

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.



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





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







IT'S

FREE!

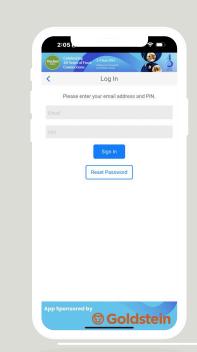
The App is

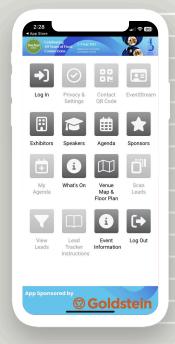
of **no cost** to exhibitors



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.





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.



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.

fine food	ARS OF FINE FOOD	Celebrating 40 Years of Food Connections	2-5 Sept 2024 Melbourne Convention & Exhibition Centre	5
Home Lea	d Management •			Sign off
	nent Setun			
		te your own questions (custom questions) ti ccts.	hat can be answered when collec	ing contact details and
ead Management Si formation from you Questions Click on the Add N drop down to sele	tup allows you to crea stand visitors/prospe lew Question button to ct what style of respon		r Type se can be	ing contact details and
and Management S formation from you Questions Click on the Add P drop down to sele text, numbers, yes	itup allows you to crea stand visitors/prospe lew Question button to ct what style of respon /no, raitings and many	create custom questions. Use the Response se is best for the question being asked. The	2 Type se can be on must	
and Management S formation from you Questions Click on the Add P drop down to sele text, numbers, yes	tup allows you to crea rstand visitors/prospe lew Question button to ct what style of respon /no, nitings and many ext the Hide check boo	create custom questions. Use the Response set is best for the question being asket. There	r Type se can be on must stion.	

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