

Order LeadCapture for: MWAA 15th Annual Conference

Enhance your experience at MWAA 15th Annual Conference with an easy-to-use lead retrieval tool. We have partnered with Cvent to provide lead retrieval services through their LeadCapture product. We appreciate your support at our event and want you to be able to track the impact of your attendance.

HOW IT WORKS:

- Scan badges to gather lead info
- Score leads and take notes
- Export leads to any database on demand

How to Order: Order Online: <http://solutions.crowdcompass.com/exhibitor/51D05547C2C1>

For questions, reach out to: ebailey@cvent.com

USE YOUR OWN DEVICE

Use the LeadCapture app to scan leads and capture relevant qualifying information, all with your own Android or iOS device.

\$249 + **\$149**
FIRST APP USER EACH ADDITIONAL

Cvent LeadCapture Liability Waiver

By purchasing the LeadCapture solution, you are accepting the following terms.

Customer understands that the rental and use of Cvent LeadCapture Device and Application grants only a license to use it for the duration of this event, and that no equity or ownership is imparted by this rental lease. It is understood that each Cvent LeadCapture Device will need to be charged prior to use, Electrical Service in the exhibiting space may be required.

Customer further is acknowledging and accepting full liability as a representative of your organization and understands fully that he/she is responsible for the proper use and security of any Cvent LeadCapture Device while it is in customer's possession and will be liable for any loss or damage to the rental equipment and that damaged Cvent LeadCapture Devices or Cvent LeadCapture Devices not returned to the Cvent LeadCapture Service Desk at the close of event will be billed for full replacement cost of the device.

Full application terms of use available at:

<http://www.cvent.com/en/product-terms-of-use.shtml>

Scanning LeadCapture Leads

1. Get the App

If you'll be using your phone or tablet to scan leads, download Cvent LeadCapture from the [App Store](#) or [Google Play](#). Renting the scanner? The app is already installed.

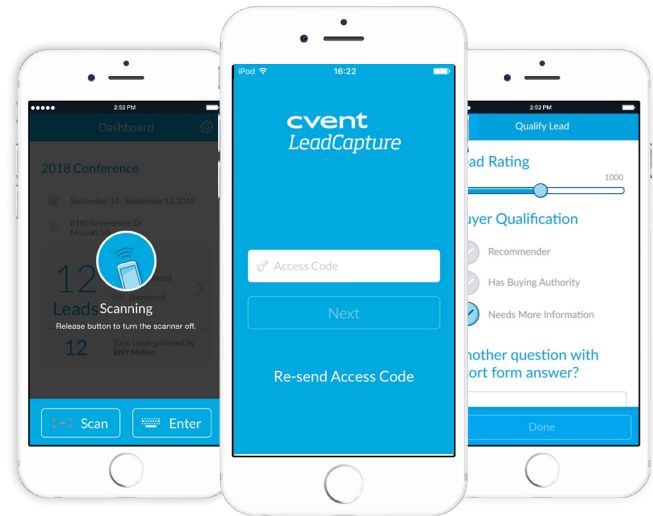
2. Enter Your Access Code

Enter the access code from your email. If you never received one, tap **Re-Send Access Code** or ask your exhibitor admin to look it up.

Tap **Next**.

If your admin hasn't assigned you a license yet, you'll need to scan your badge (tap **OK** to allow the app to access your camera) or enter your confirmation number by tapping **Manually Enter**.

Tap **Yes, Activate Device** to confirm.



3. Start Scanning

Tap **Add Lead** in the lower right. If prompted, tap **OK** to allow the app to access your camera or the attached scanner. To scan a lead with:

- **Your own device**, center the code on the screen.
- **A rental scanner**, aim it at the QR code and press the button on the side.

If the lead isn't wearing a badge, add their information by tapping **Manually Enter**.

Tap **Qualify Lead** to answer additional questions or add notes. When finished, tap **Done**.

To view or edit a lead's info, tap **My Collected Leads** on the app's home screen. You won't be able to see leads your coworkers have collected.

4. Sync Your Leads

After the event, ensure you connect the device to Wi-Fi to sync all of the leads to the server. If leads are not synced, *your exhibitor admin will not be able to export the leads you collected*. Verify that the leads have synced by checking the home screen.

Using the Exhibitor Portal

As an Exhibitor Admin, you'll play an integral part in your organization's lead gathering. The first thing you'll need to do is register your booth staff. These are the members of your team that will be on the front lines, representing your organization at the event and scanning potential leads. The instructions below will show you how to access the Exhibitor Portal, add your dream team, and export the leads they collect.

