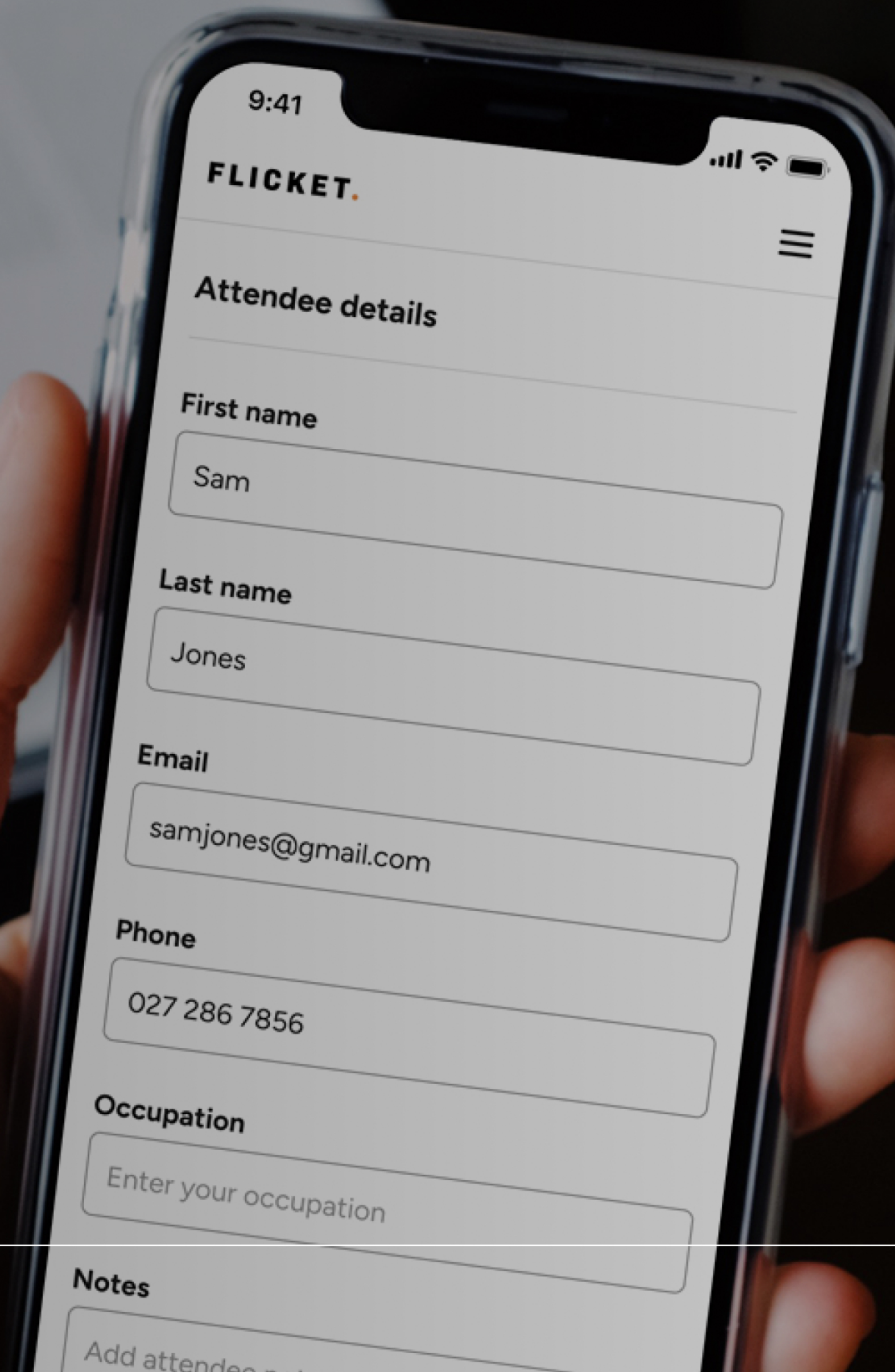


FLICKET.

# Lead Capture Scanning App for Exhibitors



9:41

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Attendee details

First name

Sam

Last name

Jones

Email

samjones@gmail.com

Phone

027 286 7856

Occupation

Enter your occupation

Notes

Add attendee



# Important!



## Ensure Wi-Fi Connectivity

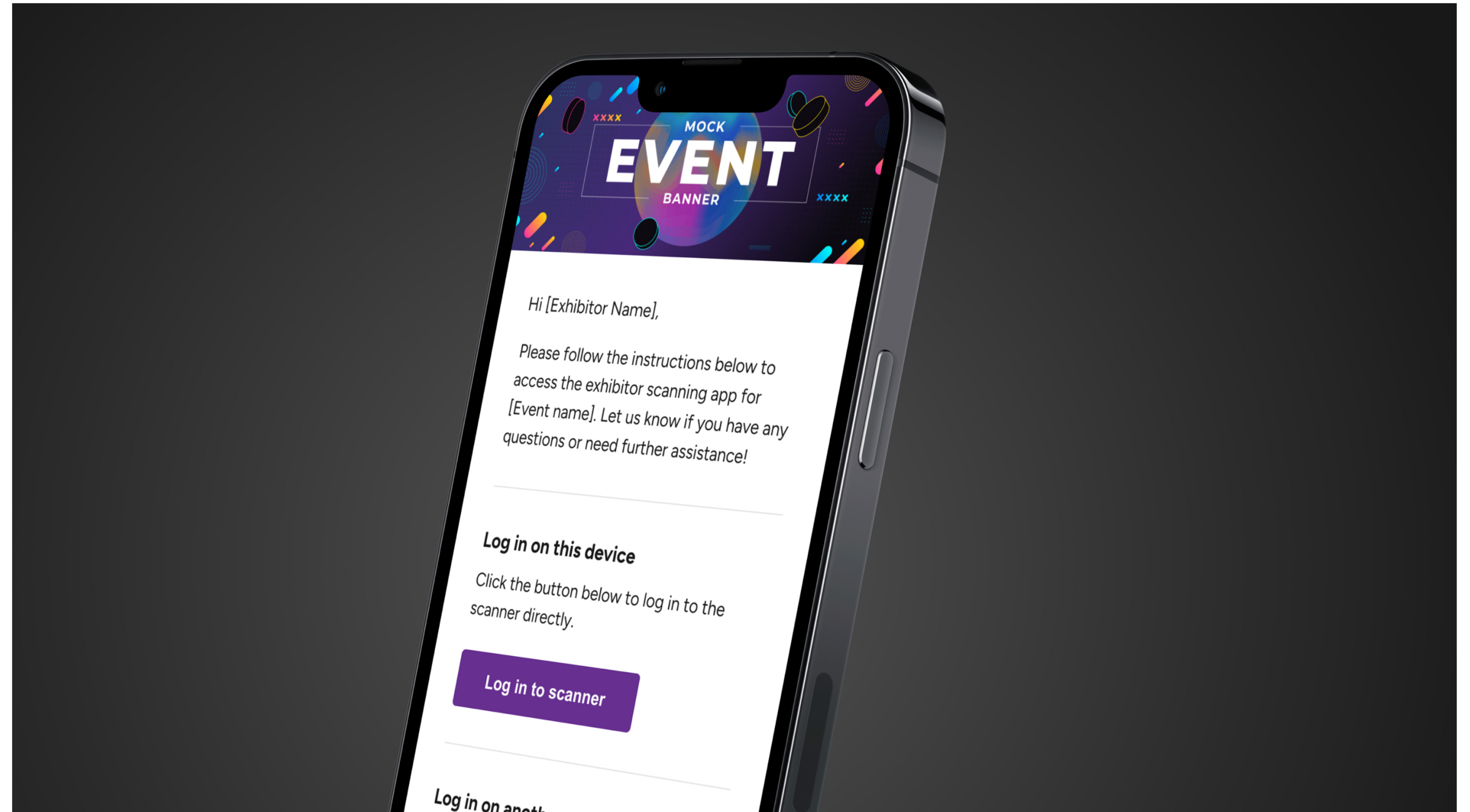
To use the app successfully, make sure that you have a stable Wi-Fi connection on the day of the event. This is essential for seamless functionality and access to all features.



