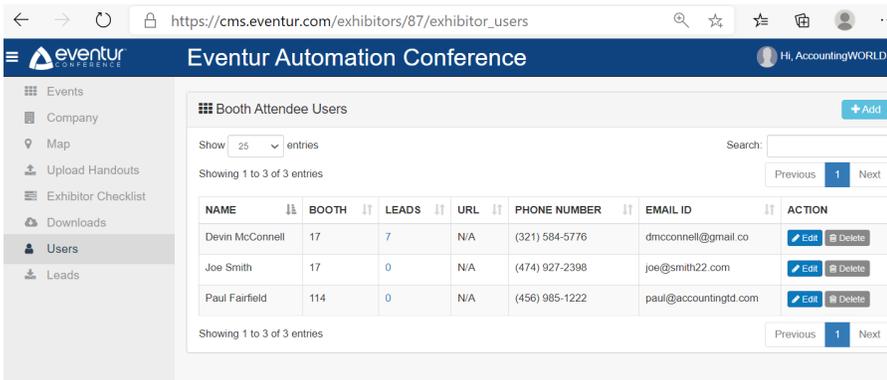# Exhibitor Portal Instructions

1. Login with your admin user ID at cms.eventur.com. Your portal admin login information was emailed to you. If you are missing it, please contact Ellen Wolff at ellen@jaffecom.com.

2. Select the upcoming conference - NABIP Capitol Conference.

3. Click on the Edit Company button to add your Company Logo, Booth Header, and other related information. The description field is HTML compatible and accepts images and links. This will be available on your Virtual Booth (on a computer) and the Mobile App. The Booth Header is only available in the Virtual Booth on a computer.

IMPORTANT – The PORTAL ADMIN LOGIN ID is your login to the admin account. The DISPLAY EMAIL is the email attendees will see in your contact information. The PORTAL ADMIN EMAIL ID can only be edited by the event manager.

4. Use the Upload Handouts menu to post PDFs, HTML Links and other documents for Attendees to download when visiting your booth in the Mobile App or Virtual Booth on a computer.
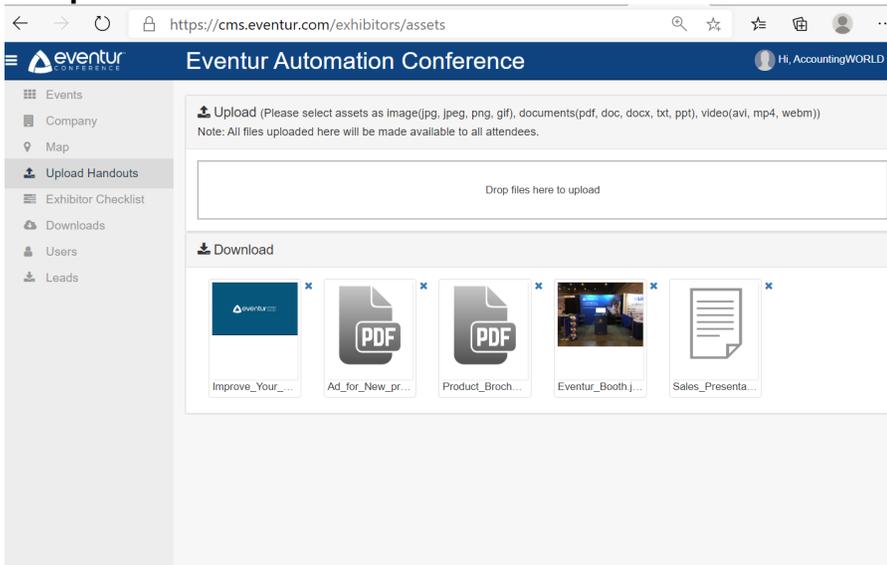
5. From the USERS menu, you can add Booth Reps and their emails for attendees to contact or chat with them when visiting the exhibit hall

6. In the LEADS menu, you can download any leads which were scanned during the event. You can also use the APP QUESTIONS submenu to set up your own questions. The mobile app will prompt the booth rep with these questions when scanning an attendee, which allows for much faster lead qualification at the event. Note that the default questions can be renamed and reordered, but they cannot be deleted.

