

Supplier info: Inputting your data

Thank you for being a part of creating a new and more sustainable events industry!

Now that you have received your invite, your first step is to click on the email invite you have received and create your account.

You will then be taken to your homepage. Find the event management tab in the top right of the screen.

In your event management section, click the event that you have been asked to provide data on. You will be able to view the event modules and from here, provide data and view your due date.

Our knowledge base is the best source of information for help with any more specific queries. This can be found by clicking the question mark, also on the top right-hand section of the screen.

Once you have input your data, click the 'ready to review' button and the event organiser will then confirm that it's complete. This will then be pulled through to the total carbon footprint of the event.

Note:

If you are currently using the spreadsheet templates provided by TRACE then these can still be used on the platform. Simply copy and paste the data across. Information on how to do this can be found in our [Copy and Paste in TRACE](#) article in the knowledge base.