# Accessing the Lead Capture Scanning App

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The Event Producer will add you to their event, and you'll receive log in details for the scanning app.



# Getting started for Exhibitors

Exhibitors need a mobile or tablet device to access the app.

1 They must enter their name before they can start scanning leads.

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Exhibitor Scanner

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Wellness Australia

Sales person

Enter the sellers name to identify leads.

e.g. John Smith

Enter

2 Once their name is entered, they can access the scanning dashboard.

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Exhibitor Scanner

Scan attendees

Scan digital tickets quickly and start registering interest.

Scanner

Register lead manually

Attendee details

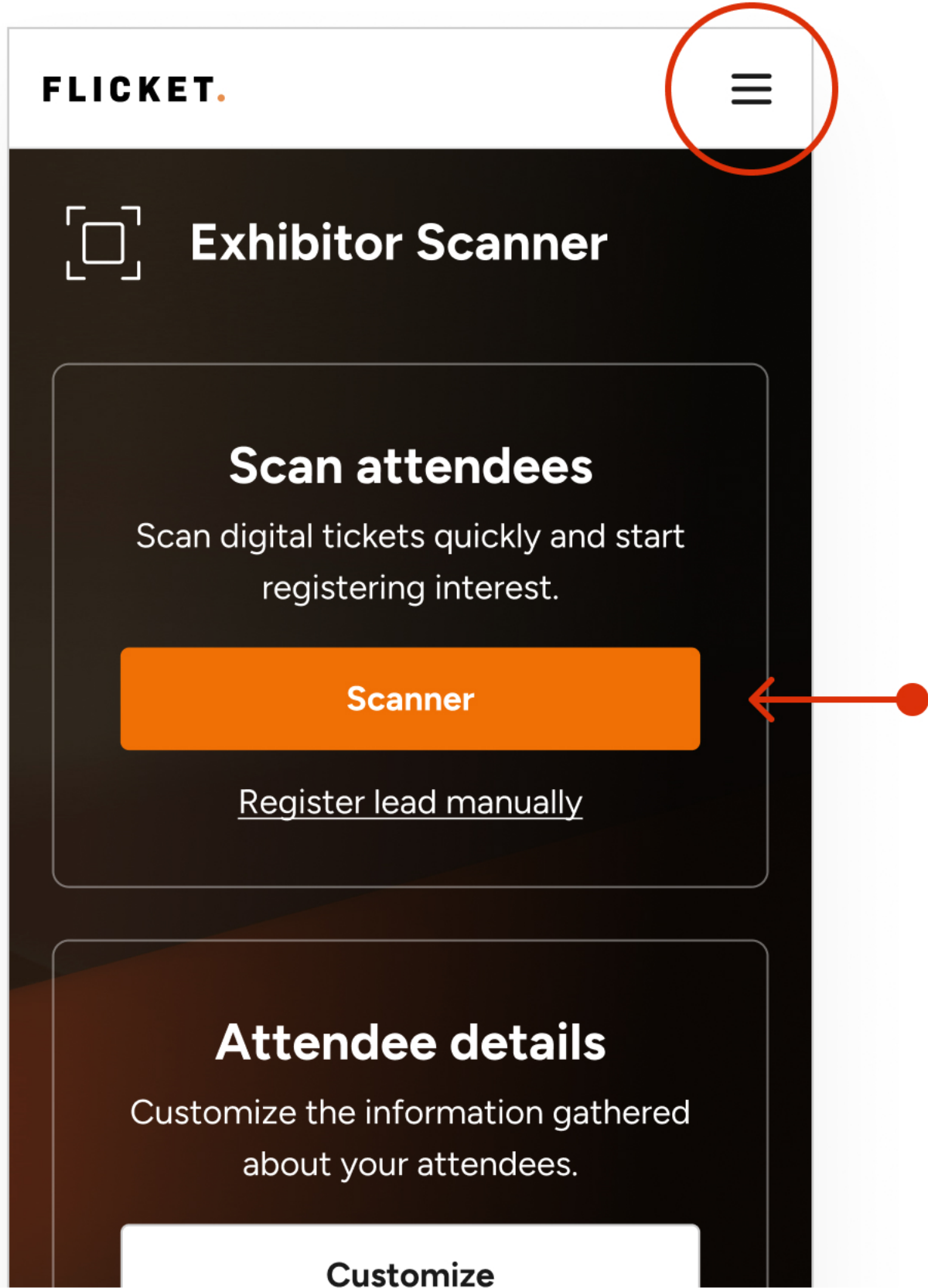
Customize the information gathered about your attendees.

