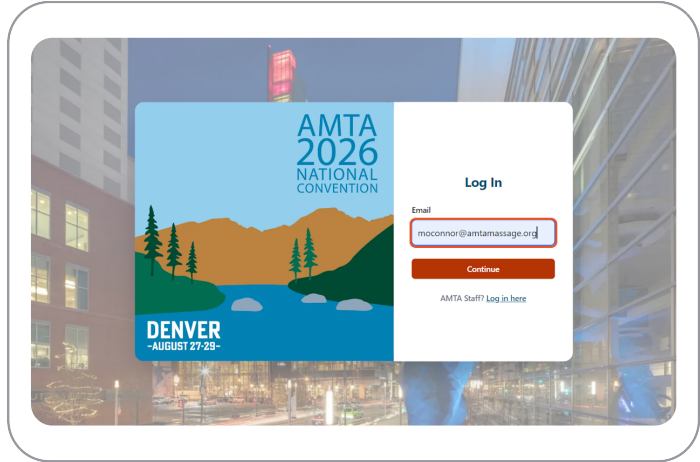
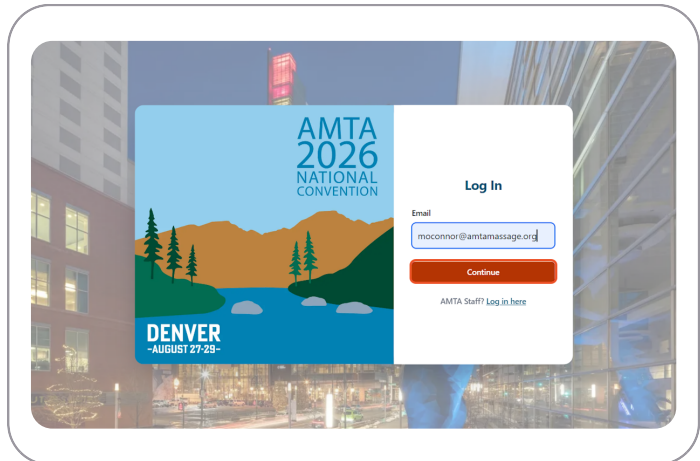




