

Lead Scan Instructies

As an exhibitor you can use the Ignite Capture app to scan attendees and generate leads from their own mobile devices.

Important: Please 'allow' camera access when prompted to enable QR scanning.

To download and login

1. [Click here](#) to download the Capture app onto a mobile device (igniteevents.com.au)

To login to the Capture App

1. Enter the unique Event Code, for example: **ID1234**
2. Enter the Exhibitor Code, for example: **EX1234**
3. You will be prompted to fill out a Capture Registration form.
4. Click **Login** and login with the details you just received.

To scan attendees

1. Click **Scan** on the home screen
2. Hold name badge roughly 20 cm from your device camera
3. A green tick will indicate a successful scan
4. Click **Continue Scanning** or **Go to Attendee** to complete answers to qualifying questions and notes

To manage leads

1. Click **Leads** on the home screen
2. Select an attendee's name
3. Click **Notes** or update answers to qualifying questions

To sync leads

All scans, notes and qualifying questions completed offline will be saved to your mobile device and synced automatically when you go online. To sync sooner:

1. Click **Sync** of the home screen
2. A green tick will indicate when your leads have been successfully synced

To export leads

1. Click **Export** on the home screen
2. Select leads to export All Leads or My Leads
3. Select team members to send leads to or add email address
4. Click **Submit**