

Setting up Exhibitor Profile & Using Eventleaf Leads App to capture leads

Eventleaf helps Exhibitors or vendors capture leads easier and faster using the Eventleaf Leads App.

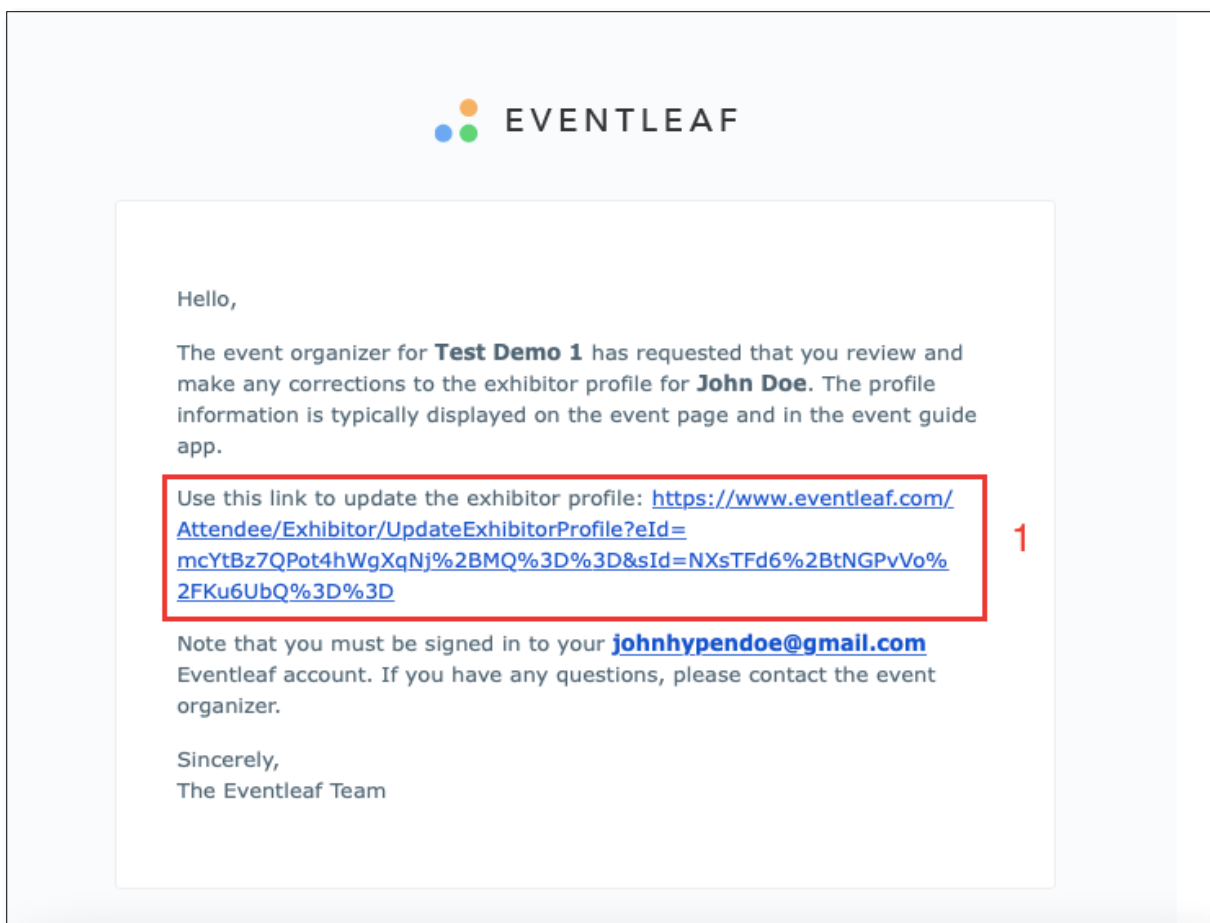
- [Video 1](#)
- [Video 2](#)

Step 1: Setting up your Exhibitor profile

Get started by updating your Exhibitor profile. Please use the **link** sent via email to start the process.

