

CVENT LEAD CAPTURE INSTRUCTION SHEET

Scanning LeadCapture Leads

The LeadCapture app allows you to quickly scan leads while exhibiting at an event. Collect the lead's contact information, answer qualifying questions, and export this data after the event.

3. Download the LeadCapture app on your device.

Download the Cvent LeadCapture app from the Apple App Store or Google Play Store.

3. Enter Your Access Code.

- Enter the access code from your email. (If you never received one, tap **I don't have an access code** or ask your Exhibitor Admin to look it up).

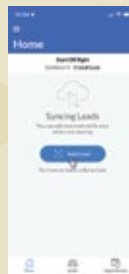
NOTE: Your access code is a one time use code on one device. Once your access code has been used, it cannot be transferred or used again to log in on another device.

- Tap **Next**.
NOTE: If your Admin hasn't assigned you a license yet, you'll be prompted to allow the app to access your camera. Tap **OK**, then scan your badge or tap **Manually Enter** to enter your confirmation number.
- Tap **Yes, Activate Device** to confirm.



3. Add a lead with your device scanner.

- Tap **Add Lead** in the center of the screen. If prompted, tap **OK** to allow the app to access your camera or the attached scanner.
- To scan a lead, center the code on the screen. Then tap **Done**.



Or, add a lead manually.

If the lead isn't wearing a badge, add their information by tapping **Add Lead**. Then tap **Camera** at the bottom of the device to open more input options. Tap **Enter Manually**.



4. Qualify the lead, if necessary.

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

NOTE: To view or edit a lead's info, tap **Leads** at the bottom of the app's home screen. You won't be able to see leads your coworkers have collected.

5. 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.



6. Export your leads.



Once your leads are synced, **scan the QR code for instructions** to export them.

NOTE: Only exhibitor admins can export leads. If you staffed a booth onsite, share these instructions with your exhibitor admin.

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