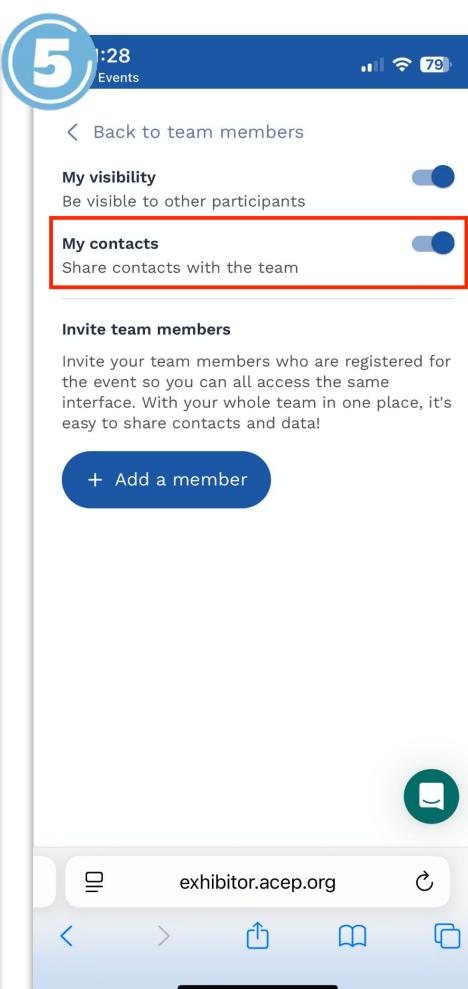
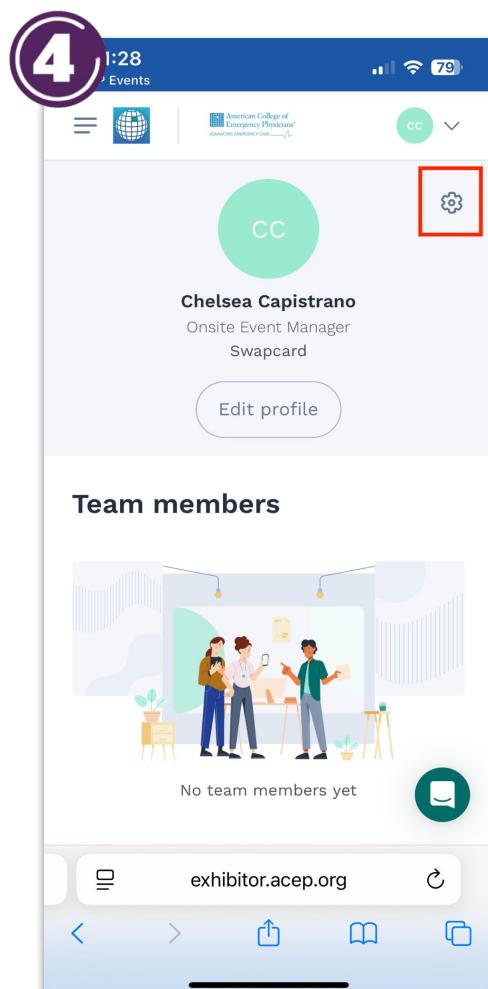
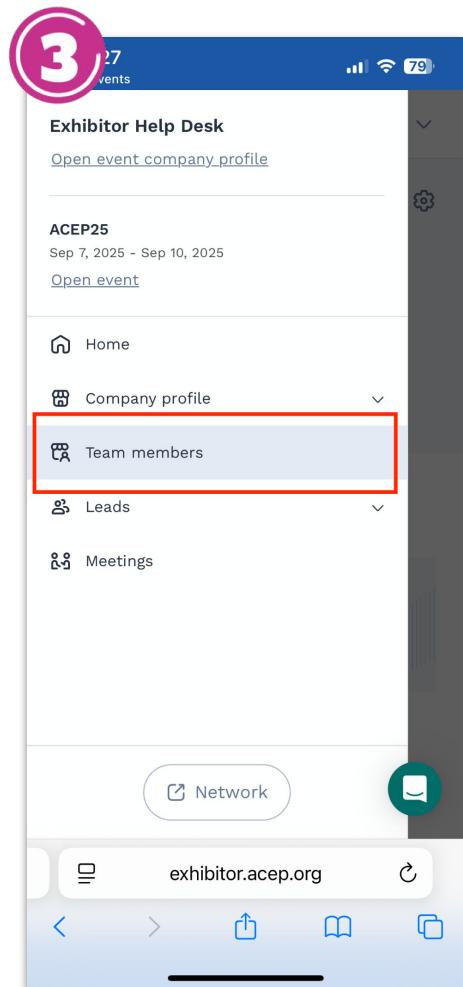
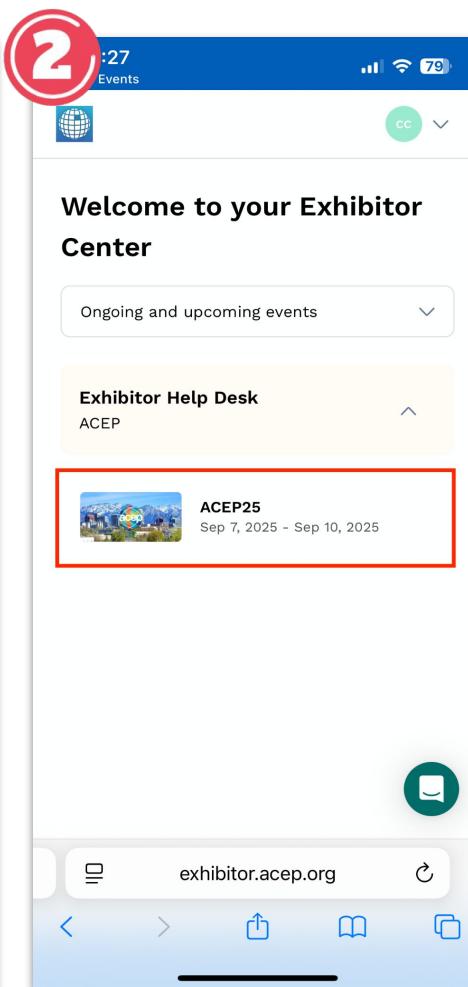


How to: Share contacts with the team (mobile app - ACEP Events)



Due to security reasons, each team member will need to enable the sharing leads setting on their own account/device.

How to: Share contacts with the team (desktop)

Due to security reasons, each team member will need to enable the sharing leads setting on their own account/device.

Step 1: Open the your Exhibitor Center

Enter this URL on your browser: exhibitor.acep.org.

Welcome to your Exhibitor Center

Ongoing and upcoming events ▼

ACEP Central

ACEP



ACEP25

Sep 7, 2025 - Sep 10, 2025

Step 2: Go to the *Team members* tab. Enable the “*My contacts*” setting.

This will allow your scans to populate to the collective list of scans made by your team.

The screenshot shows the Exhibitor Center interface. The sidebar on the left has a 'Team members' tab selected, which is highlighted with a red box. The main content area is titled 'Team members' and shows three profiles: Ginger Westbrook, Jerry Anderson, and John Payton. Each profile has a 'View profile' button and a 'My visibility' toggle switch. On the right side, a detailed profile for 'Bennie Davis' is shown, including a photo, name, title ('PMP, CSM'), and affiliation ('American College of Emergency Physicians'). Below this profile is an 'Edit profile' button. At the bottom right, there is a 'My contacts' section with a toggle switch that is also highlighted with a red box. The toggle switch is labeled 'Share contacts with the team'.