Note: Contact Event Planner to get yourself added to the Event as an approved Exhibitor if **no email is received**.

1. Click the email link to update Exhibitor profile



2. On the new page use **Exhibitor fields** to add more information & complete your profile

Test Demo 1

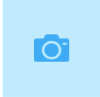
Exhibitor Profile

The information provided below will be available to event attendees.

Name *

John Doe

Logo

 [BROWSE](#)

Short Description

Long Description

3. You can also choose to add **Social media URL's** and upload additional **Exhibitor documents**

- Add Facebook/ Twitter username
- Upload Exhibitor documents

YouTube Video


Website

Facebook Username

Twitter Username

Email

Exhibitor Documents



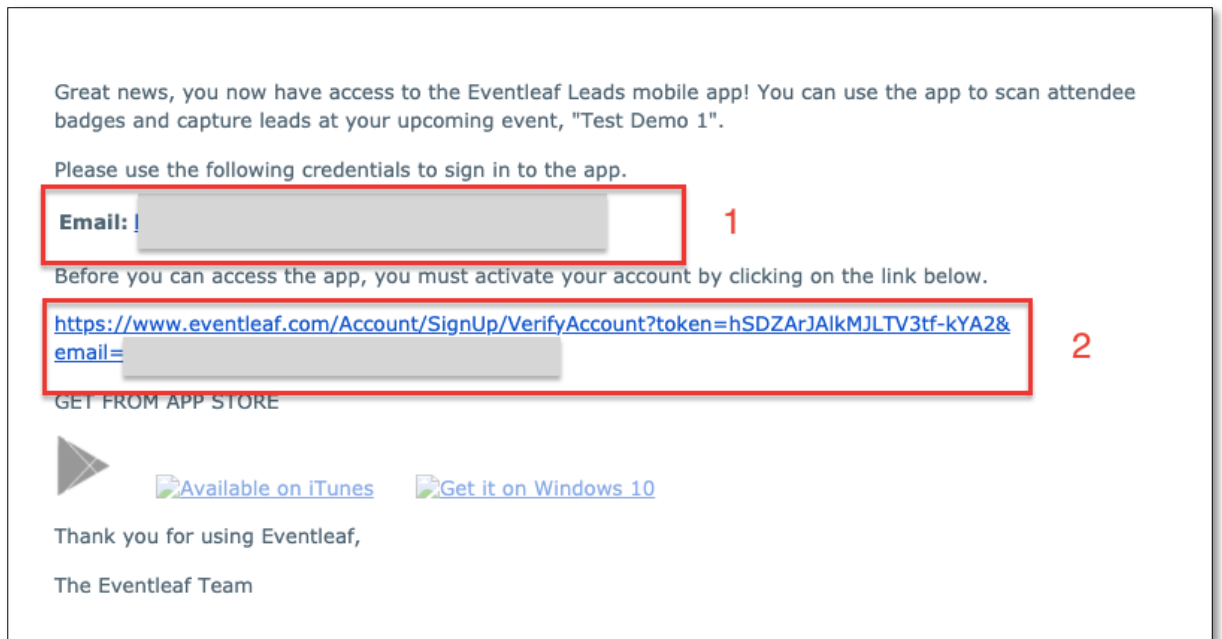
[↑ UPLOAD DOCUMENT](#)

Note: Exhibitor profile information is typically displayed on the event website and in the event guide app to attendees.