Customize

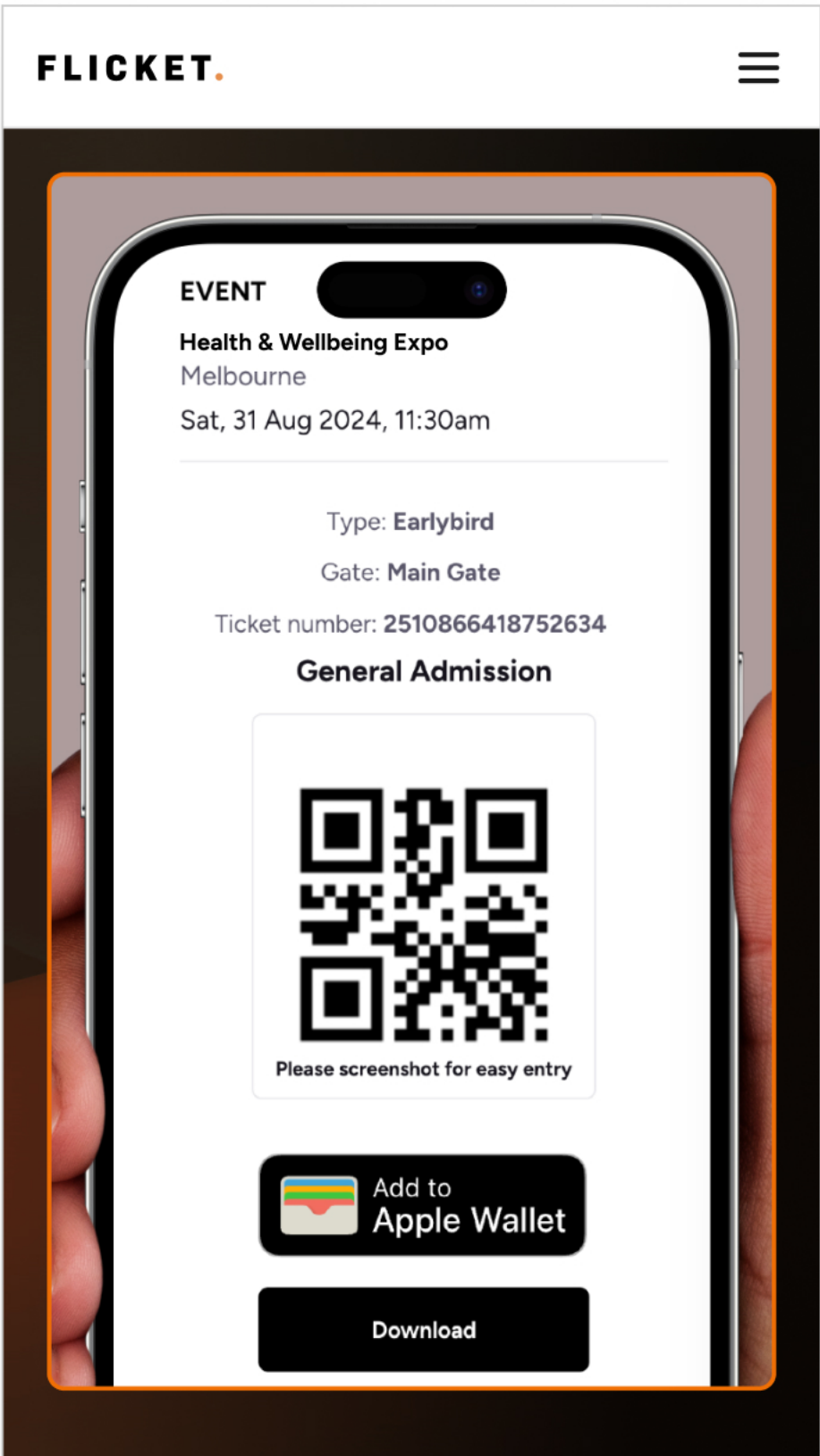


# Scanning Attendees

1 Exhibitors can go to **Scanner** from the dashboard or the menu in the top-right corner.



2 The scanning screen will allow them to scan both digital and printed tickets.



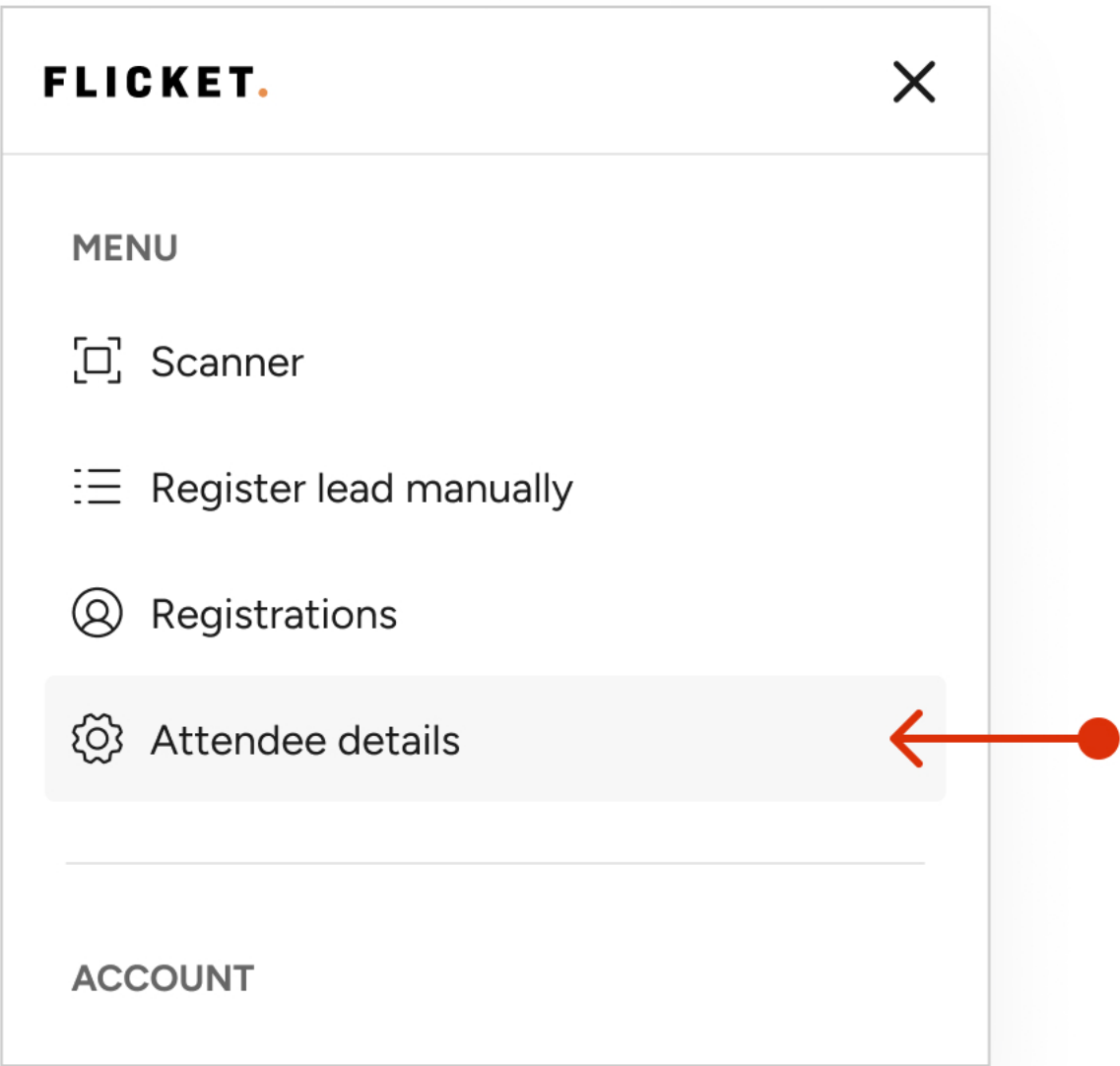


# Customizing lead capture forms

If custom questions are enabled:

