# LeadCapture Exhibitor User Guide

cvent

1. Download the Cvent LeadCapture app onto your iOS or Android device. The iOS app can be downloaded from the iTunes App Store at http://appstore.com/cventleadcapture
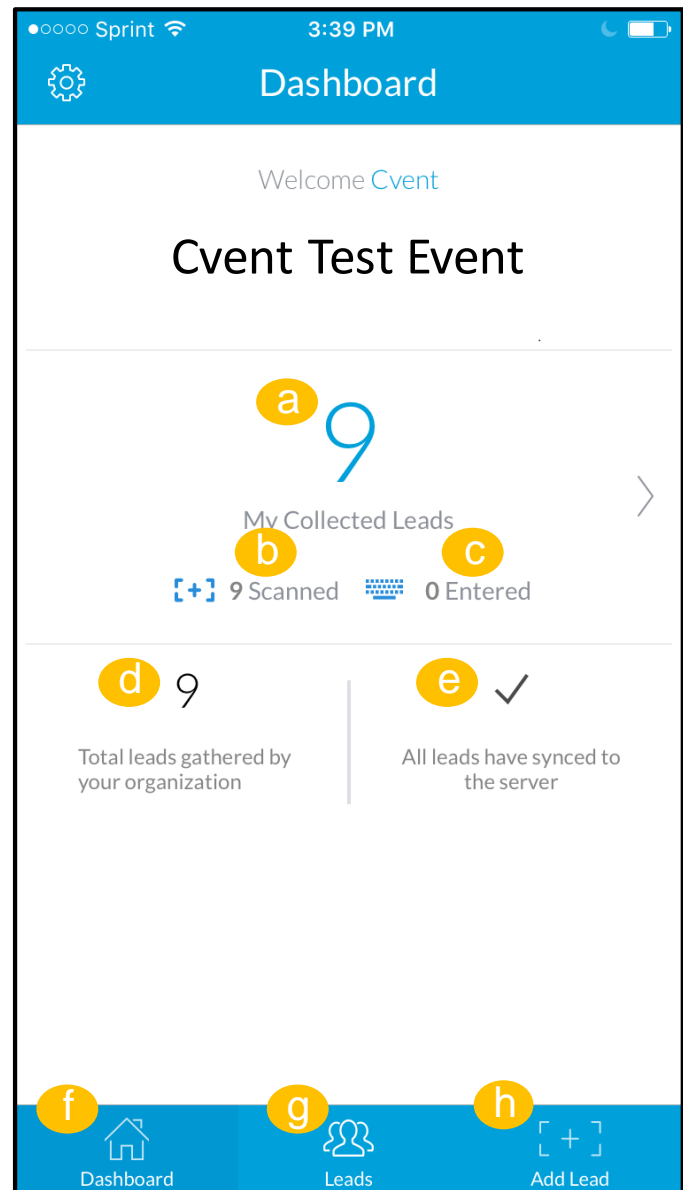
2. Use your access code to log in to the app by typing it into the blank field and tapping "Next." If you cannot find the original confirmation email with your access code, you can have it re-sent to you with the button at the bottom of the screen. Alternately, your Exhibitor Admin can look it up in the Exhibitor Portal.

