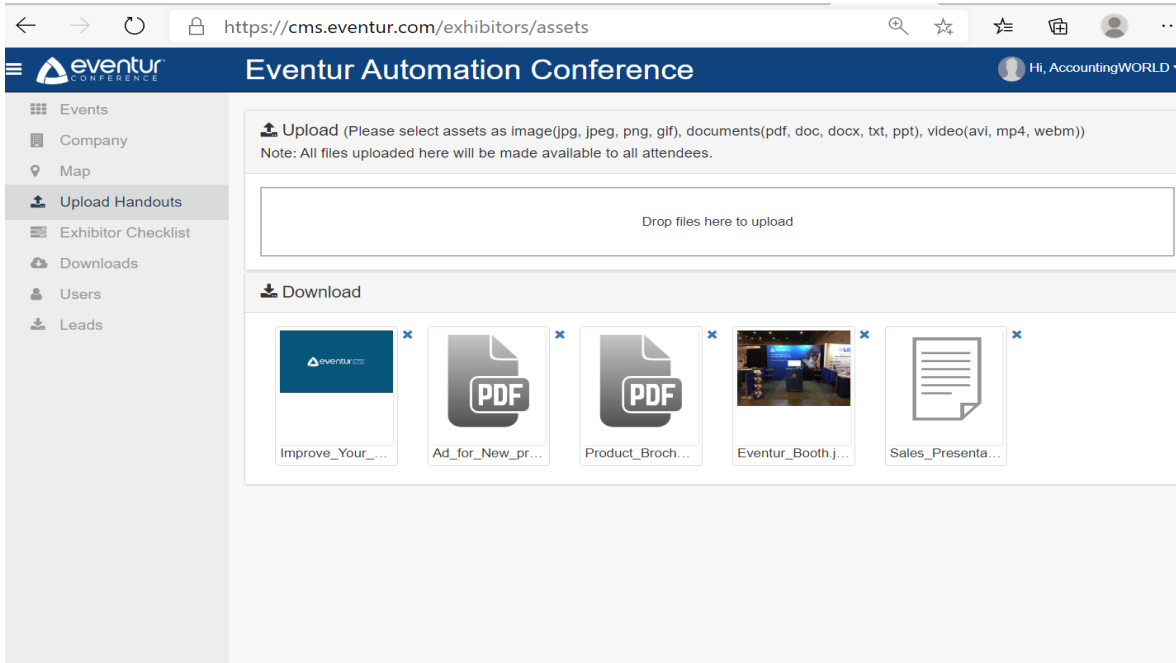




1. Login with your admin user ID at [cms.eventur.com](https://cms.eventur.com). Your portal admin login information was emailed to you. If you are missing it, please contact Ellen Wolff at [ellen@jaffecom.com](mailto:ellen@jaffecom.com).
2. Select the upcoming conference - NABIP Annual Convention.
3. 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.

**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.**



## 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.