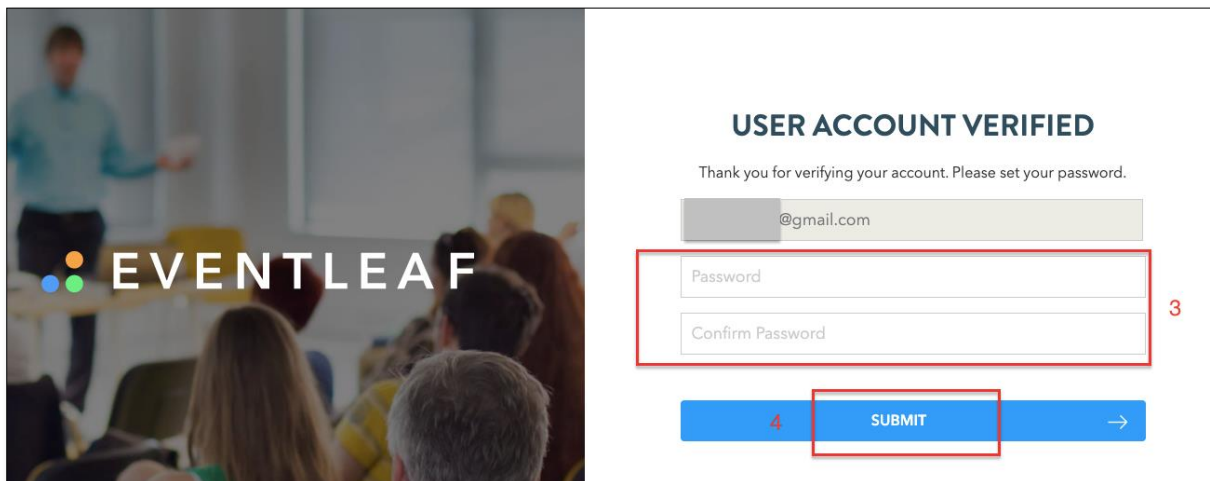
Step 2: Adding additional Exhibitor users (Optional)

Please Contact the Event planner to get more users added to your Exhibitor Profile who can login and capture leads on your behalf -

1. Login/ Sign in email
2. Account Activation Link



3. Added **user(s)** are required to create a new password
4. Submit

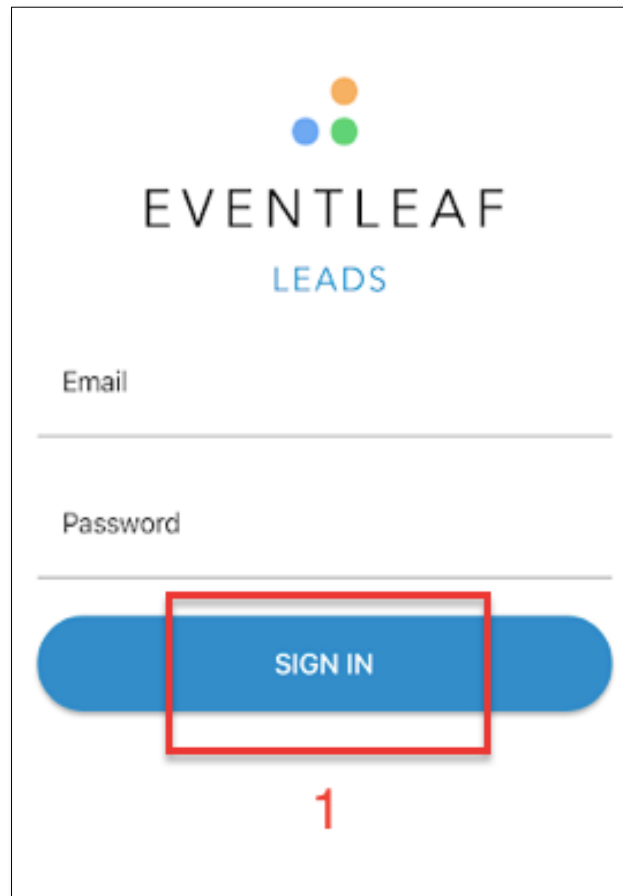


Using the Eventleaf Leads App to scan and collect leads

Eventleaf Leads app allows exhibitors and vendors to capture leads by scanning the barcode on attendee badges. This further enables exhibitors to streamline lead collection while providing an easy means for your registered event attendees to engage with your exhibitors.

