

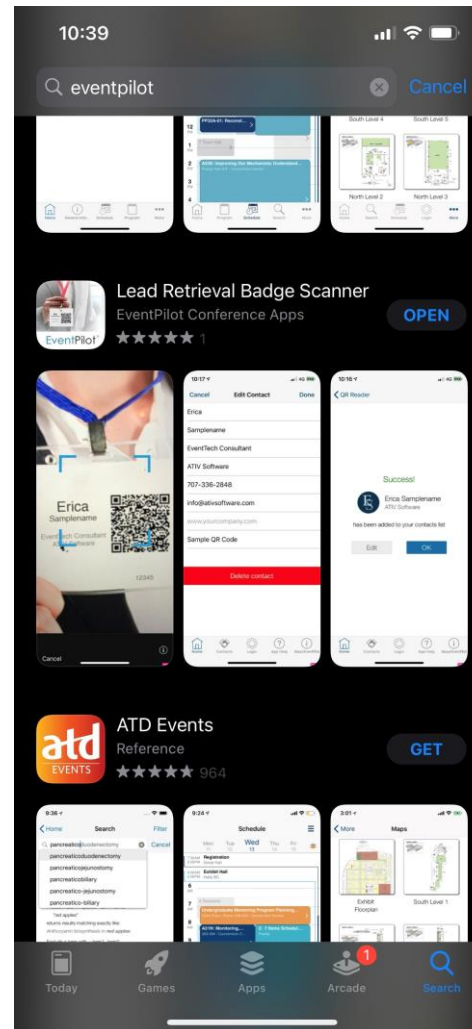


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**SPONSOR LEAD RETRIEVAL
INSTRUCTIONS**

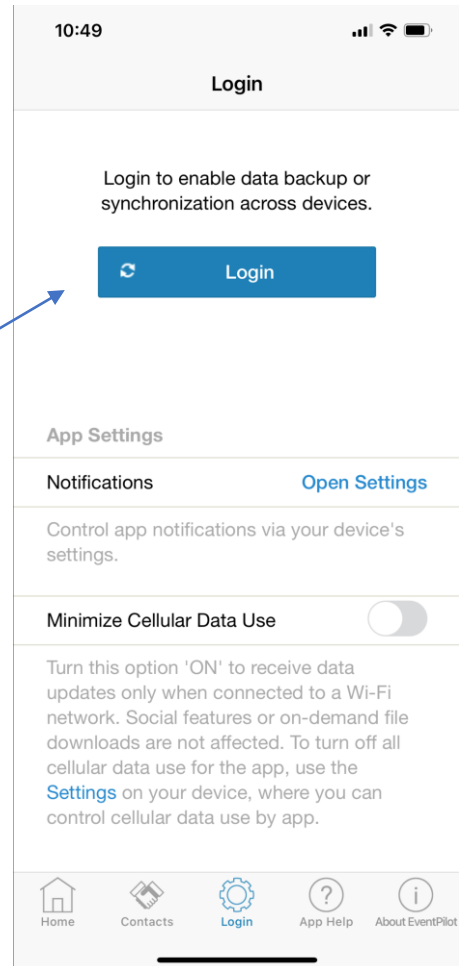


Go to the Google Play Store or the App Store and search 'EventPilot'. Be sure to select/download the 'Lead Retrieval Badge Scanner'.

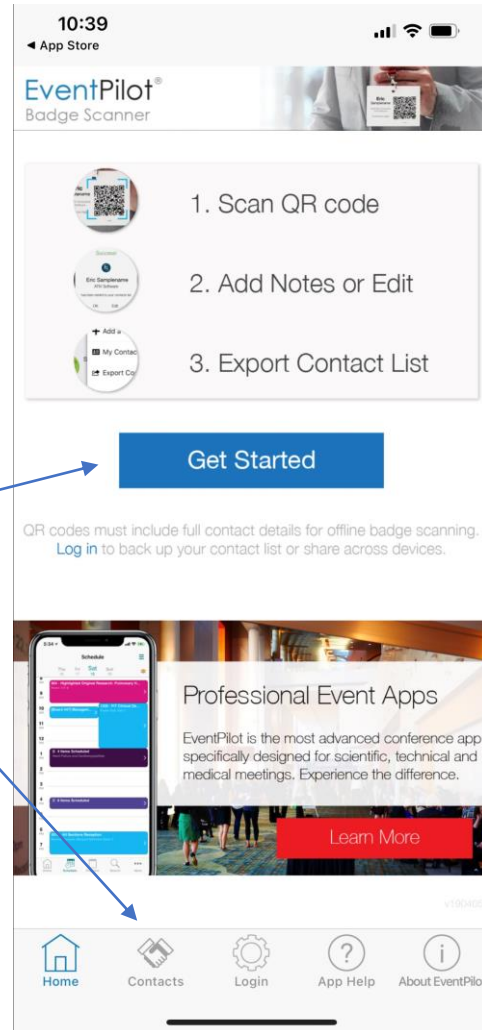


Please note that you are not required to log in to the app to use the lead retrieval scanner, but if you would like to synchronize your leads across multiple devices, you must create an account for your team that everyone will use to log in.

