

## HOW TO CAPTURE LEADS AT AUSAE LINC SUMMER CONFERENCE 2022

### 1. Download Ignite Lead Capture

Get it for iOS or Android at <https://igniteevents.com.au/leadcapture>

*Important: Please 'allow' camera access when prompted to enable QR scanning*

### 2. Access your event

Using event code: **LINC2022**

### 3. Login

Use your exhibitor code starting with **EX(provided in the covering email)** and complete the simple team signup form.

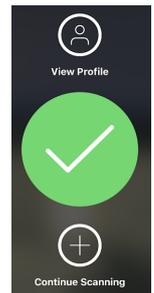
**Please Note:** If you have used Ignite Lead Capture for a previous event, you will need to ensure you log out of that event and log in to this new event in order to receive lead data.

### 4. Scan Attendee Badges

Tap the camera image (bottom of screen) to scan, hold badge 20cm from rear camera, with the **QR** in the centre screen.

A **green tick** indicates a successful scan, and then you can either view the profile (and add qualifying data) or scan another attendee.

See FAQs (below) if you receive a red cross or profile not found message.



### 5. Manage and Export Leads

Tap the 'Leads' button, then on a profile to take notes and record answer qualifying questions. The 'Export' button emails a CSV of all captured data to yourself.



## FAQS

### Can't login? Are you selecting the right login option?

#### Exhibitor Code

This code is shared between all staff scanning at your exhibitor booth. After entering this, you will be prompted to fill in a signup form to create your scanning profile.

#### Access Code

This code is unique to you and cannot be shared between booth staff. Entering this code allows you to log straight into your scanning profile in the app.

### How do I log back into the Capture app?

If you log out of the App you will need to log back in with a personal Access Code

#### Step 1:

Select 'Already have an account? Log in'

#### Step 2 (if required):

Select 'Recover my account details'

### What are Qualifying Questions and how can I use them?

The Qualifying Questions feature is an in-app form for collecting additional data from your leads, that are specific to your organisation. These can be single or multiple selection fields, free text and ratings. You can create custom qualifying questions in the app to be shared amongst your team.

### To create custom qualifying questions in the lead capture app

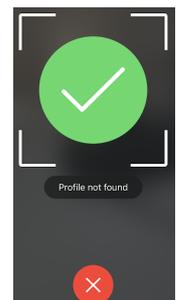
1. Click **Manage** on the home screen
2. Select **Qualifying Questions** from the list of options
3. Click + to add a new question
4. Select the type of question you wish to add to your form
5. Add the **Question** and, if applicable, the response/s
6. Click **Save**

### How do I add new people to my team?

Team members can join your Capture team by logging in with the event code, using your exhibitor code, and registering themselves on the sign up form.

### How can I be sure my scans are working?

A green tick indicates a scan has been successful, but if you are offline or not logged in to the correct event, you may see a "**Profile not found**" message below the green tick. If this is the case, check you are connected to the internet and click the **Sync** button on the home screen. If scans are still showing as "offline profile", double-check you are logged into the correct event. A **red cross** indicates that the barcode is not valid.



### Need more support?

Contact [info@eventsolutions.co.nz](mailto:info@eventsolutions.co.nz) or call Claire Webber on 021 725 815.