Exhibitor Guide

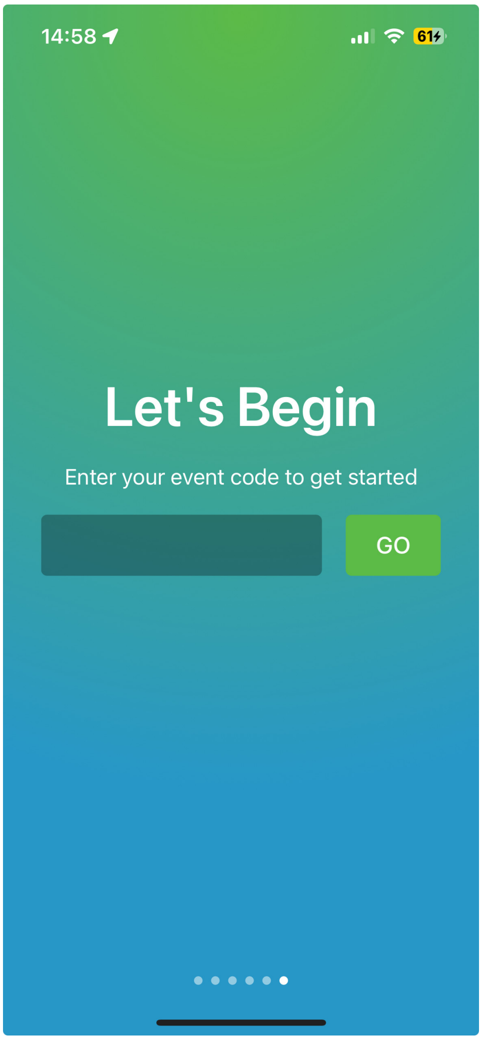
Download and log in to the Lead Capture App

Ensure you have the correct app downloaded and have any login or access codes handy that the event organizer may have provided.

Important: Please' allow' camera access when prompted to enable QR scanning.

To download and login

1. Download the **"Elements Capture"** app onto a mobile device for iOS or Android.



To log in to the Capture App

1. Enter the unique **Event Code**
2. Enter **Exhibitor Code**
3. Click **Get Started**

Login-options.png
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Create custom qualifying questions in the Lead Capture app

Exhibitors using the Capture App can add their own qualifying questions to complete when capturing a lead. These questions are synced across the team and are best created before you start scanning any attendees.

Note: If a qualifying question is deleted, all data related to that question will be lost.

1. Click **Manage** on the home screen
2. Select **Qualifying Questions** from the list of options
3. Click **+** to add a new question
4. Select the type of question you wish to add
    1. Star Rating
    2. Yes/No
    3. Date Picker
    4. Long Text
    5. Short Text
    6. Checkbox
    7. Multiple Choice

5. Add the **Question** and, if applicable, the response/s
6. Click **Save**

QQ-in-app.png
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Manage team members in the Lead Capture app

Exhibitors can manage their onsite team from within the Capture app. This allows you to invite staff to your organization's exhibitor team to share lead data and view combined performance.

To manage team members in the Lead Capture app, you will need to be provided with your profile login details to access the app. Team members will also need to be created as profiles by the organizer before they can be added to your team.

To invite team members through Shared Exhibitor Team Code

If fellow exhibitor team members have not pre-registered for the event, you can easily invite them by sharing the team access code.

1. **Login** to the Lead Capture app
2. Click **Manage** on the home screen
3. Select **Manage Exhibitor Team**
4. At the top of this page, you will find both the Event Code and Team Code, which can be shared with fellow team members. After entering these details, they will then be prompted to register their details in order to join the team

To view team members

1. Click **Manage** on the home screen
2. Select **Manage Exhibitor Team**

Members who are part of the team and have accepted the invite are listed under **Team Members**. Those who are yet to accept the invitation are listed under **Pending Team Members**. This list will also display all available contact information for team members managed from the Core.

Scanning and Managing Leads

To scan leads

At the event, you will mostly be using the SCAN button. This will open the camera and allow you to scan an attendee QR Code.

1. Click **Scan** on the home screen.
2. Hold name badge roughly 20 cm from your device camera
3. A green tick will indicate a successful scan
4. Click **Continue Scanning** or **Go to Attendee** to complete answers to qualifying questions and notes.

To manage leads

1. Click **Leads** on the home screen
2. Select an attendee's name
3. Click **Notes** or update answers to qualifying questions

Leads-List.png

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To sync leads

All scans, notes, and qualifying questions completed offline will be saved to your mobile device and synced automatically when you go online. To sync sooner:

1. Click **Sync** on the home screen
2. A green tick will indicate when your leads have been successfully synced

Export Leads

On the Main Menu, we can see the most recently scanned leads for the whole team and a tally of how many leads have been captured.

You can click on any attendee in this view to open their profile, add extra notes, etc.

Alternatively, you can click LEADS on the bottom right corner to see a full list of leads. Use the search function to find a specific lead.

1. Click **Export** on the home screen.
2. Select leads to export **All Leads** or **My Leads.**
3. Select team members to send leads to or add email address
4. Click **Submit**

Export-Leads.png
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To logout

1. Click **Sync** on the home screen to confirm syncs are up to date
2. Click **Manage** on the home screen
3. Click **Logout/Change Event**

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