3. On the next screen, confirm your exhibitor information by scanning the QR code on your badge or typing in your confirmation number.
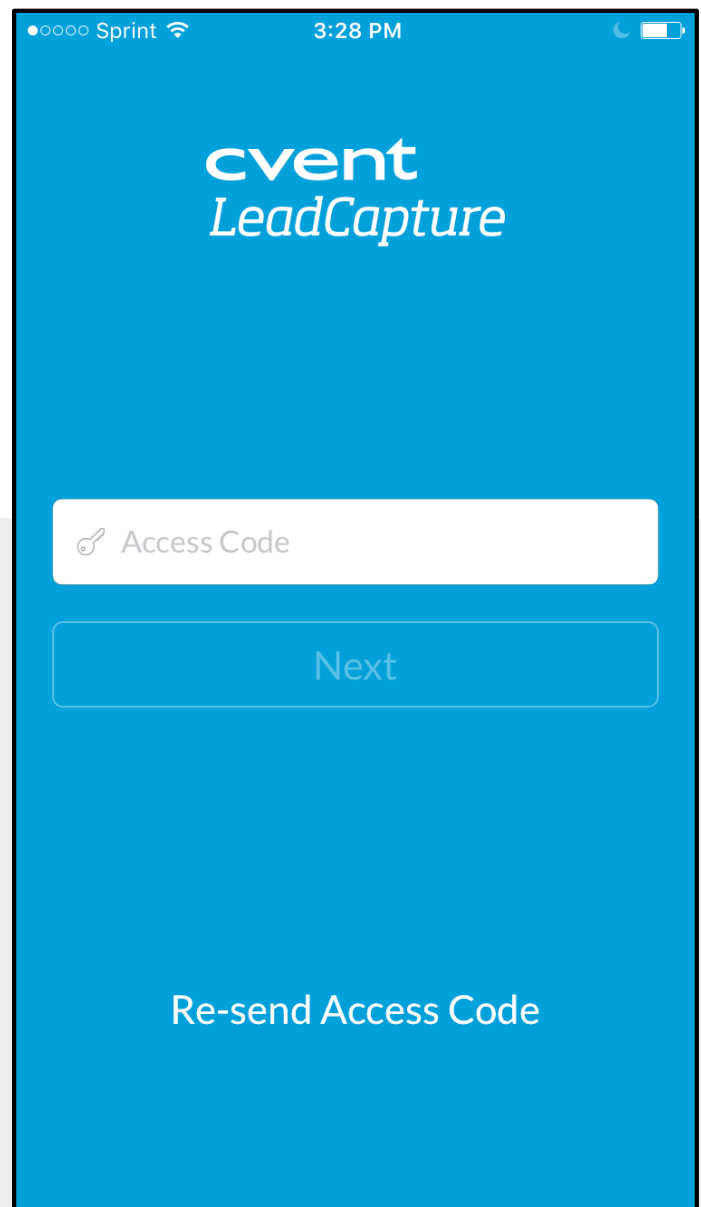
4. From the Dashboard, you will see the name of the event at the top of the screen.

a) The number of leads you have collected so far.

b) The number of leads you have scanned.

c) The number of leads you have manually entered in.

d) The cumulative number of leads you and any other booth staff from your organization have collected so far.

e) Ensure that you sync all of your leads at the end of the show by connecting to wi-fi.

f) Tap to return to Dashboard screen.

g) Tap to view all leads.

h) Tap to scan a new name badge or enter in a lead manually.

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⚙ **Dashboard**

Welcome Cvent

Cvent Test Event

a) **9**

My Collected Leads

b) [+] 9 Scanned   c) ⌨ 0 Entered

d) 9

Total leads gathered by your organization

e) ✓

All leads have synced to the server

f) 🏠 Dashboard   g) 👥 Leads   h) [+] Add Lead

5. Tap the "Add Lead" button at the bottom-right of the screen. On the next screen you can…

- Scan a QR code on an attendee's name badge: Tap "Scan lead" to scan an attendee's QR code using the front-facing camera on your smartphone. If you have rented a scanning device, press one of the grey buttons on either side of the scanner to turn on the laser.
- Manually enter a lead: Tap "Manually Enter" and type in the attendee's contact details.

6. After scanning a lead, you can tap "Qualify Lead" to answer additional questions about that attendee or add in notes, or tap "Done" to add the next lead.

7. At the end of the show, ensure that all of your leads are synced to the server.

8. Your Exhibitor Admin will be able to download your organization's leads in the Exhibitor Portal after the show. He/she will log in and select "Lead Collection" in the left-hand navigation bar, and then click "Export Leads."