



# EXHIBITOR BADGE SCANNING & LEAD RETRIEVAL PROCESS

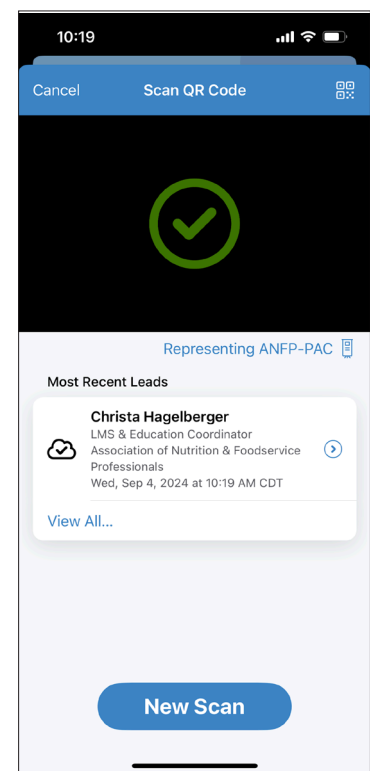
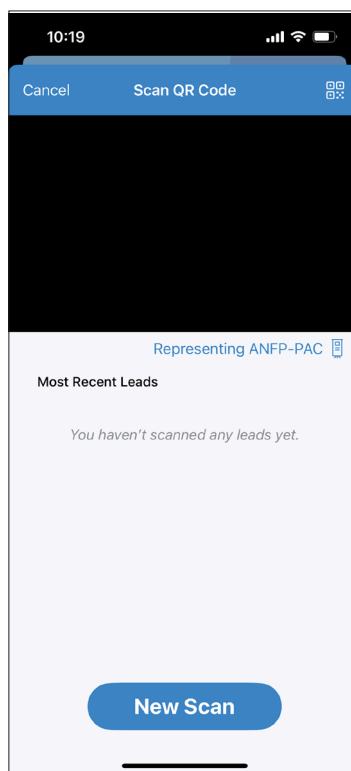
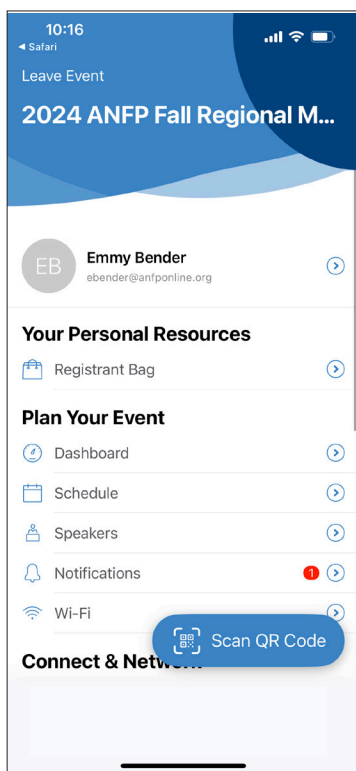
## Logging In

1. Download the ANFP Mobile app from the App Store (for iPhone) or Google Play (for Android). Once downloaded, proceed to step 2.
2. Open the app and select “Events” from the bottom menu. Select “2024 ANFP Fall Regional Meeting - Springfield, MA” and then select “log in with email link.”
3. Follow the log-in instructions. **NOTE:** You must use the e-mail address you used for event registration in order to access all lead retrieval features.

## Scanning Badges

Follow these instructions during the Expo to scan badges for lead retrieval:

1. Select the main menu icon at the bottom righthand corner of the screen (*this may be labeled differently on Apple and Android devices*). Then, select the QR scanning icon. You may be prompted to allow the app to access your camera in order to scan leads. Select “New Scan.”
2. You will see a note that you are scanning leads on behalf of your company. Scan the QR codes on attendee badges. Your camera will automatically capture the QR code and store the lead. *If you have trouble scanning badges, it's possible that the glare of the badge holder is not allowing your phone's camera to scan properly. If this is the case, you can try scanning badges outside of the badge holder.*
3. Continue scanning attendee badges throughout the Expo.



## Accessing Leads

Follow these instructions to access the leads you gathered following the Expo:

1. In order to access leads, you must log in to the event's desktop site. Lead reports cannot be accessed via the mobile app, so following the expo, you will need to use your computer to visit: <https://events.rdmobile.com/Events/Enter/18043>
2. Once you log in (using the same login information as the mobile app), navigate to 'Sponsors & Exhibitors' under the 'Connect & Network' menu on the lefthand side of the page.



3. Next, find and select your company's listing, and click on "Edit." **NOTE:** Only the booth staff from your company will have access to the edit button.



4. Select "QR Leads" list. A CSV report will be automatically downloaded. The report includes attendee information, the representative who scanned each badge, and any notes you may have input about attendees while scanning their badges.

