



Exhibitor Lead Scanner Instructions.

We work with EventsAir to provide a **FREE** lead tracking app that allows you to capture and qualify leads straight from your tablet or smartphone.

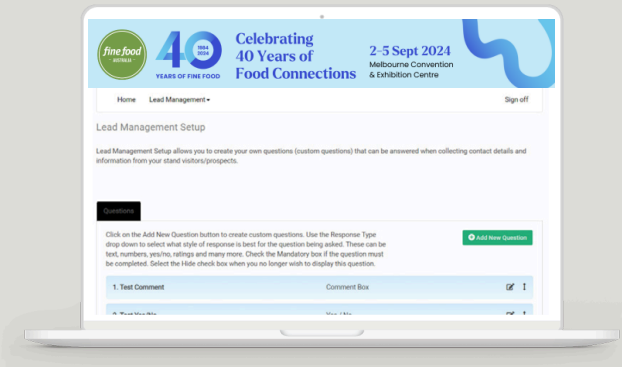
To successfully run and use this App, we recommend that your device has at least 2 GB of free memory available. Please close any running Apps to ensure at least this amount of memory is available.

IT'S FREE!
The App is of **no cost** to exhibitors

1. Setting up your lead tracker pre-show.

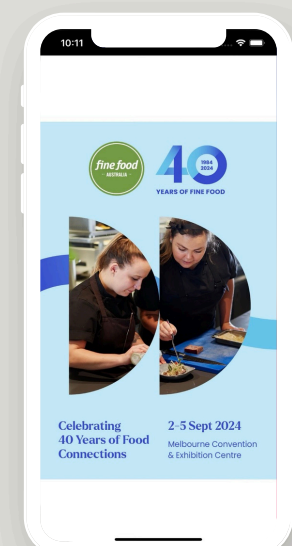
Your stand coordinator will receive an email with a personalised link to the lead tracker dashboard. This is where you can set up specific qualifying questions. All leads scanned by exhibiting staff, under your company name, will also be found here at the end of the event.

- Under the tab "Lead Management" click on "Setup"
- Add in your qualifying questions and save
- The questions will apply to all exhibiting staff under the same exhibiting company



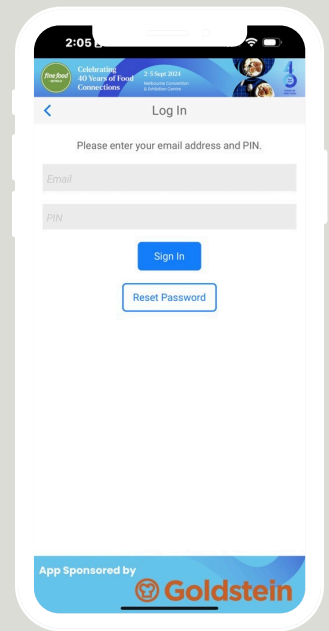
2. Download the Event App.

- The App is available and can be downloaded via the Apple App Store or Google Play.
- The App can be found by searching "Fine Food Australia 2024"
- or scan to the QR code to download the app



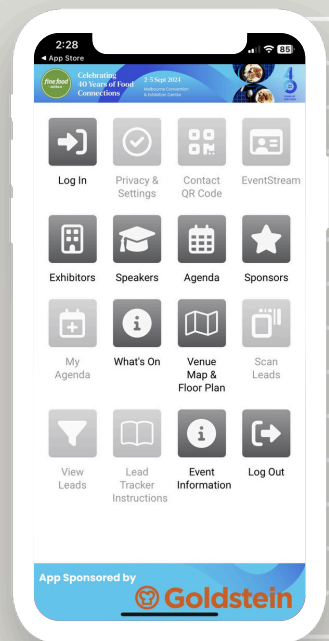
3. Open the Event App.

– Select “Log In” and enter the email address you used to register and the Mobile App Pin you received via email to log in. The Mobile App Pin will also be printed on your exhibitor badge at the event.



4. Capturing your leads.

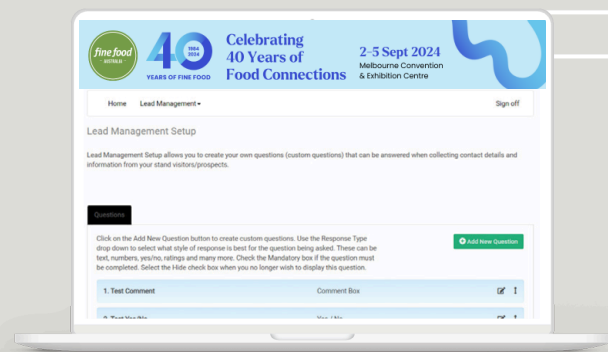
- Log into the Event App using your email address and PIN on your confirmation email and printed on your badge.
- Select “Scan Leads” icon
- Hover the camera over the top of the barcode. Please ensure you have given the app access to your camera.
- Once you have scanned the lead, a window will pop up with the visitor’s details. Click **SUBMIT** to save this lead.
- The screen will return to your company name, click on your company name to scan again.
- Click “View Leads” to review all leads scanned in the event app. Only limited contact details will display in the app. You will be able to see full contacts details when you export your leads via the dashboard post event.



5. Access and export your leads.

- Your Stand Coordinator can access all leads scanned by exhibiting staff under the same company name by clicking onto the personalised link from the lead tracker dashboard email.
- Under the tab “Lead Management” click on “Current Leads” and export all leads

Please note: you cannot export leads directly from the app, you will need to follow the unique link provided in the lead tracker dashboard email.



If you have trouble logging into the event app or accessing your dashboard, please email finefood@divcom.net.au