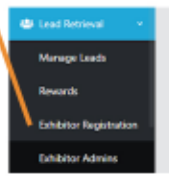# Conference Leads - Quick Start Guide
Exhibitor Admin

Conference Tracker App Exhibitor Admin

Register

You should set the device to the room you are in for signing in/out attendees so the device can pull the schedule for the conference
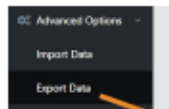
Login

After registration you will need to access your web portal go to conftrac.com and login using your registration information

Export Leads

Under Advanced Options select Export Data. This is where you can download an Excel/CSV/HTML file format of the leads for your entire company including the representative who captured the lead at the conference. Now simply upload the data to your CRM or other databases

Create Passwords

Click on Exhibitor Representatives to create secure passwords for your reps.

Qualifying Questions

To create custom qualifying questions on the app you'll need to click on Leads>Edit Leads Survey in the web interface first

The Leads Survey allows you to add any text, lists, checkboxes, and options such as required responses for a question in the survey

Lead Analytics

Under **Leads Retrieval-> Manage Leads-> Analytics**, you can view leads analytics sorting data by general numerical data, leads by date, leads percentage by representative, leads by representative, and leads by time of day

Register

Register using the link sent to you by your conference organizer. You will create your user login information during the registration process.

You can locate your domain in the registration link: it will look similar to the one below

http://www.conftrac.com/domain/exhibitor

The **email address** (username) and **password** entered here will be used to login to your **Conference Leads app and web portal**. Be sure to store your password in a secure place. If the administrator will be using the Conference Leads, check the box called **"Enable Conference Leads."** If the administrator will not be using lead retrieval, then the first box should remain unchecked.

To register for lead retrieval licenses, check the Register Representatives box and check the Enable Conference Leads for each representative.