

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 Annual Convention.

3. Click on the Edit Company button to edit your Company Logo 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.



	NABIP Annual Convention	
III Events		
Company Setup	Company	
Event Map	Company Name • Jaffe	
Event Instructions	URL* URL	
Checklist		
Users	Phone Number 1 (123) 456-7890	
Leads	Portal Admin Login ID * exhibitor@jaffe.com	
<ul> <li>Presentation</li> </ul>	Display Email ID exhibitor@jaffe.com	
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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 - PLEASE UPDATE THIS EMAIL IF IT IS CURRENTLY INCORRECT. 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.

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	Eventur Automation Conference
Events Company Map	Lupload (Please select assets as image(jpg, jpeg, png, glf), documents(pdf, doc, docx, txt, ppt), video(avi, mp4, webm)) Note: All files uploaded here will be made available to all attendees.
Upload Handouts     Exhibitor Checklist	Drop files here to upload
<ul> <li>Downloads</li> <li>Users</li> </ul>	▲ Download
🛎 Leads	Improve_Your       X       Improve

## Mobile App Lead/Contact Scanning

To begin scanning leads, log in to the event Mobile App with your user credentials (the email with which you registered for the event and the password nabip2024) and tap the Scan Booth QR/Scan Contacts option in the sidebar menu. If you wish to collect someone's name and email, scan the QR code on their name badge. These contacts will remain in the mobile app after the conference has ended and you can compare them against the post-conference full attendee list you will receive.

