

## How to download leads and view statistics

This document will provide guidance on how to access the reporting and leads from your virtual profile page for the Discovery events.

### Where can I download my leads?

Lead and statistics will be available from [www.ucas.com/providers](http://www.ucas.com/providers) secure area of the UCAS website. You will be sent a personalised link for your organisations reporting area.

### When will I be able to download leads?

All leads and statistics are available to download/view after the live period of an event. We will email your booker to let them know when the leads are available.

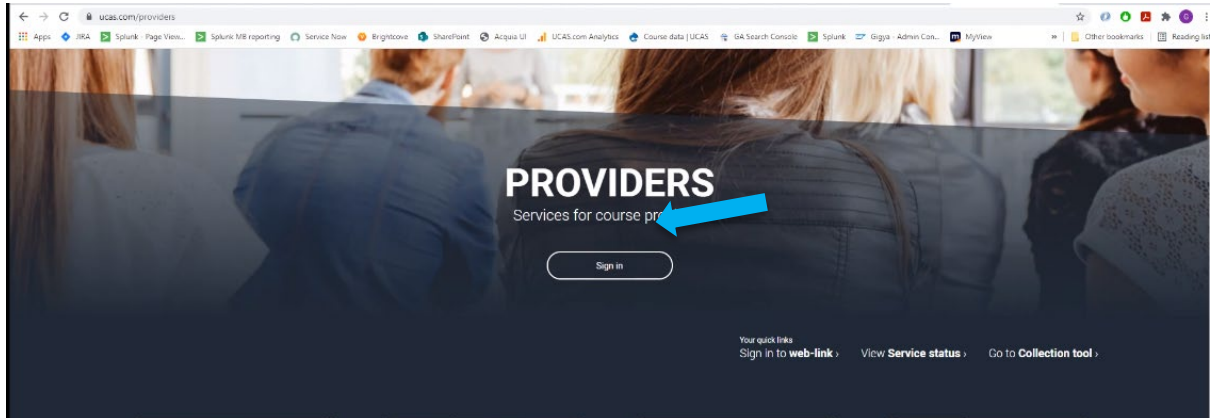
### Who has access?

We have created a login for your event booker. You may request additional staff access if required.

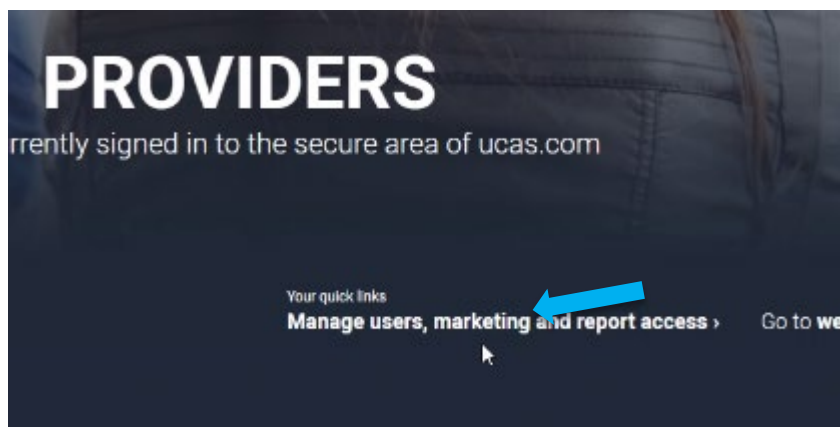
The administrator from your organisation will be able to assign additional staff members to have access. Alternatively you can email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## How to access your reports on UCAS.com.

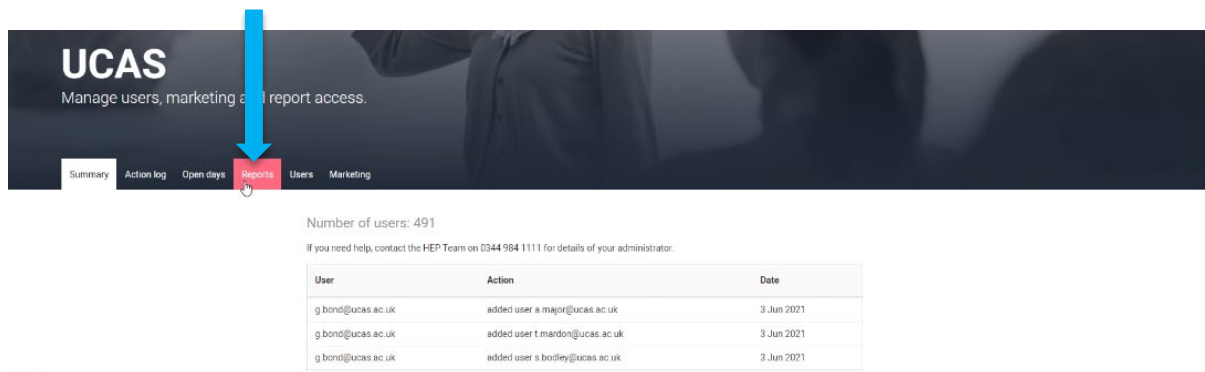
1. Click your personal link (emailed to you) or access the admin sign in screen via [www.ucas.com/providers](http://www.ucas.com/providers). Click on sign in or set up an account.



