

# How to: Export leads report (desktop)

## Step 1: Open the your Exhibitor Center

Enter this URL on your browser: [exhibitor.acep.org](https://exhibitor.acep.org).

Login using your registered email and password.

The screenshot shows the 'Welcome to your Exhibitor Center' page. At the top right, there is a dropdown menu for 'Ongoing and upcoming events'. Below this, the 'ACEP Central' header is visible. The main content area features a card for the 'ACEP25' event, which includes a small image of a cityscape and the dates 'Sep 7, 2025 - Sep 10, 2025'. The card is highlighted with a red border.

## Step 2: Step 2: Go on the *Leads* tab > *Export*. Click on *Download*.

The screenshot displays the 'Export' interface within the Exhibitor Center. On the left, a sidebar menu is visible with the 'Export' option highlighted in a red box. The main content area is titled 'Export' and provides instructions on how to export leads. It includes a 'Manual export' section with a description and two radio button options: 'Export all leads' (selected) and 'Define specific dates and leads to export'. A blue 'Download' button with a download icon is highlighted with a red box.