Download the Mobile app – **Eventleaf Leads app** from Apple App Store / Google Play StoreLink - <https://www.eventleaf.com/event-app/leads-app-features>

1. Use the sign in email address and password (*created using the activation email*)



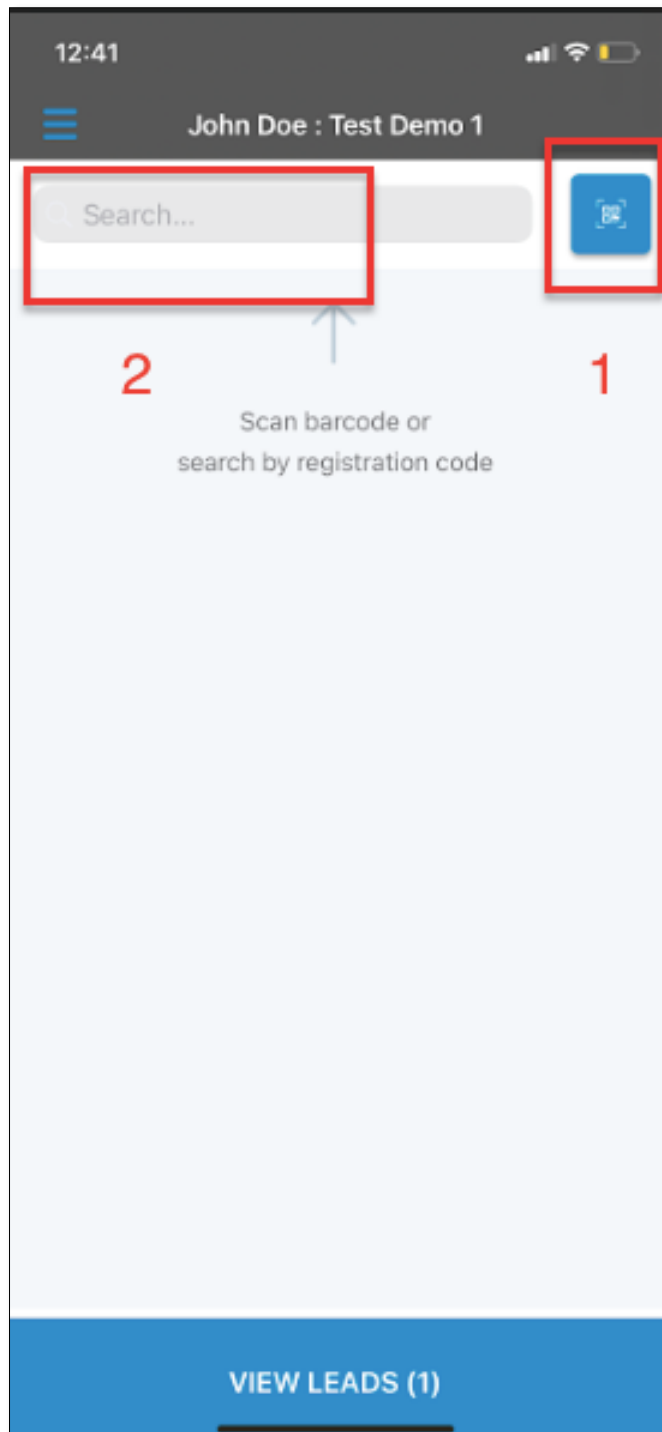
The image shows a mobile application sign-in screen. At the top, there is a logo consisting of three colored dots (orange, blue, green) above the text 'EVENTLEAF LEADS'. Below the logo are two input fields: 'Email' and 'Password'. A blue button with the text 'SIGN IN' is centered below the input fields. A red rectangle highlights the 'SIGN IN' button, and a red number '1' is placed directly below it.

2. Search and select the applicable event





3. To collect leads click **Scan(1)** or **search(2)** using the 8 character code sent to invitees (*Name badge or Confirmation email*).

Note - You can also request planner to let you search the invitee with Name on Leads app. It is a separate setting on Event configuration which is decided by Event Planner.