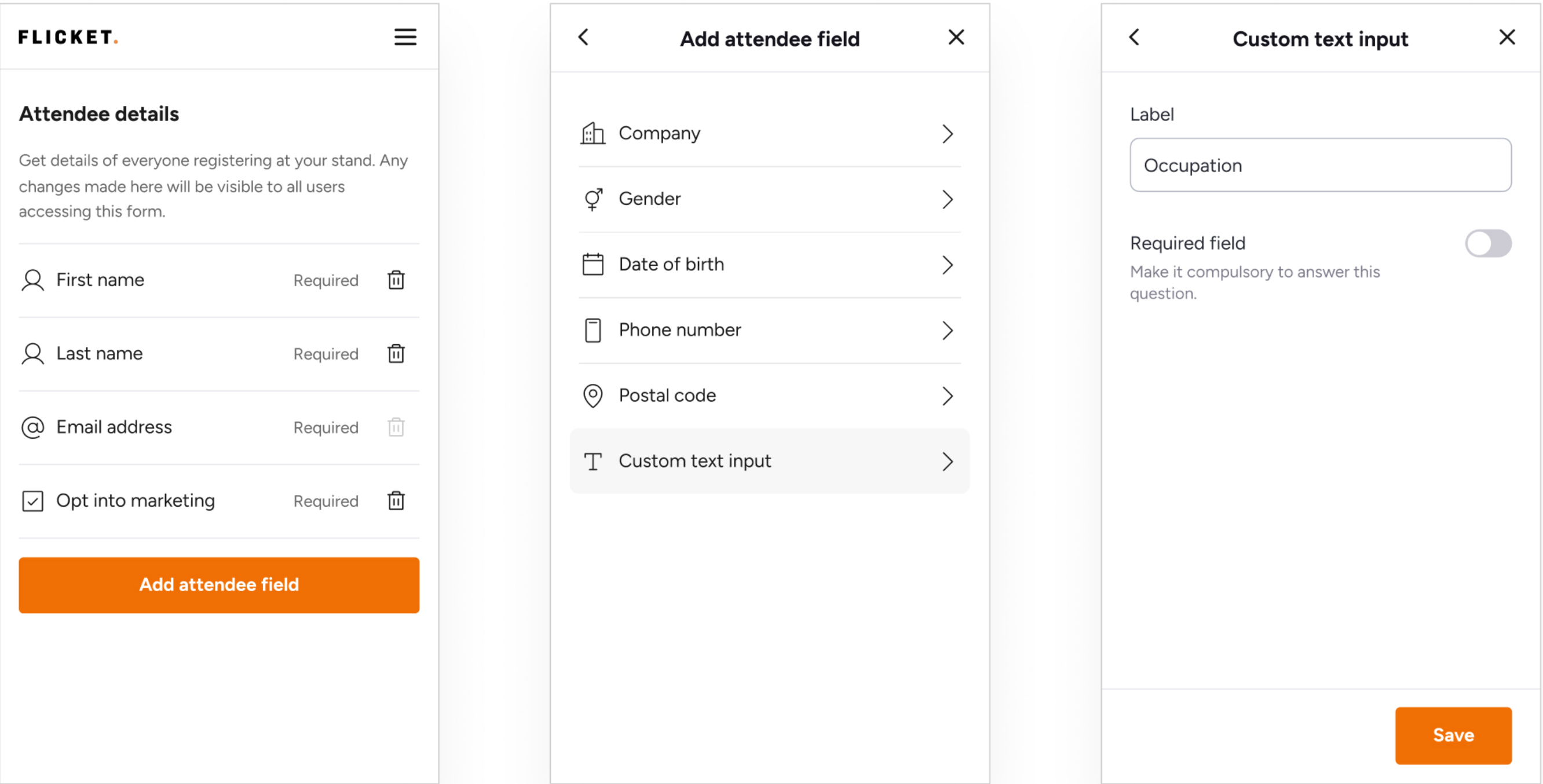
- 1

Exhibitors can edit the lead capture form by selecting Customize from the dashboard or **Attendee details** in the top-right menu.



- 2

They can add, remove, or edit fields and set them as mandatory or optional.



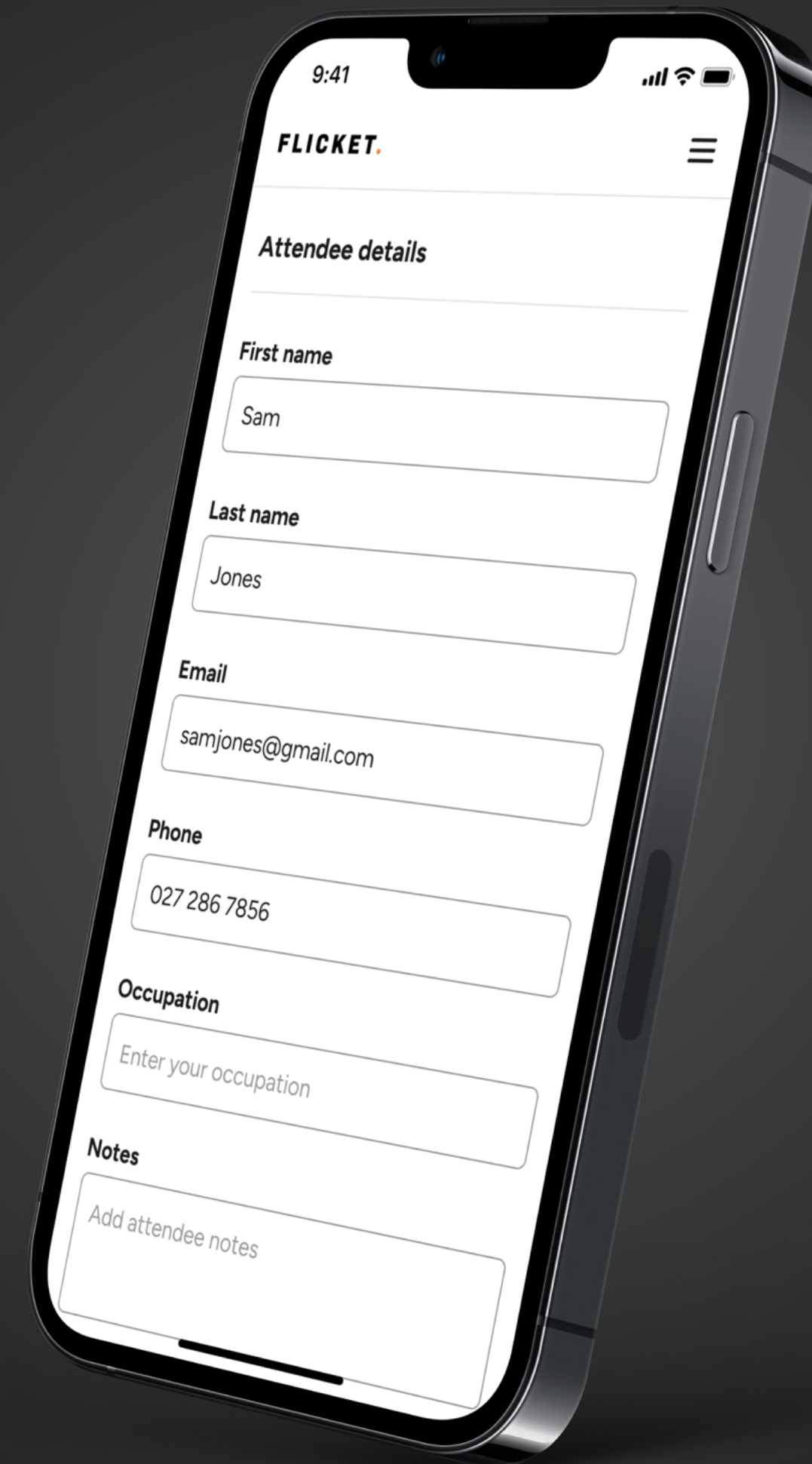


# Customizing lead capture forms cont...

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When a ticket is scanned, the attendee will see the customized questions in the form.