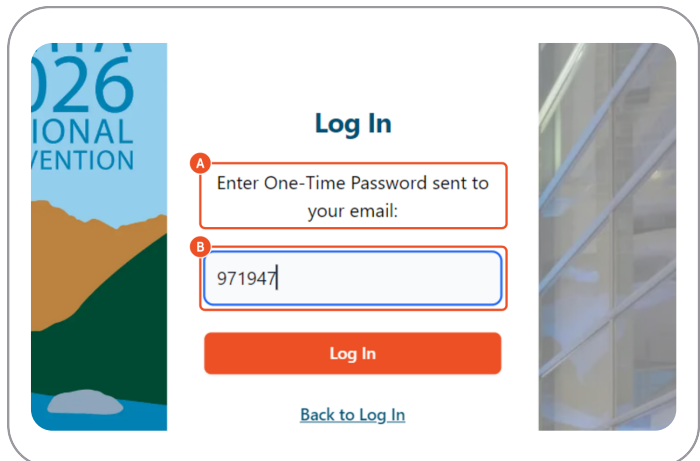
1 Type in Email



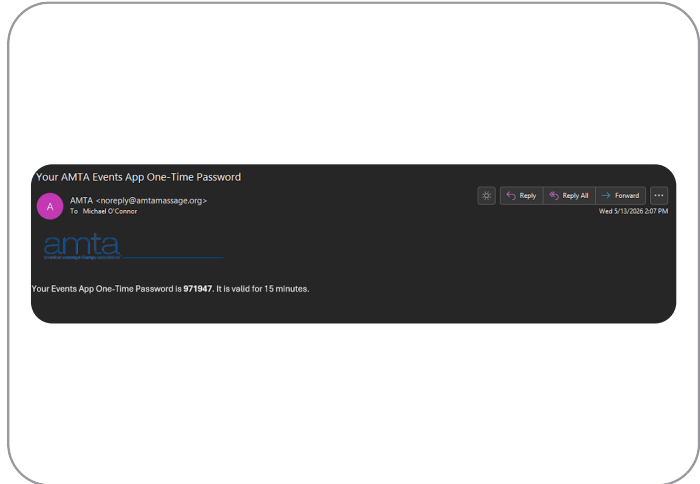
2 Click on Continue



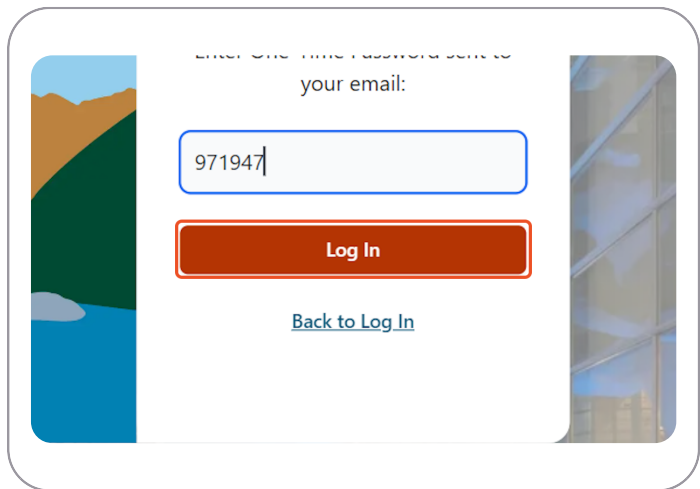
3 A. Wait for your One-Time Password to be sent to your email
B. Paste or type the One-Time Password into the text box



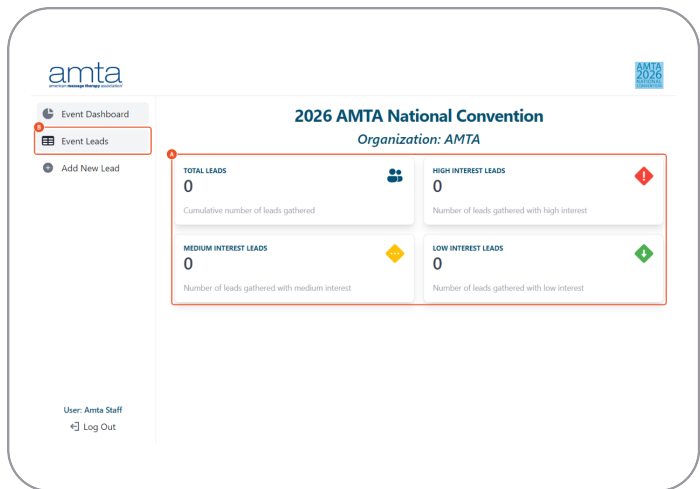
4 This is a sample One Time Password email you may receive



