EXHIBITOR BADGE SCANNING & LEAD RETRIEVAL PROCESS
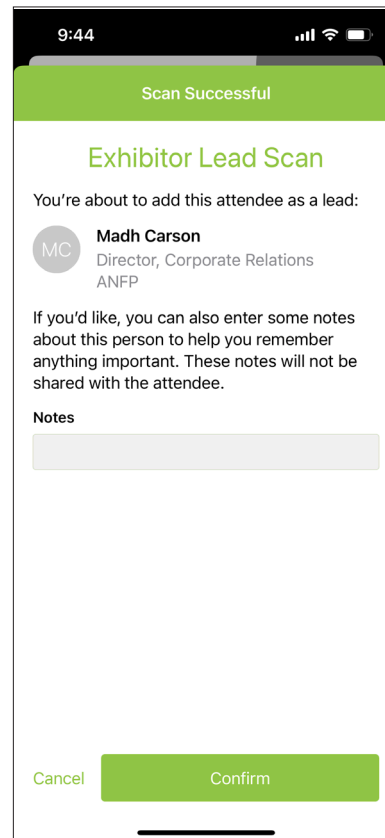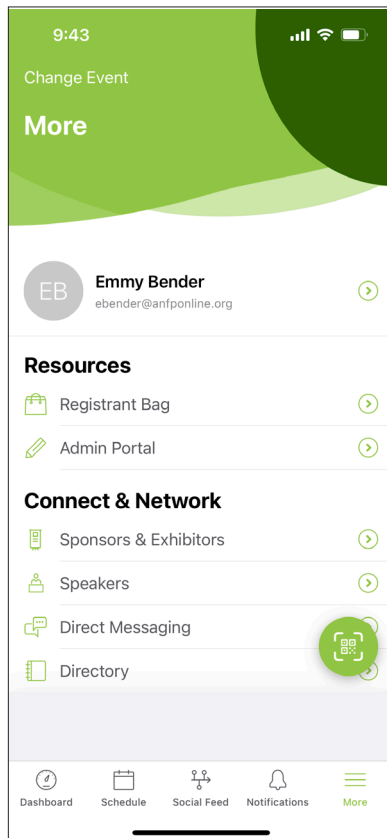
Logging In

1. Download the Eventsential app from the App Store (for iPhone) or Google Play (for Android).
2. Open the app and search "**ANFP 2023 Annual Conference & Expo**"
3. Follow the log-in instructions. **NOTE:** You must use the e-mail address you used for event registration in order to access all lead retrieval features.

Scanning Badges

Follow these instructions during the Expo to scan badges for lead retrieval:
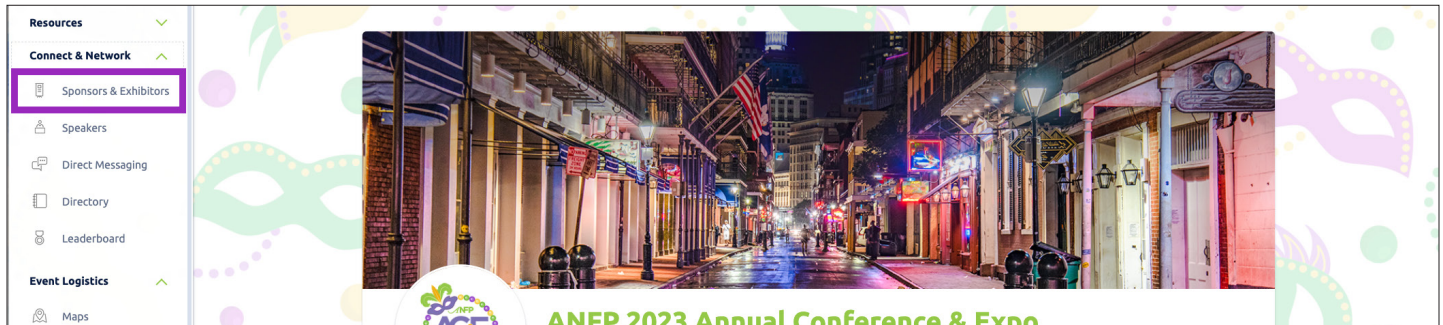
1. Select the main menu icon at the bottom righthand corner of the screen (*this may be labeled differently on Apple and Android devices*). Then, select the QR scanning icon. You may be prompted to allow the app to access your camera in order to scan leads.

2. Scan the QR codes on attendee badges. At this point, you may make a note, or simply select 'confirm.'

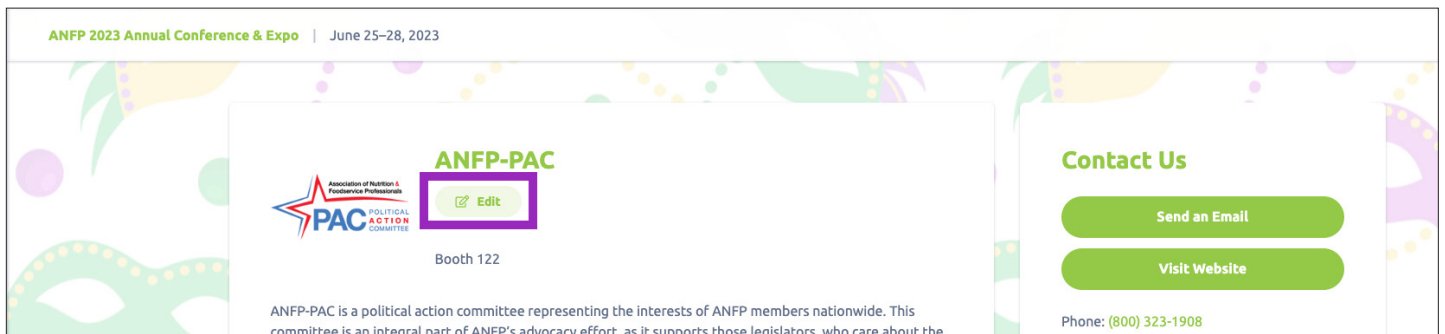3. Continue scanning attendee badges throughout the Expo.

Accessing Leads

Follow these instructions to access the leads you gathered following the Expo:

1. In order to access leads, you must log in to the Eventsential app's desktop site. Lead reports cannot be accessed via the mobile app, so following the expo, you will need to use your computer to visit: https://events.rdmobile.com/Events/Enter/15900

2. Once you log in (using the same login information as the mobile app), navigate to 'Sponsors & Exhibitors' under the 'Connect & Network' menu on the lefthand side of the page.

3. Next, find and select your company's listing, and click on "Edit." **NOTE**: Only the booth staff from your company will have access to the edit button.

4. Select "QR Leads" list. A CSV report will be automatically downloaded. The report includes attendee information, the representative who scanned each badge, and any notes you may have input about attendees while scanning their badges.