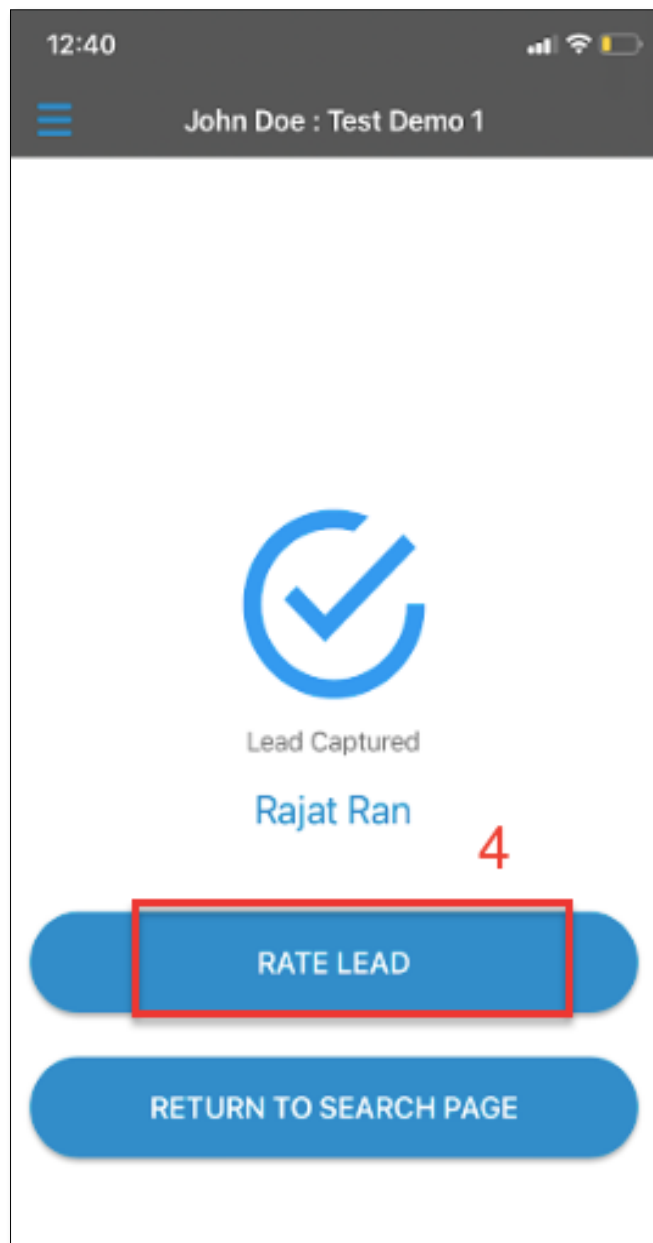


Sample copy of Registration Confirmation: (Internal use only)