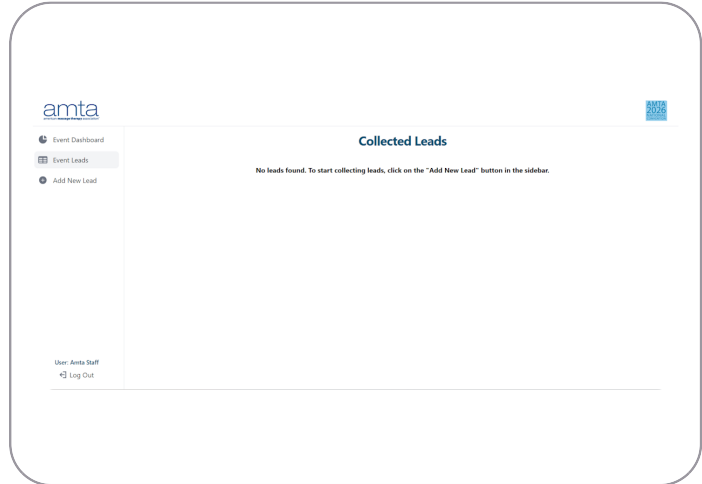
5 Click on Log In



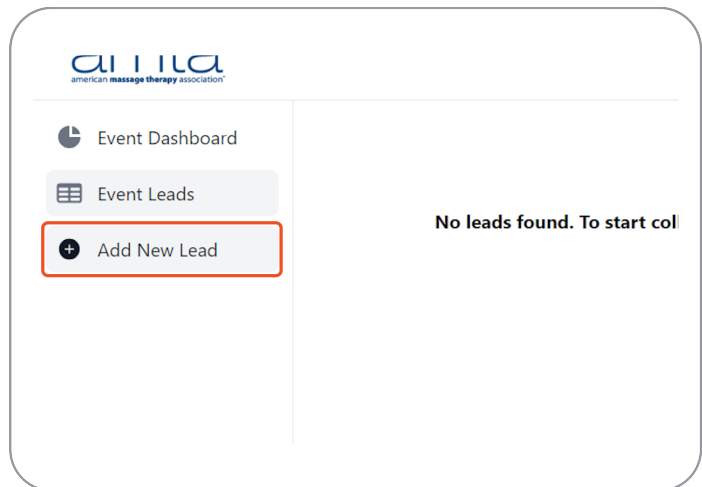
6 A. This is your main dashboard. Here you will be able to see all the various leads you may have.
B. Click on Event Leads



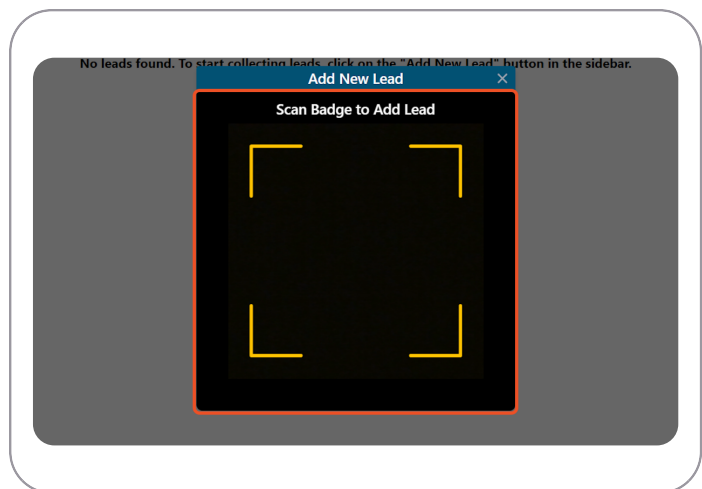
7 This is your event leads page. Your leads will populate as you collect more of them.