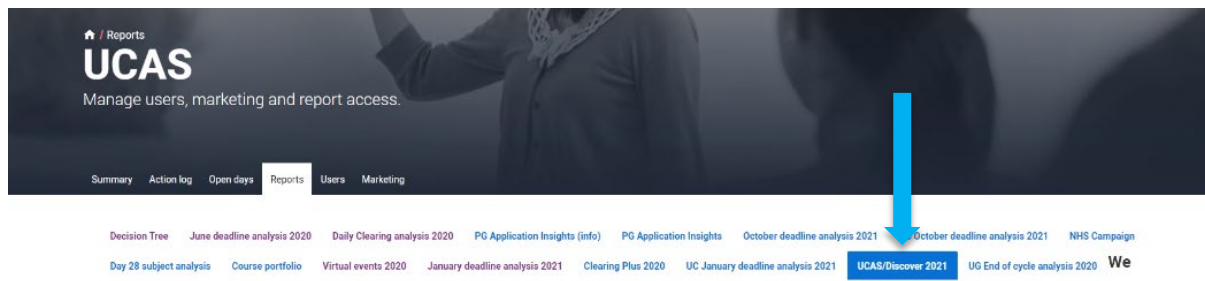
2. You will be initially redirected to the UCAS account sign in screen, where you need to register and validate your email account (if you have not had an account previously). using the code sent to you. Follow these steps:
  - a. <https://accounts.ucas.com/account/login>
  - b. Register your email and account
  - c. Validate your account
3. Once you have validated your account, you should be redirected back to your main reports page (your organisation reporting page).
4. If you have admin access, you can manage who can see the reports and leads at your organisation by clicking the **manage users...** quick link.



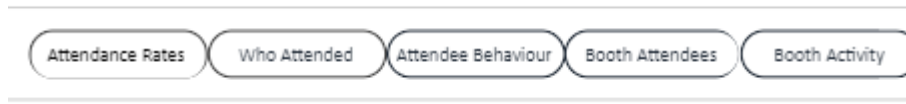
5. To view the reports for your profile page and other assets, click on reports.



Then click on the report for Discovery Week profile page statistics called UCAS/Discover 2021.



The statistics are broken down into sections:



Within these sections under Booth/Profile you will see an up-to-date view of your profile page activity and any associated activity.

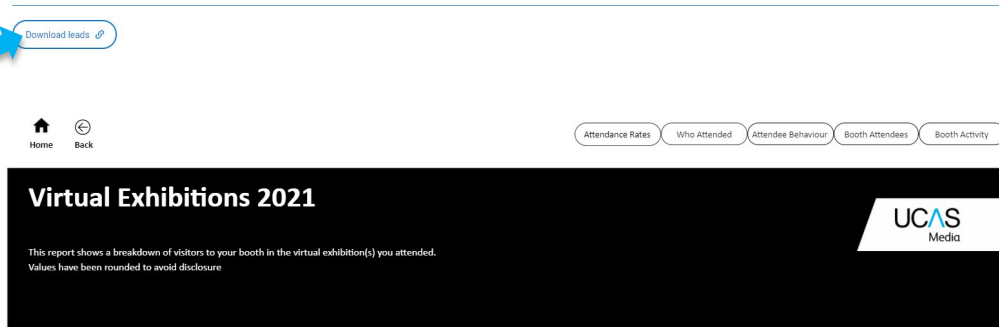
You will also have a view of the average statistics for the event.

## Download your leads

From the UCAS/Discover 2021 reporting page (example below) you will be able to download your leads and view the latest event statistics. Your booker will be emailed when leads and statistics are available.



Download leads



6. Click on the download leads button to access your latest leads.
7. A .csv file is generated which will contain your latest lead. All of your leads will be available from after the live event period (we will email your booker to let them know when the leads are available). Your on demand statistics and leads will be updated daily and available the next working day.

Please refer to the [Discovery Week Extract Data Dictionary](#) guide to view more detail around the leads data file.