THIS IS YOUR REGISTRATION CONFIRMATION

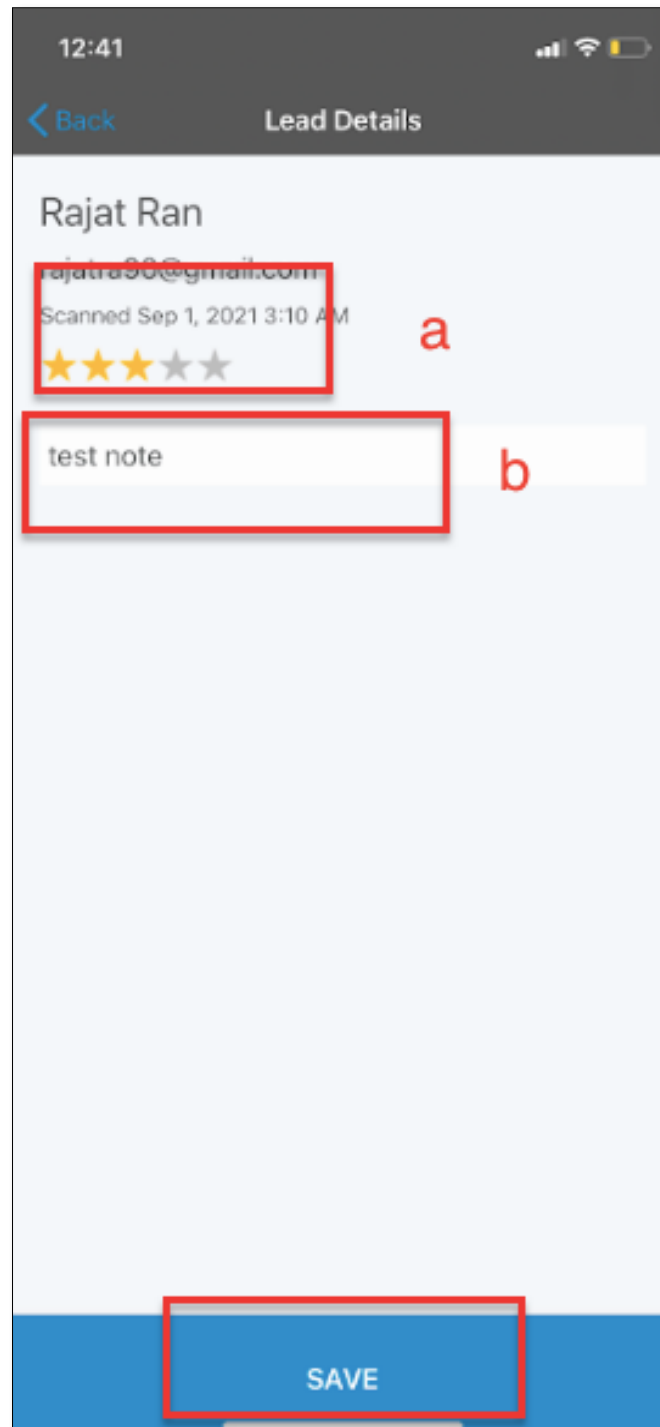
Test Demo 1	
Aug 30, 2021 9:00 AM - Sep 30, 2021 12:51 AM (ET)	
NAME Rajat Ran	
CONFIRMATION CODE AZMVDFVF 2	 1

