

Badge Scanner

HOW TO CAPTURE LEADS AT PROJECT CONTROLS EXPO AUSTRALIA 2018

Scanning information for : **<Merge Organisation/Exhibitor>**

1. Download Eventbrite Leads

Get it for iOS or Android at www.eventbriteonsite.com

2. Access your event

Using event code **<Insert event code>**

3. Login

Using your exhibitor code **EX <Merge Access Code>**
and complete the signup form

4. Scan Attendee Badges

Tap to scan, hold badge 20cm from camera with the QR in the centre screen. A green tick indicates a successful scan.

Please 'allow' camera access when prompted to enable
QR scanning

5. Manage and Export Leads

Tap the 'Leads' button then on a profile to take notes and answer qualifying questions.

The 'Export' button emails a CSV of all captured data to yourself.