*If you do not wish to sync your leads across multiple devices, each member of your booth staff will be able to export their own scanned leads.

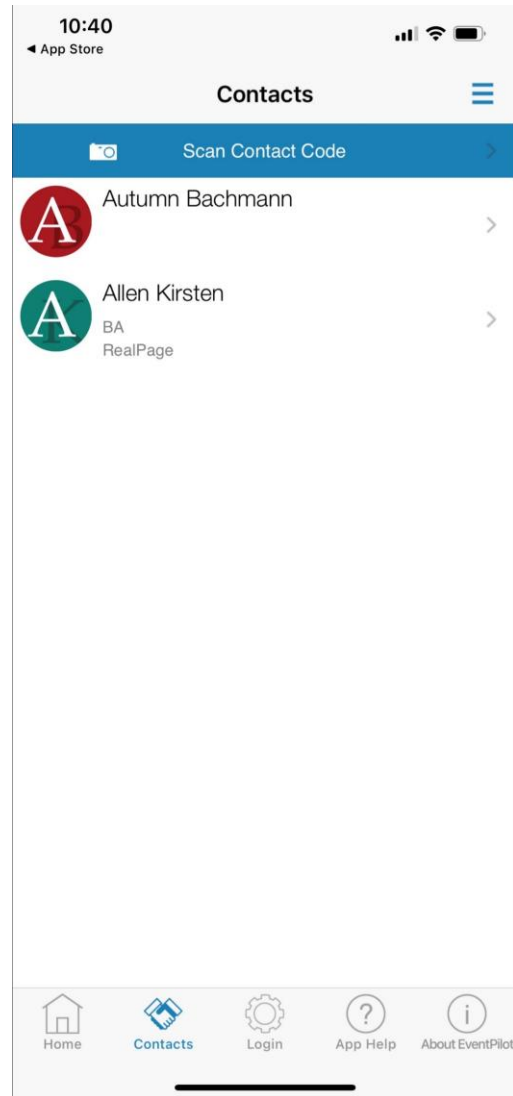


On the home screen of the app, you can click on the 'Get Started' button or the 'Contacts' icon at the bottom to access the lead retrieval scanner.



You can then click on 'Scan Contact Code' to open the camera view to scan the attendee's QR code.

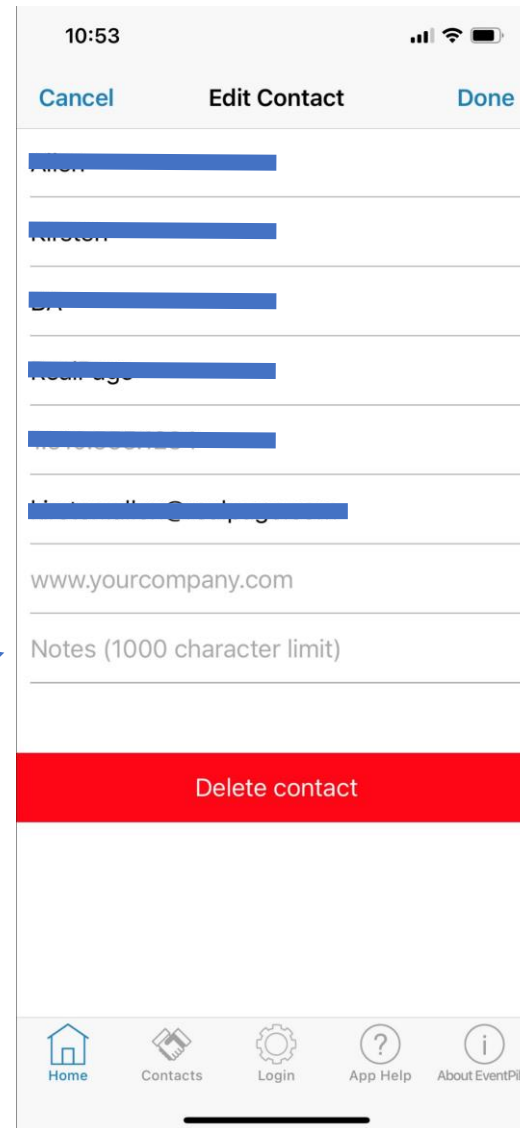
Once you have scanned leads, you will be able to access them in your contacts list.