4. Once scanned, leads can be rated. Please click **Rate Lead**

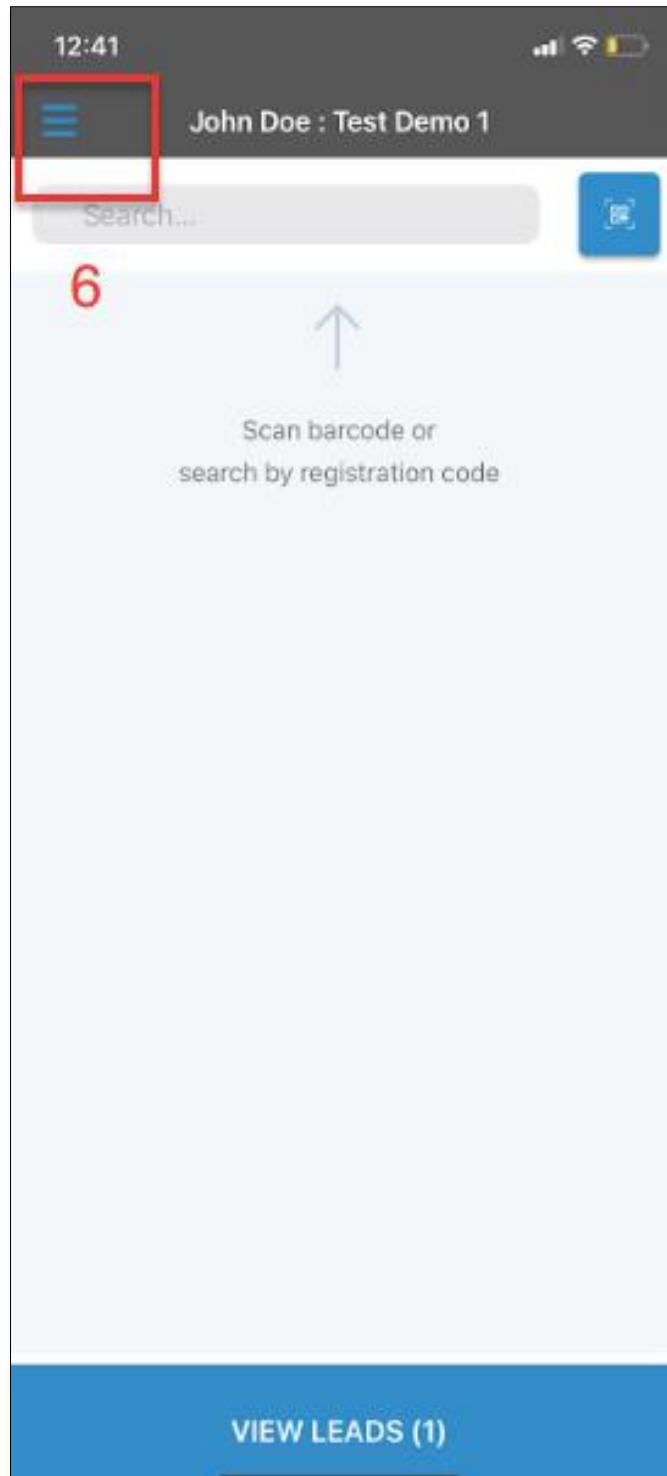


5. Rate using one of the following options,

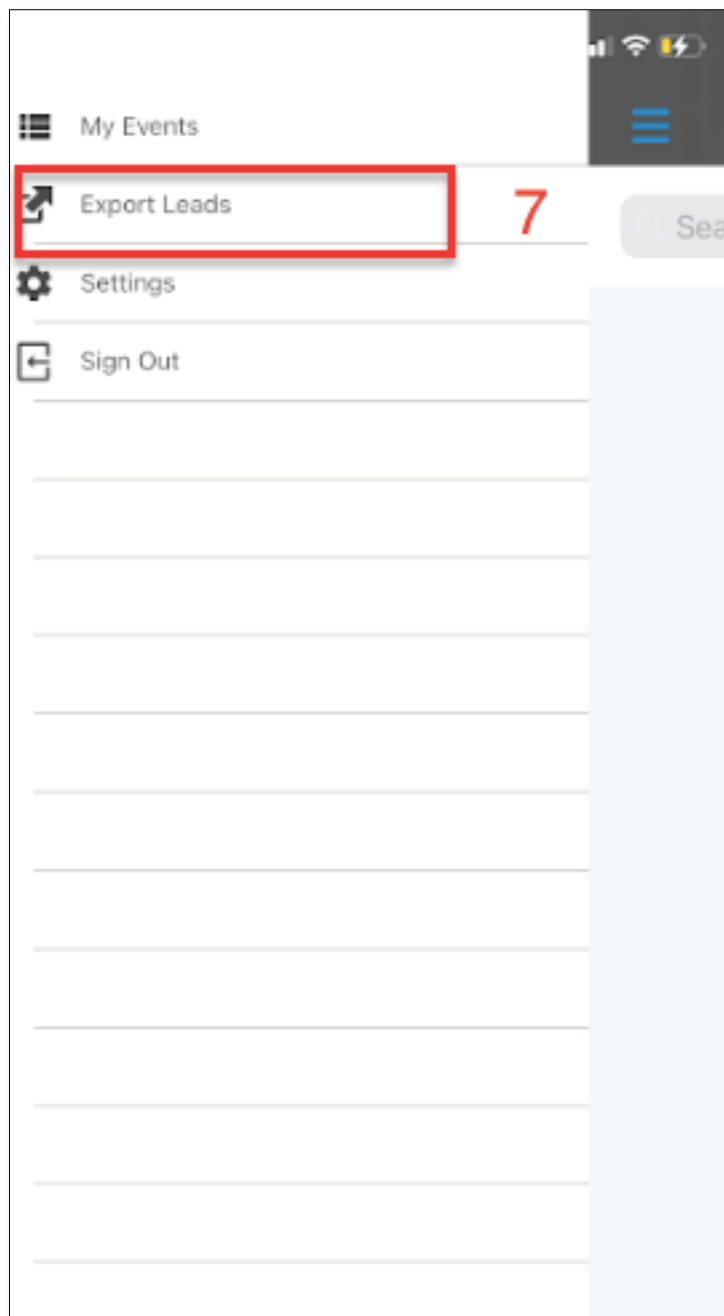
- a. Star Rating
- b. Add a test note & save