1. Access the Exhibitor Portal

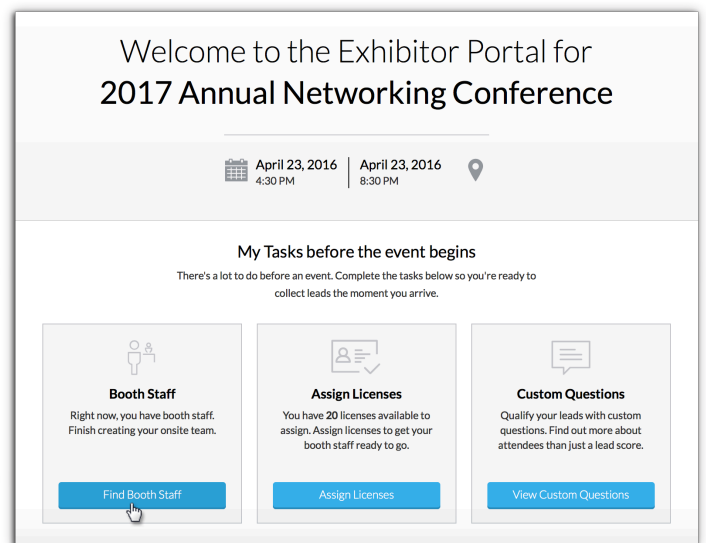
Locate the LeadCapture invitation in your inbox, and click **Get Started**. Create a password and click **Log In**.

2. Add Your Staff

Click **Find Booth Staff**. In order to add someone as Booth Staff, they need to be registered for your event as an attendee. Search for your team, check the box next to their names, and click **Import Selected**.

3. Assign Licenses

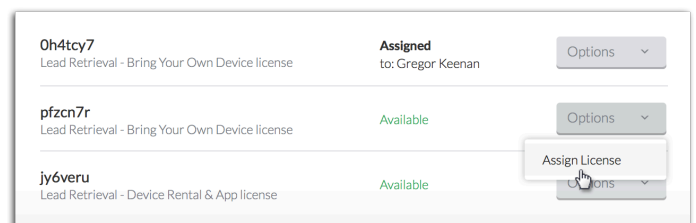
Your staff won't have access to the LeadCapture app until you assign them a license. To do so, click **Assign Licenses** from the home page or **Licenses** from the side nav. All your license codes will be listed. None available? Click the **Purchase** tab to buy more.



Bring Your Own Device Licenses require your booth staff to download the LeadCapture app on their own device in order to scan leads. *Device Rental and Licenses* include the scanning devices, which we ship to the site, ready to go.

Click **Options** beside one of your unassigned license codes, then **Assign License**. Click the name of the person you want to assign the license to, and click **Assign**.

Once you've finished, that staffer will get an invitation emailed to them with instructions to download the app and start scanning leads.



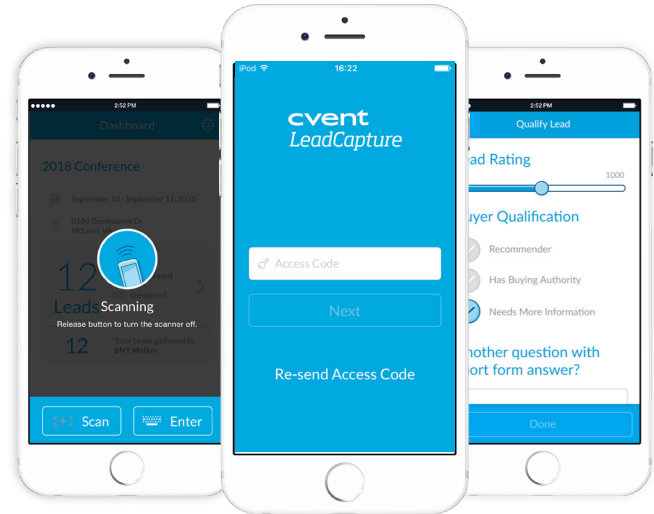
4. Create Questions

Want additional info about each lead? You can create questions you want your staff to answer.

Click **Lead Collection** from the side nav. The **Leads Collected** tab opens by default. Click the neighboring tab, **Custom Questions**, then **Customize Questions**. Existing questions are listed on the left. Select a question type icon to add more.

5. Capture Leads

To scan leads, instruct your booth staff to download Cvent LeadCapture from the [App Store](#) or [Google Play](#) and enter the license code from their emails. Renting the scanners? Simply find your Onsite Solutions rep and they'll get you set up and scanning.



6. Export the Leads

After the event, you can export and save your scanned leads as an excel file from the Exhibitor Portal by clicking **Export Leads** at the bottom of the home page.

Exhibitor Portal

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Solar Systems & S...

Switch Event >

- 2017 Annual Networ...
- Lead Collection
- Exhibitor Team
- Licenses

FAQs

Log Out

Join Event

Find Booth Staff Buy Now Assign Licenses View Custom Questions

Once the leads start coming in

Now that the event has started and you're collecting leads, it's time to see the benefits of all of your hard work. Export the CSV file of your leads along with the answers to qualifying questions.

See your leads as they come in

Your leads data is updated as your booth staff collect leads. Export a CSV file with your leads at any time and check back after the event to export a final report.

0 Leads Collected

Export Leads