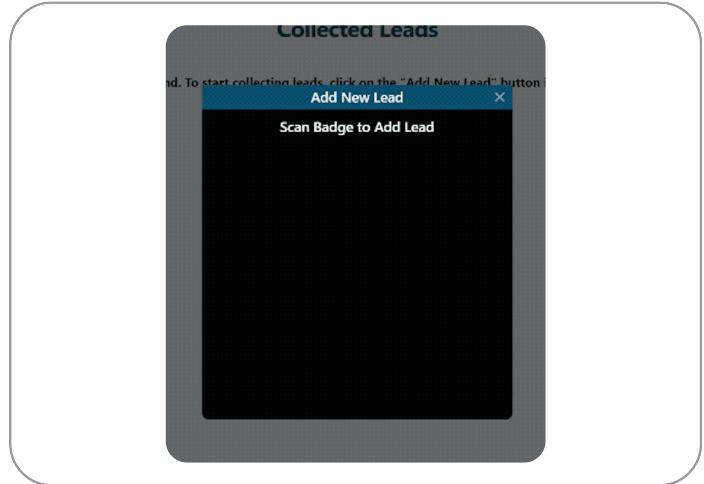
8 Click on Add New Lead



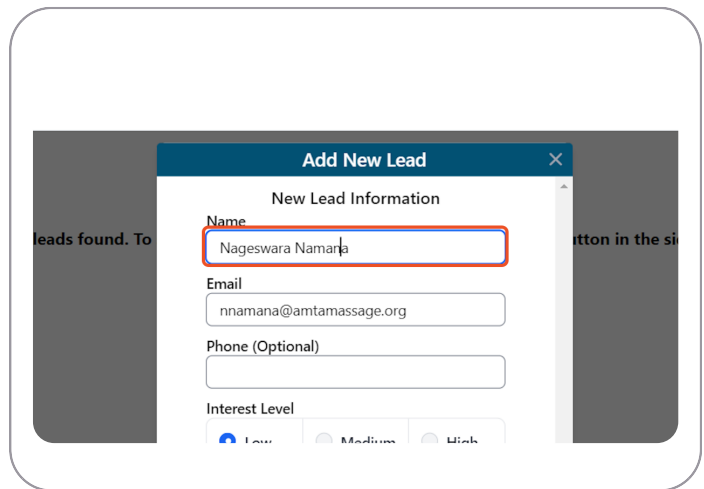
9 This is the QR code scanner that will add new leads. All you need to do is to scan the lead badge's QR code, and you will be able to add them to your leads list



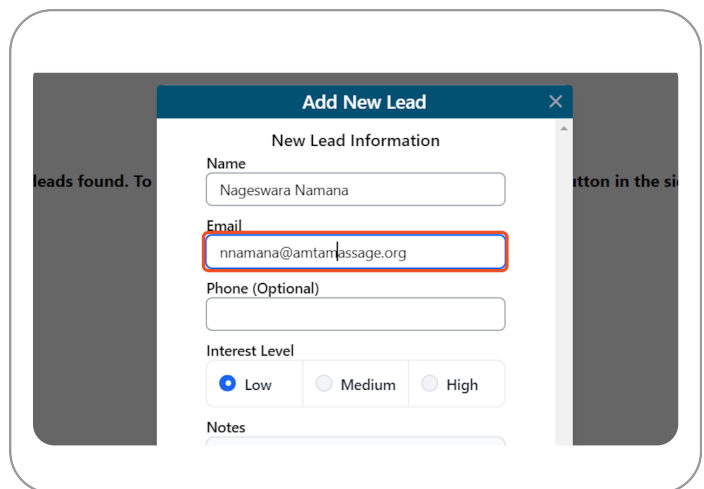
10 This is an example of the scanning of the QR code



11 Click on Name and edit as needed



12 Click on Email and edit as needed



13 Click on Phone and edit as needed

The screenshot shows a form titled "New Lead Information" with the following fields: Name (Nageswara Namana), Email (nnamana@amtamassage.org), Phone (Optional) (empty), Interest Level (Low selected), and Notes (Write your thoughts here...). The Phone field is highlighted with a red box.

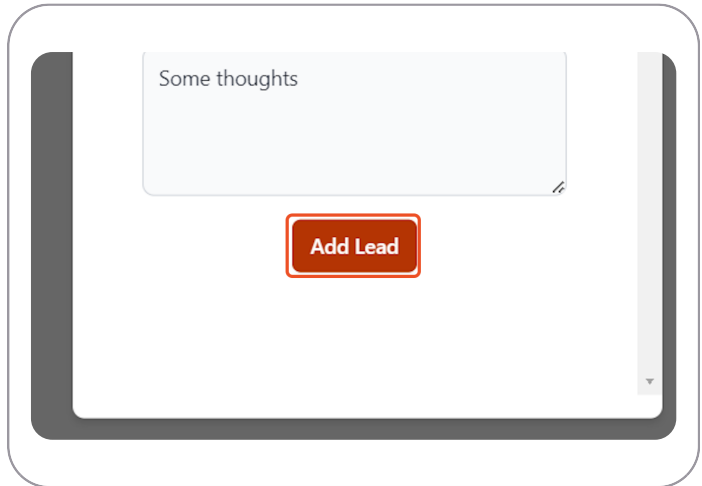
14 Select an interest level for the lead

The screenshot shows the form with the Phone field empty, Interest Level (Medium selected), and Notes (Some thoughts). The Medium radio button is highlighted with a red box.