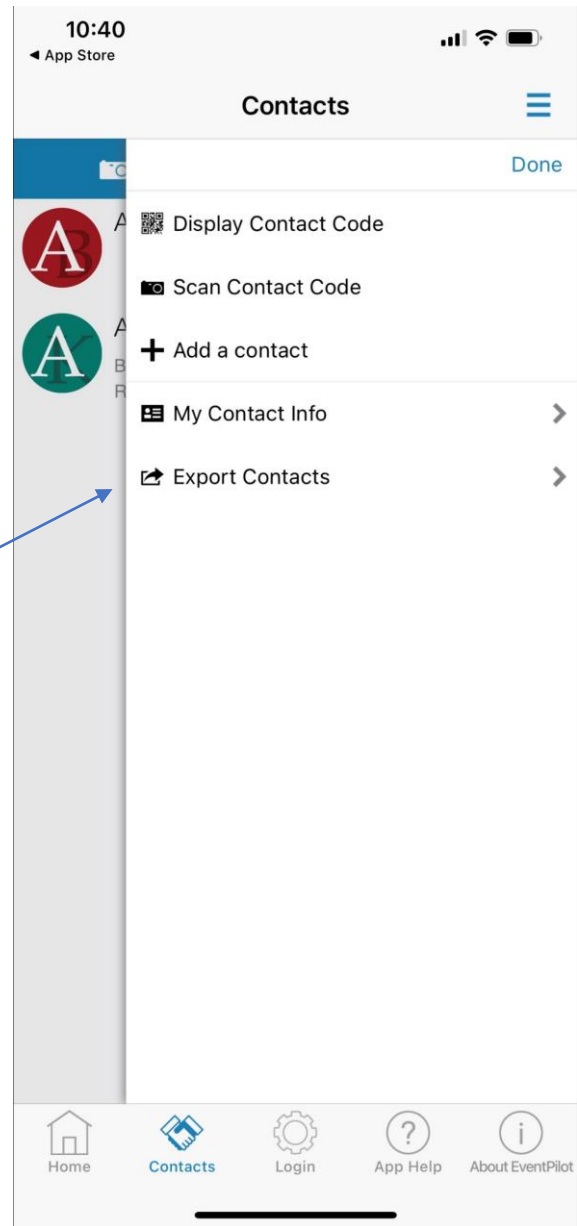
Attendee information you will receive:

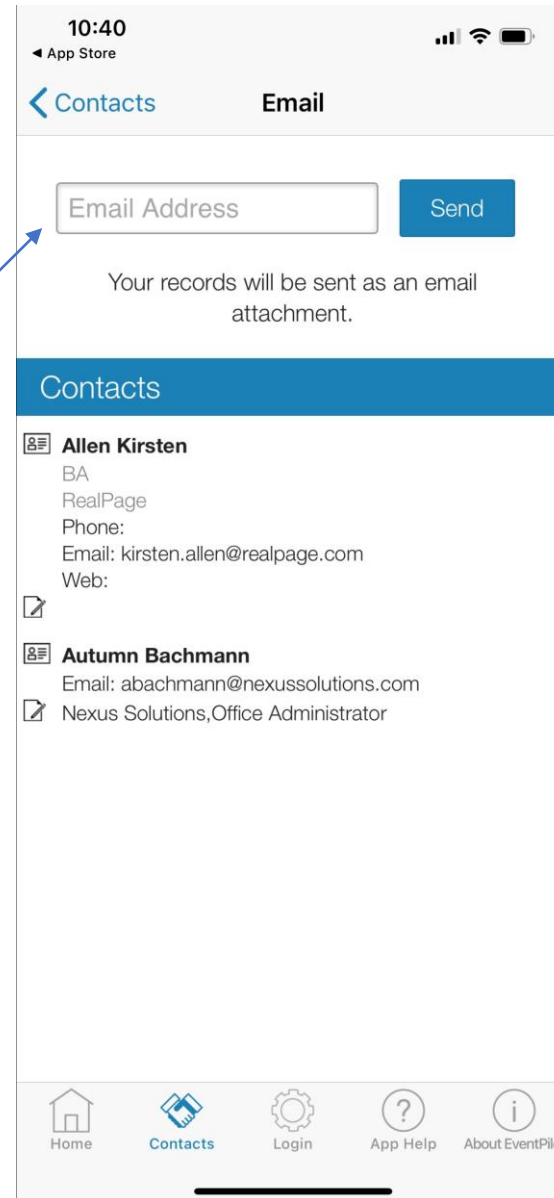
- Name
- Company
- Title
- Email

*You can also use the 'Notes' section if you'd like to add anything unique to their contact card.



When you are ready to export your scanned leads, click on the hamburger menu in the top-right corner and select 'Export Contacts'.





You will then be prompted to enter the email address that you'd like to send your scanned leads to.





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If you have any questions regarding lead scanning, please email
Jamie Bertha (Jamie@techconferences.com) or visit the
registration desk as the event. Thank you!