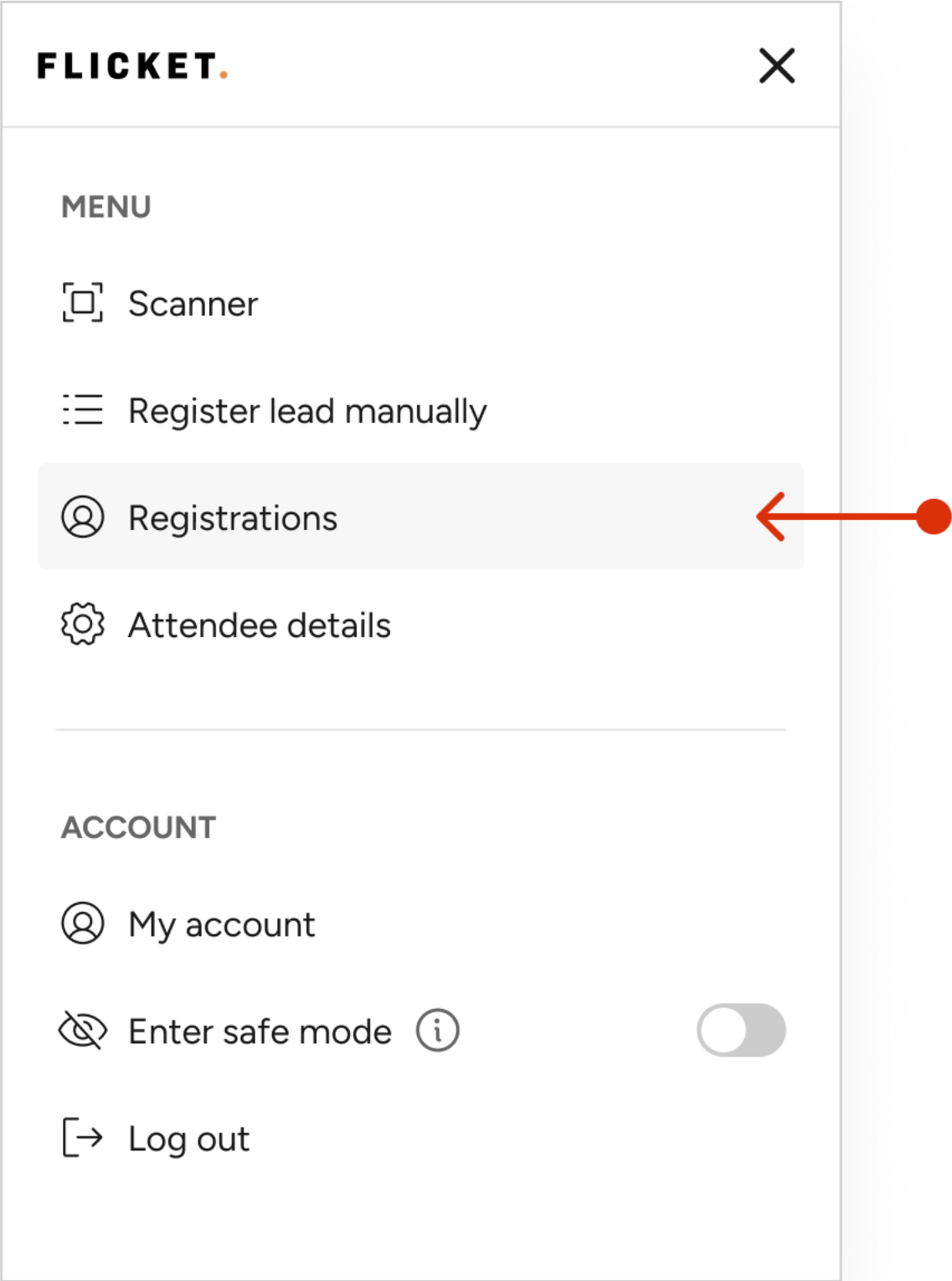
If an attendee does not fill out any details beforehand and arrives at an exhibitor stand to provide their information, all mandatory fields will be attached to their ticket. This data can then be reused at other exhibitor stands without requiring the attendee to fill out their details again.