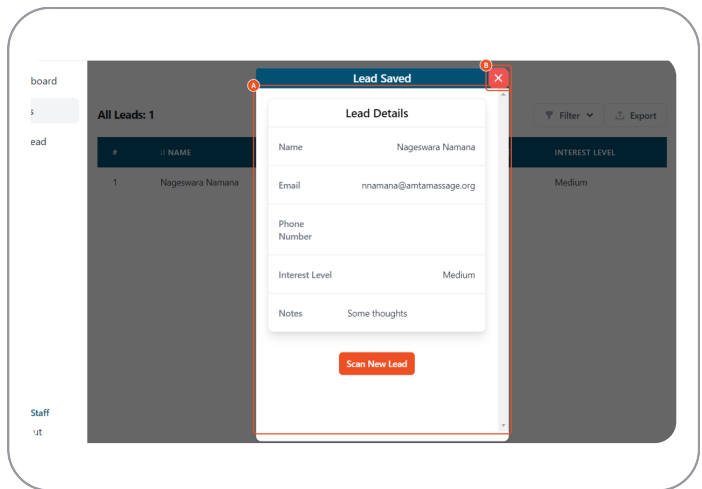
15 Type in additional Notes about the lead as needed

The screenshot shows the form with the Notes field containing "Some thoughts" and the Add Lead button highlighted with a red box.

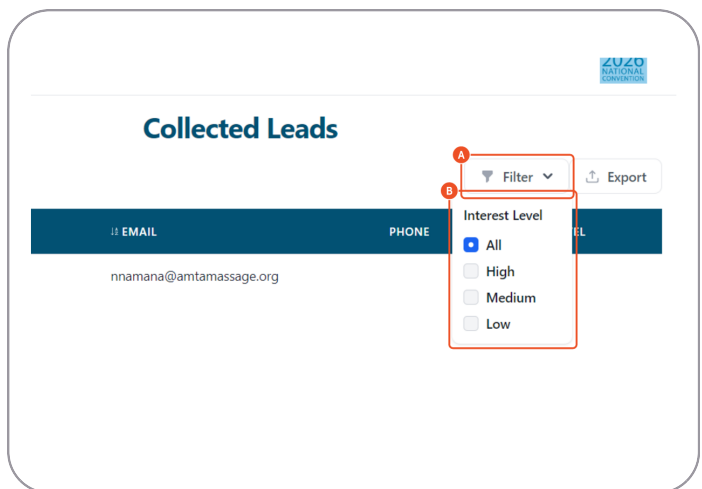
16 Finalize by clicking on Add Lead



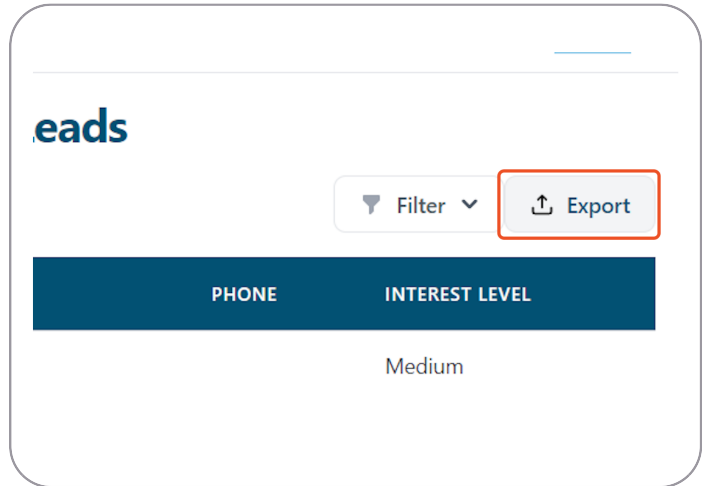
17 A. You have now saved the lead information. You can continue to scan more leads with the button at the bottom.
B. If there are no more leads to scan, you can close the window on the top right.



