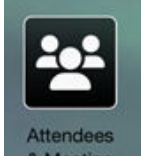




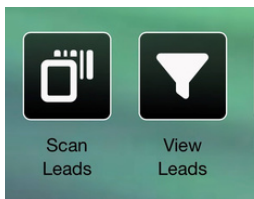
Mobile App- Exhibitor Lead Scanning

Option 1



If you do not require qualifying questions or automated emails, you may wish to simply use the scanning feature that all delegates will use under the 'Attendees' icon. You can export your leads directly from the app on your phone using this method.

Option 2

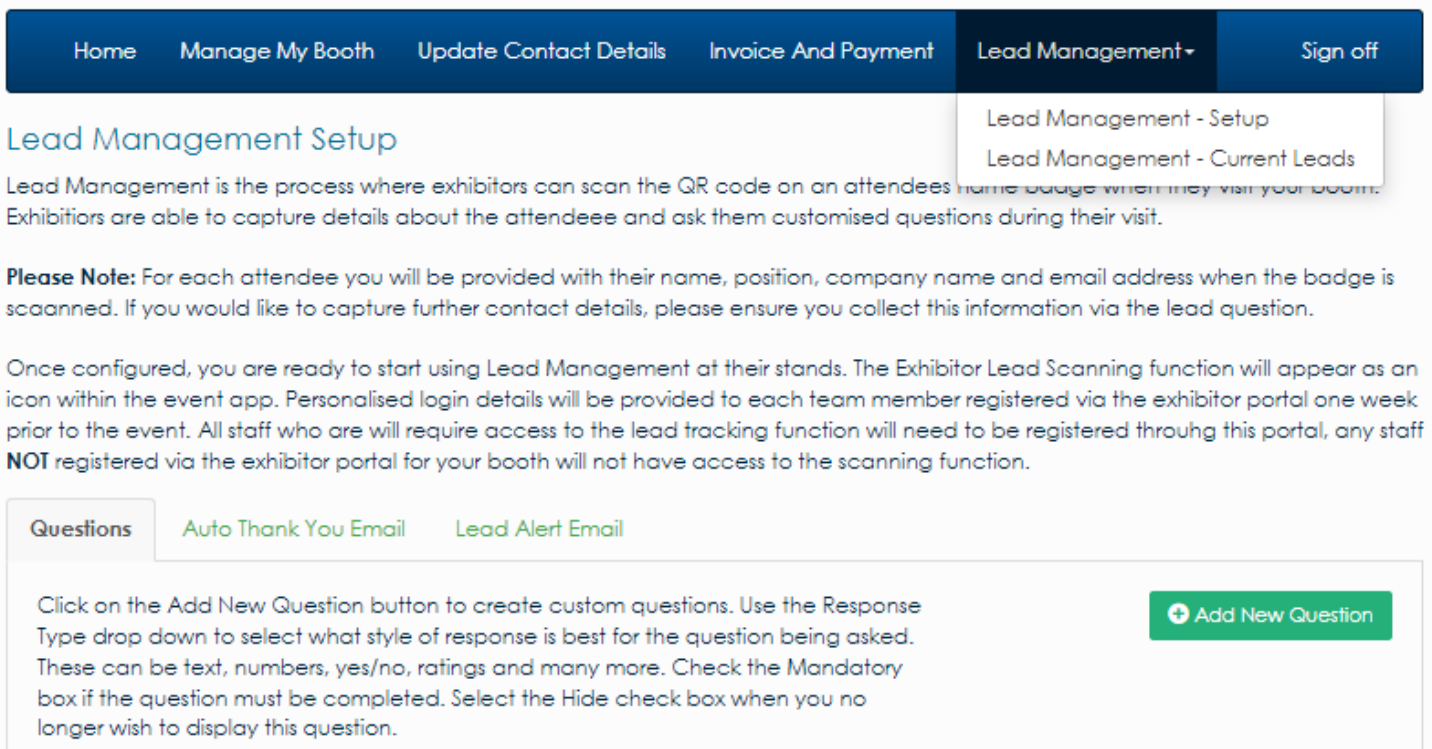


The exhibitor lead scanning feature appears as icons only for those registered as an exhibitor. It offers the **option to configure lead questions and automated emails for your company, managed via your APPEA 2023 exhibition portal.**

1. Tap the 'Scan Leads' icon which opens your phone's camera
2. Scan the attendee's name badge or QR code on their phone in their app
3. Tap the 'View Leads' icon to see the leads you've scanned.
4. Enter your question and then tap the 'Submit button.

Setting up questions, auto-emails & exporting your scanned leads

Use your computer to log into your APPEA 2023 Exhibitor Portal and follow the prompts under the 'Lead Management' tab.



The screenshot shows the 'Lead Management Setup' page in the exhibitor portal. At the top is a navigation bar with links: Home, Manage My Booth, Update Contact Details, Invoice And Payment, Lead Management (selected), and Sign off. Below the navigation bar, the page title is 'Lead Management Setup'. The main content area explains that Lead Management allows exhibitors to scan QR codes on attendee name badges to capture details and ask customised questions. A 'Please Note' section states that names, positions, company names, and email addresses are provided upon scanning, and that further details can be collected via lead questions. A paragraph below explains that once configured, the scanning function will appear in the event app, and staff must be registered via the portal to use it. At the bottom, there are tabs for 'Questions', 'Auto Thank You Email', and 'Lead Alert Email'. The 'Questions' tab is active, showing instructions on how to create custom questions and a green 'Add New Question' button.