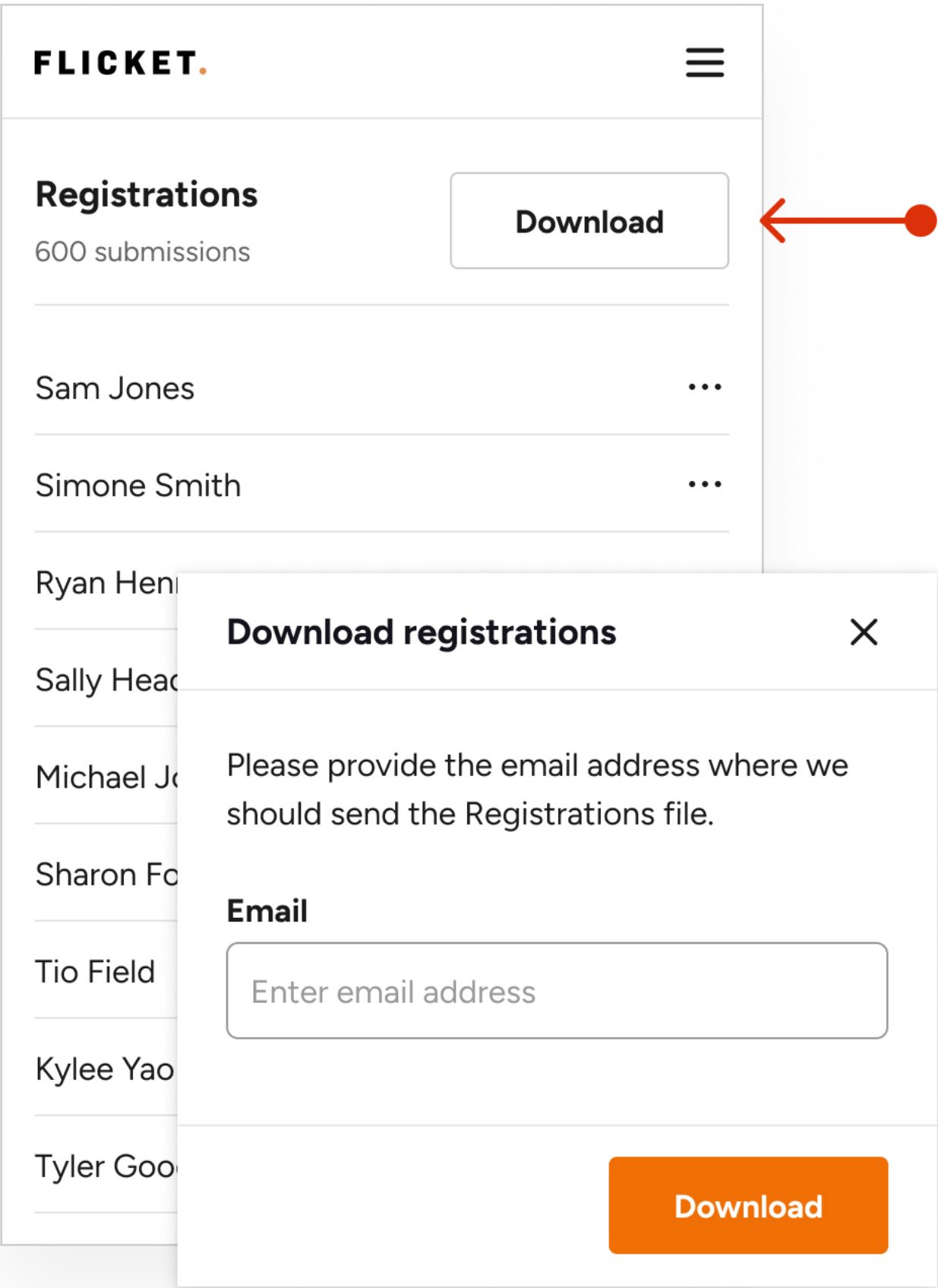


# Accessing and downloading leads

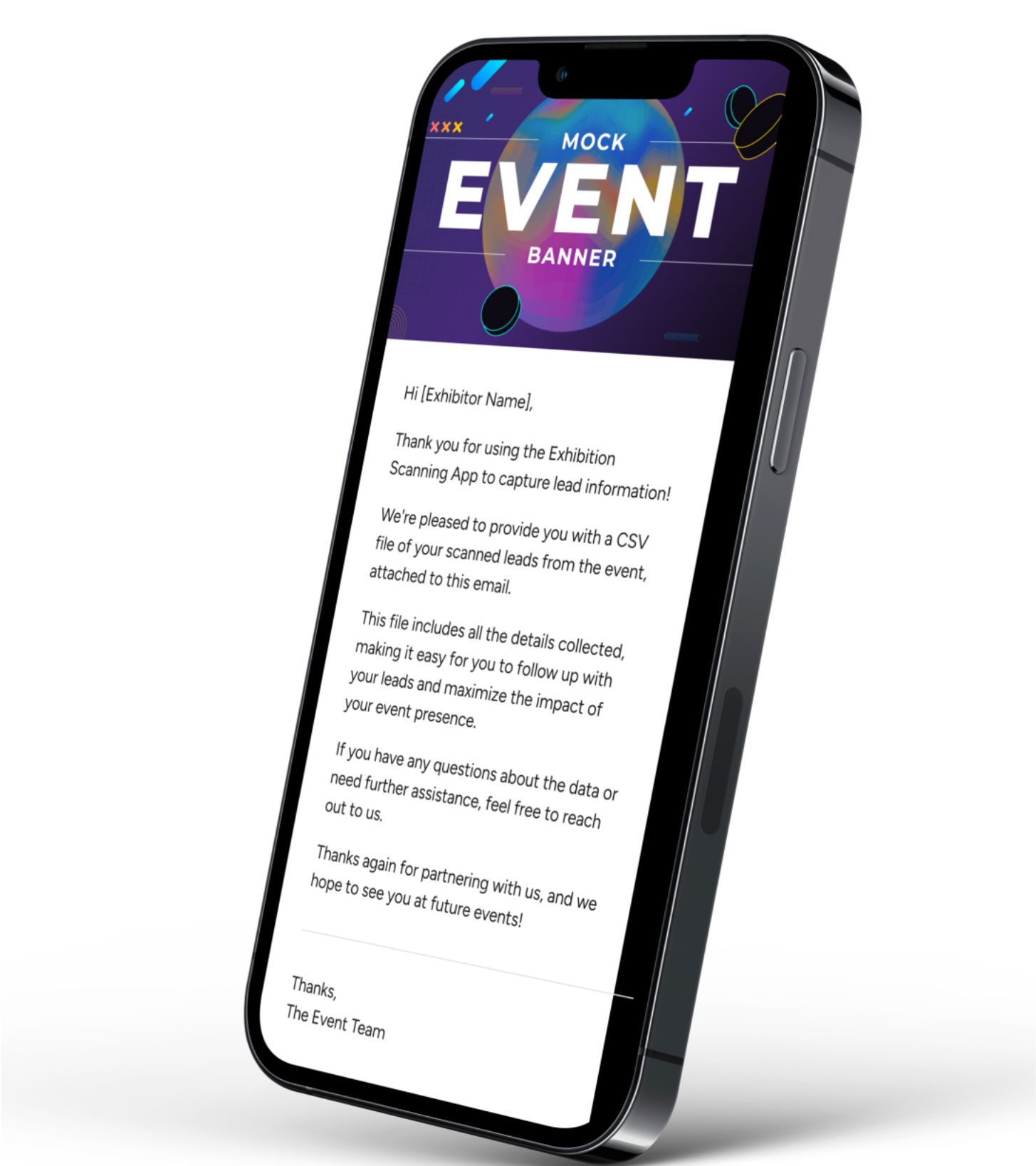
- 1 Exhibitors can view captured leads by selecting **Registrations** from the top-right menu.



- 2 To download the list select **Download** and enter their email address.