Booth Attendee Leads

Search: [   ]   Show [25 v] 1 to 8 of 8 entries

| NAME	EMAIL	URL	ORGANIZATION	PHONE NUMBER	RANK	BOOTH ATTENDEE	Notes
Adeline Mah	amah@tac.com	N/A	TAC	N/A	2	N/A	N/A
Alecia Brown	abrown@zed.com	N/A	zed	N/A	2	N/A	N/A
Bonnie Cooper	bonnie@cooper.com	N/A	BCI	N/A	3	N/A	N/A
Brenda Patel	bp@brendapatel.com	N/A	BPTax	N/A	3	N/A	N/A
Carlos Santamaria	carlos@santamaria.com	N/A	Carlos	N/A	3	N/A	N/A
Michelle Lee	mlee94@gmail.co	N/A	N/A	N/A	3	N/A	
Stacey Saunders	stacey.saunders@doh.wa.gov	N/A	Washington	N/A	2	N/A	N/A
Steven Harrison	ljimmink@gmail.com	N/A	Eventur	N/A	3	N/A	N/A

7. Use the PRESENTATION menu to set up a link for a scheduled virtual presentation. This can link to any resource, including webinars, pre-recorded sessions, or websites. This is only available on the Virtual Booth on a computer.

Mobile App Lead Scanning

To begin scanning leads, log in to the event Mobile App with your user credentials and tap the Leads option in the sidebar menu:
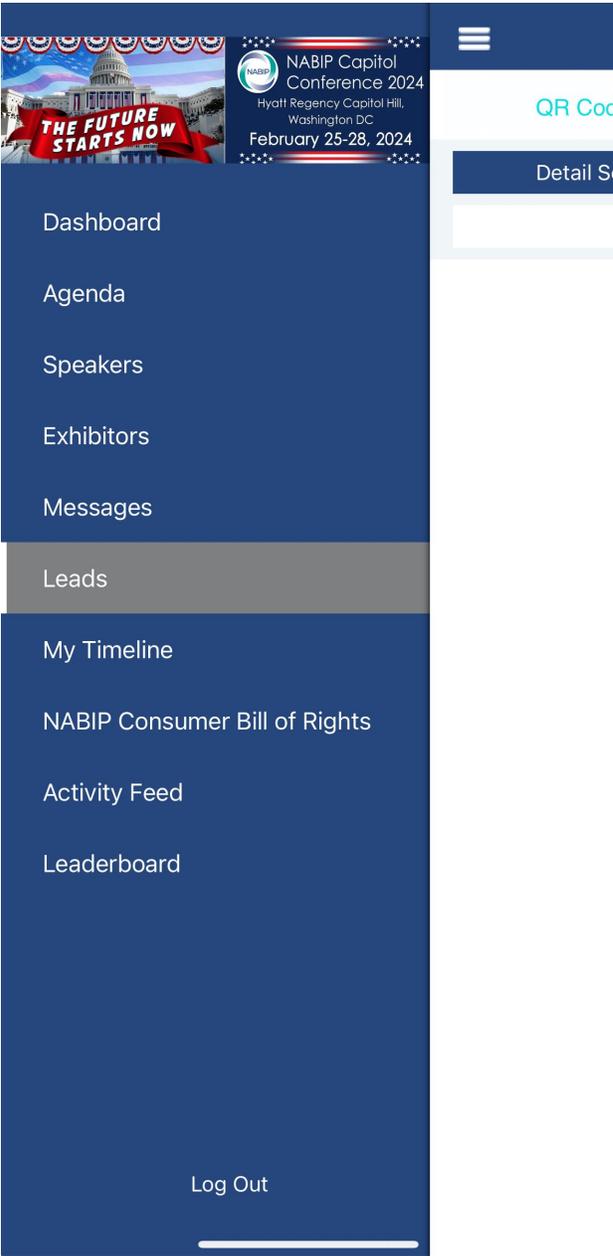
You will now be able scan new leads or update existing ones. To scan a single lead, tap the Detail Scan button.