- To Export collected leads go back to home & click **hamburger icon**



7. Click Export leads



8. Enter an Email address (*to receive the leads*)

12:42 📶 🔋

[← Back](#) **Export Leads**

Enter the email where you would like the leads to be sent.

Email 8

File Format

CSV

SEND

9. Choose file format (**CSV** or **Excel**)

12:42 📶 🔋

[← Back](#) Export Leads

Enter the email where you would like the leads to be sent.

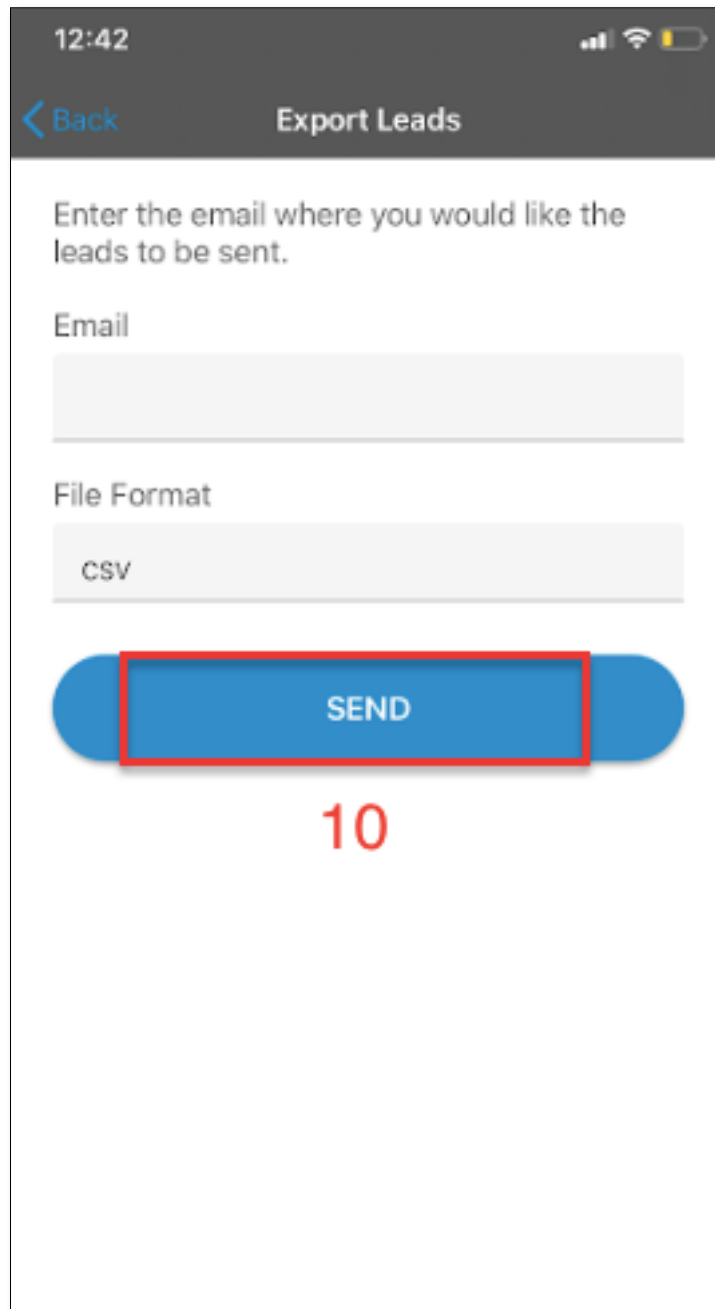
Email

File Format

csv	9
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[SEND](#)

10. Click Send



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