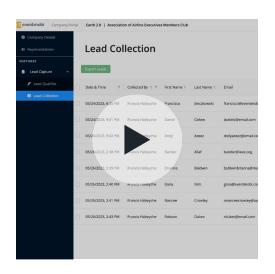# How To Use Exhibitor Lead Capture
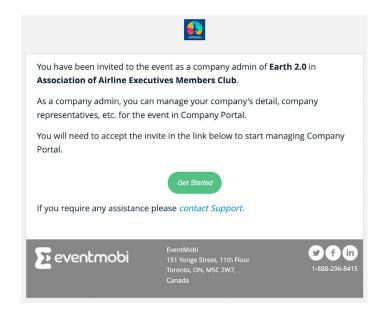
For Company Admins

Click the thumbnail or scan the QR code to watch the video tutorial

Step 1: Accept the invite to the Company Portal

To access the Company Portal, you will receive an email inviting you to the event as the company admin of your organization. Click the "Accept Invitation" button. If you haven't received an email invite, reach out to the event organizer.
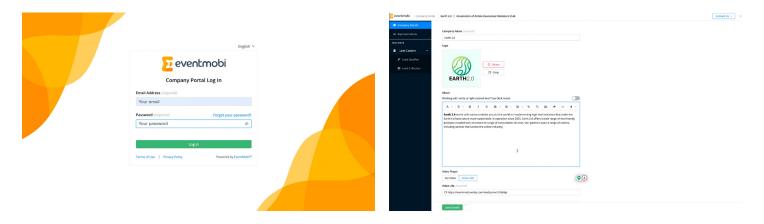
How To Use Exhibitor Lead Capture

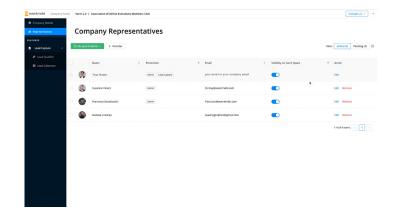## Step 2: Create a profile on the Company Portal

Once you accept your invitation, you'll be prompted to create an account to log in to the Company Portal. If you do not have an account with EventMobi yet, you'll be prompted to create one.

Once you accept your invitation, you'll be prompted to create an account to log in to the Company Portal. Once you've logged in, you will be taken to your company details page where you can add your company logo, description, videos, documents, contact information, and external links.
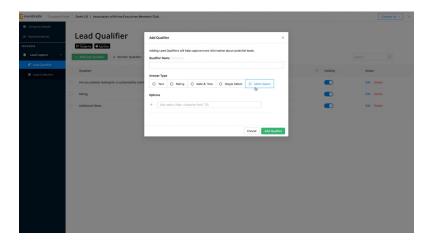

Step 3: Manage your company representatives

Inside the Company Portal, under the "Representatives" section of the left menu, you can see a list of the company admins and booth staff that have been added by the event organizer. Here you can allow them to use Lead Capture and/or become a company admin. You also have the option to resend email invites, edit their permissions, or remove them as representatives. To add additional booth staff, reach out to the event organizer.
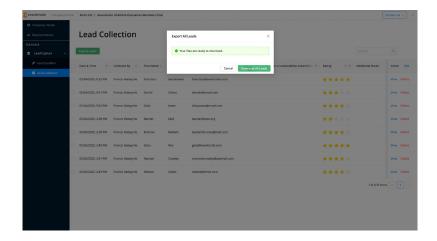
How To Use Exhibitor Lead Capture

Step 4: Add your lead qualifiers

In the Lead Capture section of the left menu, you can add unique lead-qualifying questions for booth staff to complete onsite. Simply click on "Add Lead Qualifier", add your qualifying question name, and select an answer type (choose from single and multi-select options, text fields, star ratings, or a date and time format). There is no limit to the number of lead qualifiers you can add.

Step 5: Managing and exporting leads

At any time during or after the event, you can visit the Company Portal to access all leads collected. You can then review lead details and export the list as a CSV file for import into your CRM.

Need help? Click the "**Contact Us**" button located in the top right of the Company Portal to connect with a Support Specialist.

How To Use Exhibitor Lead Capture

For Booth Staff

Click the thumbnail or scan the QR code to watch the video tutorial

Step 1: Download the EventMobi Lead Capture App

Go to the App Store or Google Play Store and search for "EventMobi Lead Capture App". Or, scan the relevant QR code below:

Exhibitor Lead Capture: A Step-by-Step Guide   +1 (888) 296-8415   support@eventmobi.com   eventmobi
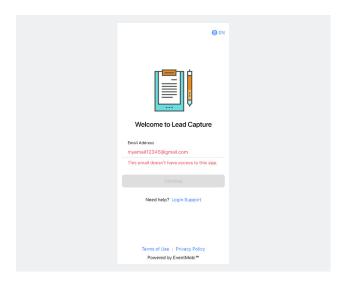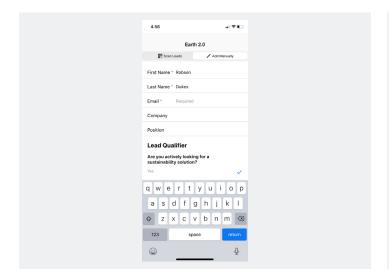
How To Use Exhibitor Lead Capture

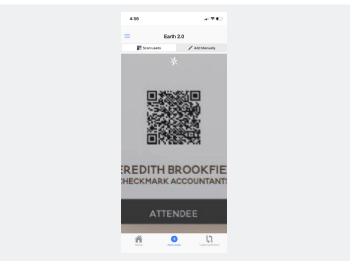## Step 2: Log in to the EventMobi Lead Capture App

To login, use the same email password that you have set to log into the EventMobi Event app. If you can't remember your password, use the Forgot Password link to reset it. If you have not yet set a password, a Magic Link will be sent automatically once you put in your email address.

Step 3: Start collecting leads

Ensure the EventMobi Lead Capture App has access to your device's camera. Then, simply point the in-app camera at the unique QR code on the attendee's badge to scan. Or, select "Add Manually" to input the lead's information. Once you've captured the lead's name and contact details, complete any lead-qualifying questions before you save the lead to your list.

How To Use Exhibitor Lead Capture

Step 4: Reviewing the leads collected at the event

Company admins can see a complete list of all of the leads collected at the event using the Lead Collection section of the Lead Capture App. Select the "Search" option to look up specific lead details.