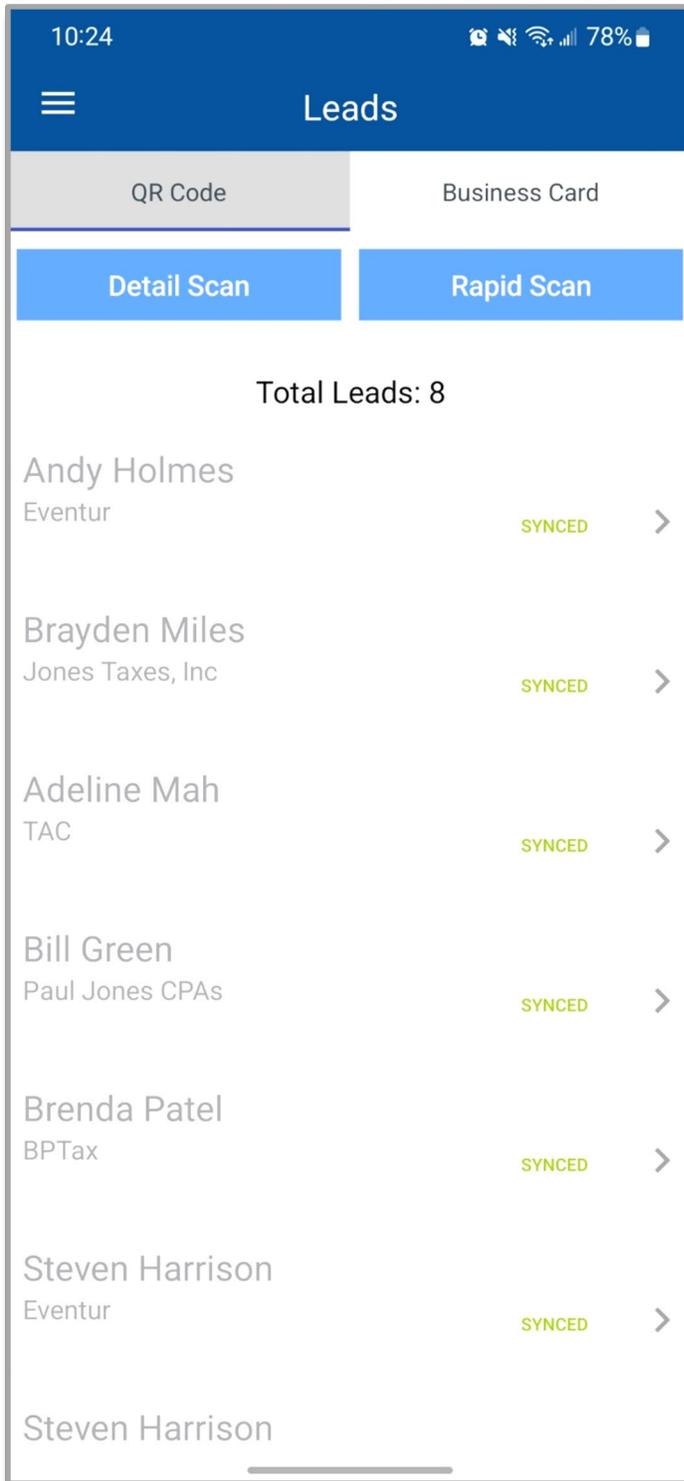
The QR code scanner will open, allowing you to scan an attendee badge. Once the scan has been captured, you will automatically be taken to the questionnaire. Any custom questions you have set up in your Exhibitor Portal will be available here. Fill out the form and tap the **<** button to save the lead. If you accidentally captured the wrong person, you can tap **Cancel** to remove the lead.

To scan multiple leads at once, tap the Rapid Scan button. The QR scanner will remain open until you close it, automatically adding any leads scanned to your list. You can then tap on the leads afterwards to edit their details and update the questionnaire.

Lead scanning will work offline, and you can confirm which ones have been synced on your Leads screen. Offline leads will show a status of "Not Synced" with an ID number in place of their name. Once you have regained connectivity, tap on the lead to sync up the details. You can answer the questionnaire while your lead has not synced, but you cannot update contact information until the sync has completed the first time.