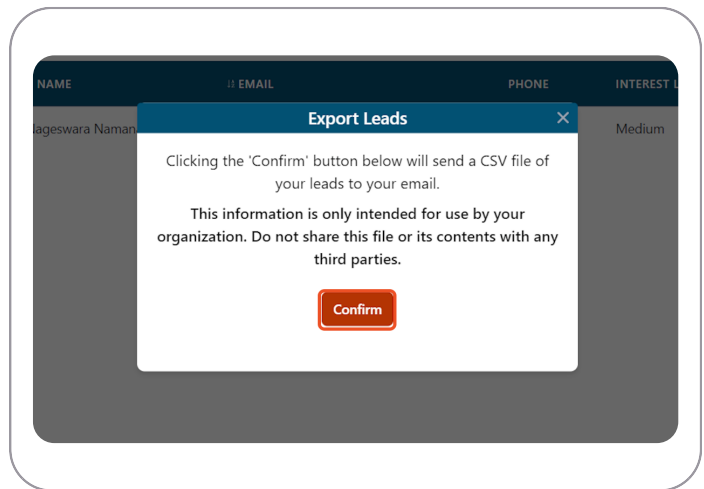
18 A. Click on Filter
B. Select an Interest Level
This will allow you to filter your leads based off their various interest level.



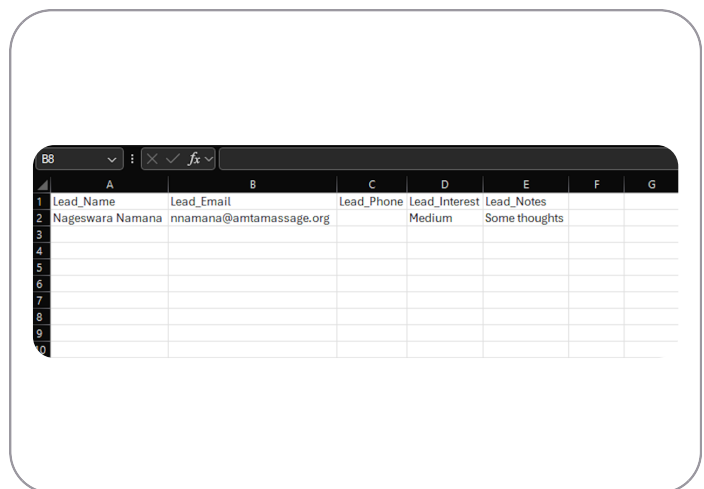
19 Click on Export



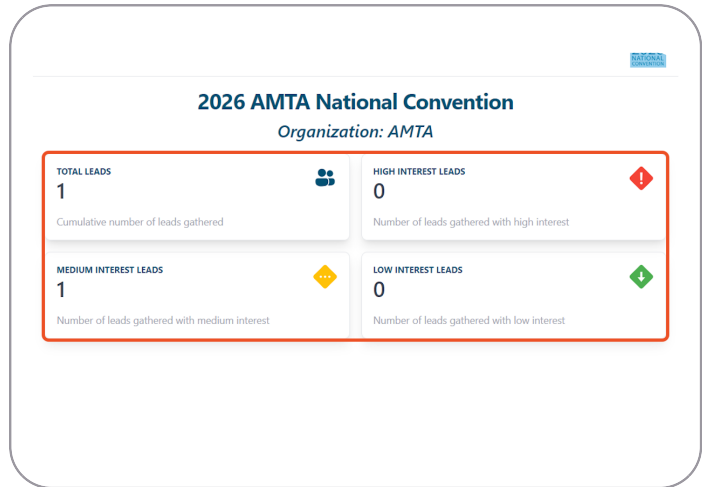
20 Click on Confirm
This will email the leads file to the logged in exhibitor's email address.



21 This is an example lead csv file you will receive after exporting



22 If you return to to the Dashboard. You will see that the lead has been added at the appropriate interest level.



23 If you have any additional questions, please send them to lkozak@amtamassage.org.