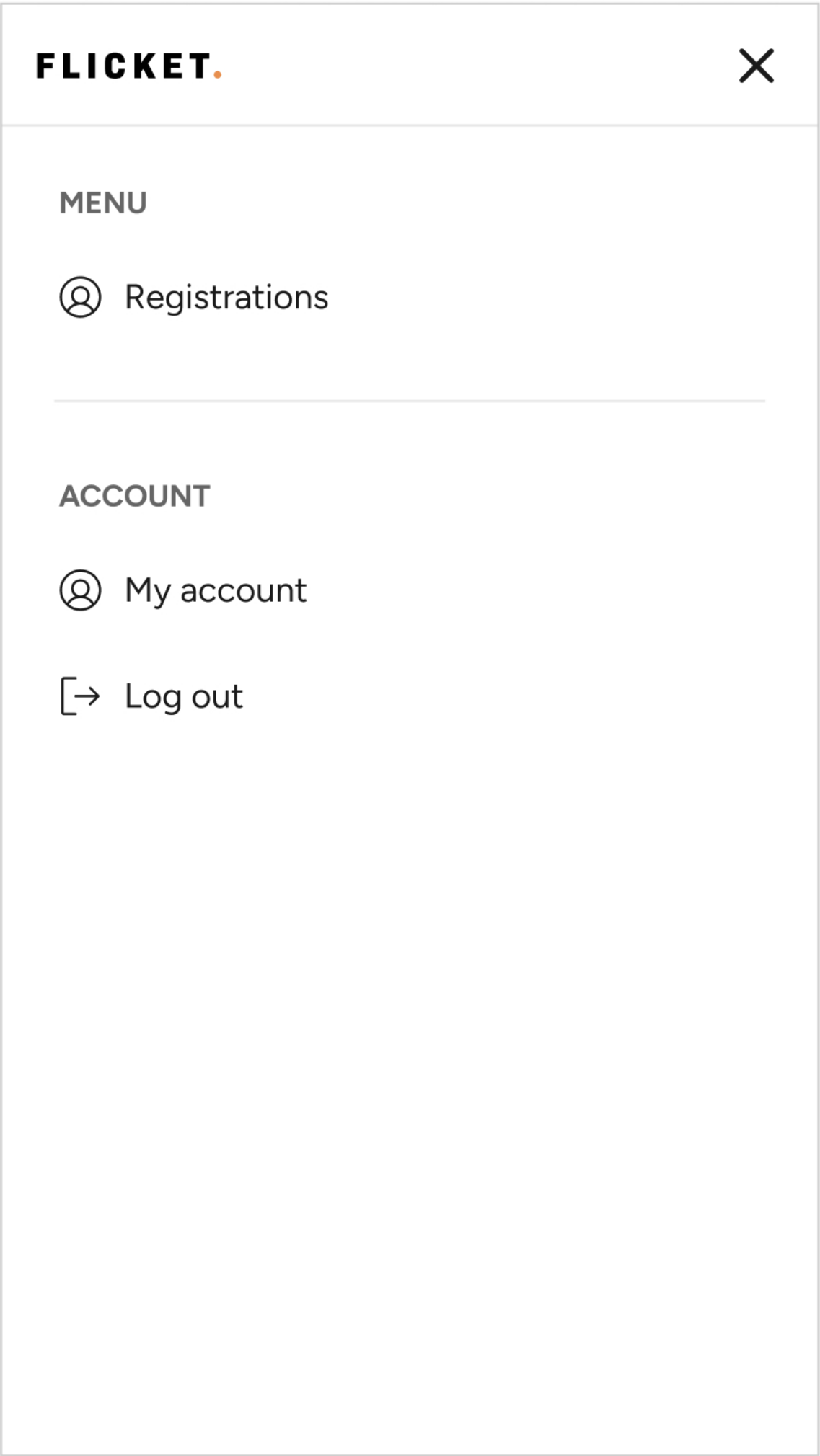
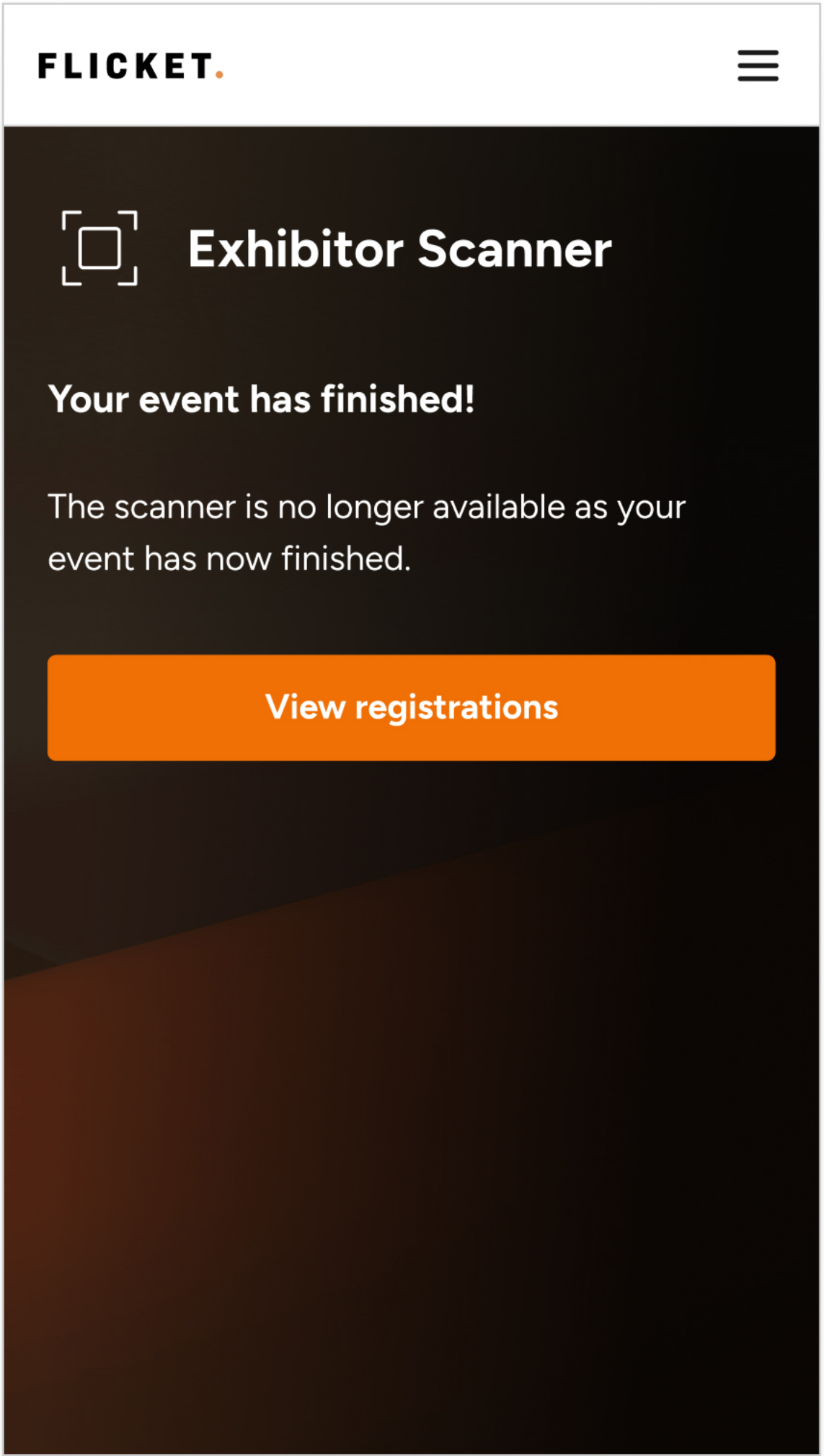
- 3 They will receive a CSV file to their inbox with all captured registrations.





# Post-event

Exhibitors will automatically receive another CSV file with all registrations when the event ends. They can still access the app post-event but will only be able to view registrations, not scan new leads.





# What if the Attendee bought their tickets at the Box Office?

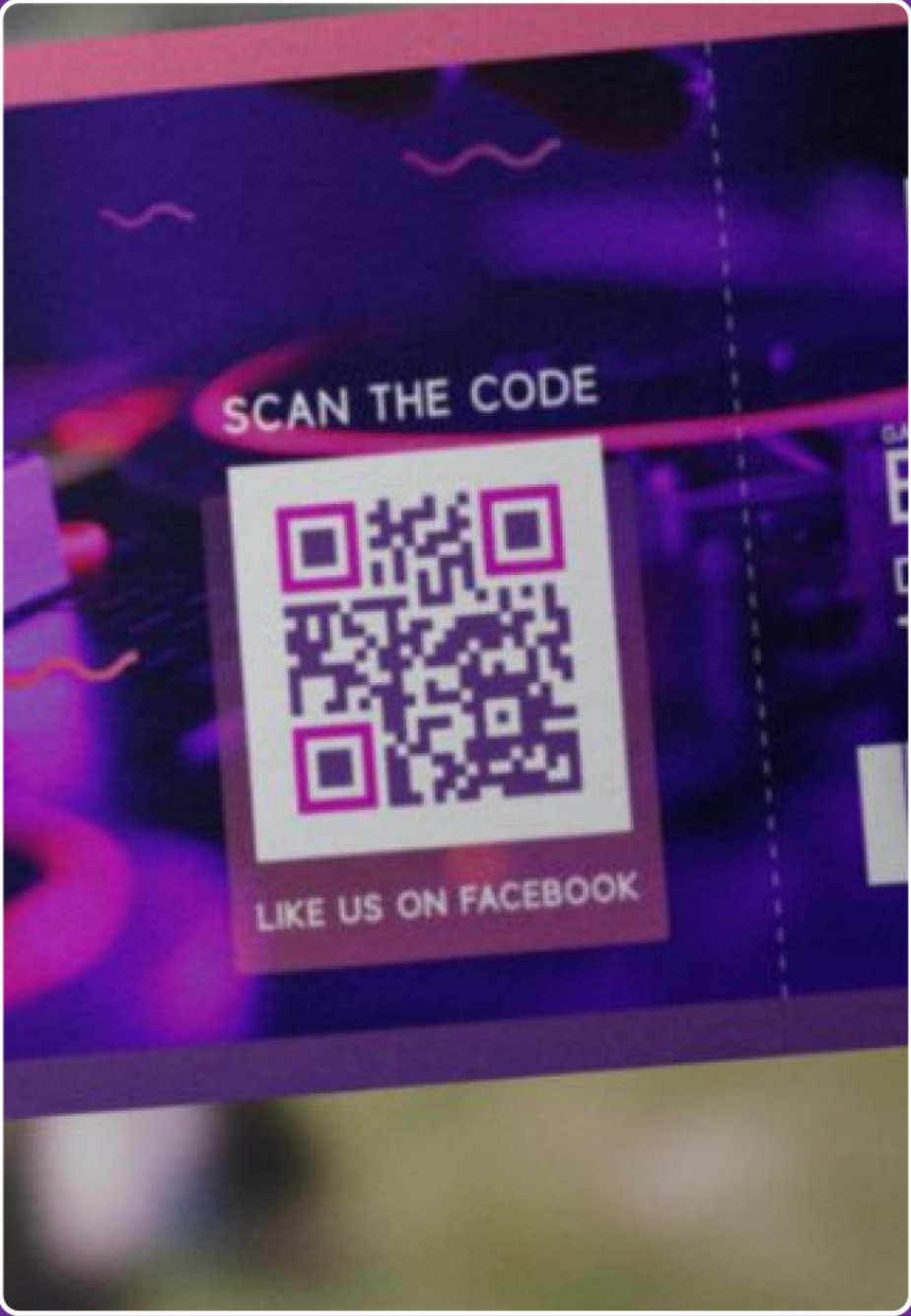
You can prompt the attendee to scan their printed ticket using their mobile device’s camera. This will bring up a lead capture form where they can submit their details.

The information collected here will be linked to the ticketing data, eliminating the need to provide it again at each stand.

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Scan your ticket



Health & Wellbing Expo

Sat 30 – Sun 31 August 2024 • 11:30 am

Register your details

First name

Sam

Last name

Jones

Email

samjones@gmail.com

Phone


027 286 7856

☐ By registering, I consent to receiving updates from the Health & Wellbeing Expo.

Register

Health & Wellbing Expo

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Thank you!

Your ticket can now be scanned at any exhibitor stand.

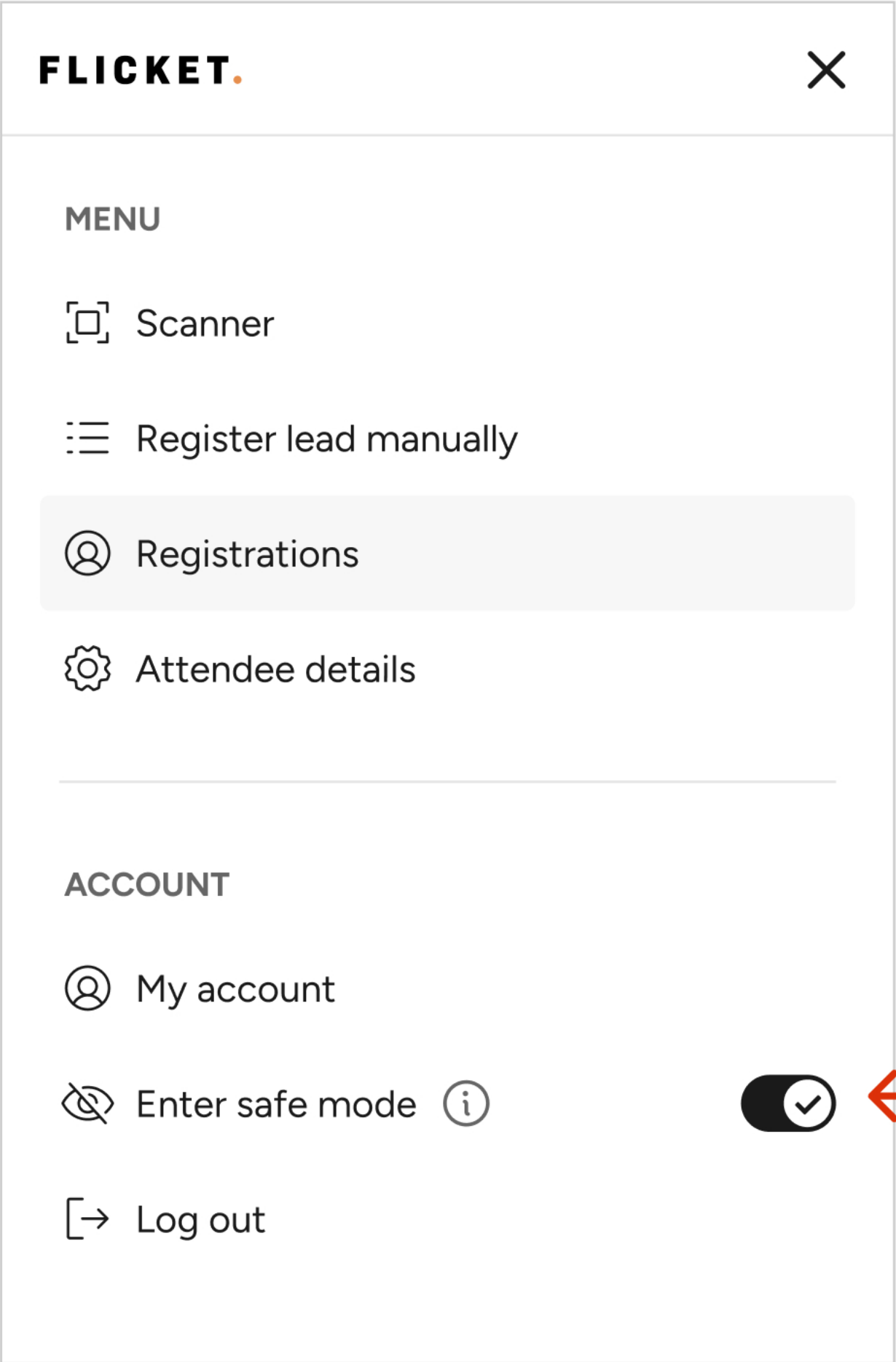
Event information



# How to use Self-Scan Kiosk Mode (Safe Mode)

The self-scan kiosk feature is designed to enhance data security and streamline lead capture for exhibitors.

By enabling **Safe Mode**, you can set up a tablet on your stand for self-scanning while ensuring that registration data remains secure and inaccessible to casual users.





# How to use Self-Scan Kiosk Mode (Safe Mode) cont...

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## Steps to enable Safe Mode

- 1 **Access the menu navigation:**
  - Open the Lead Capture Scanning App on your tablet.
  - Navigate to the menu and select the option to enable Safe Mode.
- 2 **What Safe Mode does:**
  - Hides all registered data from view.
  - Ideal for casual staff managing the scanner or for allowing potential registrants to scan their tickets themselves.
- 3 **Place the tablet on the stand:**
  - Position the tablet securely on your kiosk stand for attendees to use.
  - Ensure the tablet is fully charged or connected to a power source to avoid interruptions during the event.

## Switching back to Full Mode

- 1 **Log out of Safe Mode:**
  - Tap the logout option within the app.
- 2 **Log back in:**
  - Use the login link sent to your email to access full mode again.
  - This will restore access to all registration data as needed.

### Tips for best use

- **Always keep Safe Mode enabled** on self-scan kiosks to prevent unauthorized access to sensitive data.
- **Keep the tablet charged:** Regularly check that the tablet is charged or connected to power to ensure continuous operation.
- Test the setup before the event to ensure smooth operation and ease of use for attendees.