

SHOPTALK

◆ A Hyve Event

Lead Retrieval App Access & Use

Before succeeding the below steps, Please note the following:

- You **MUST** be registered for the event as an Exhibitor Representative. If you are not, you will not have access to Lead Retrieval. Please contact your sponsor logistics lead for additional questions.
- Please be sure to have your Lead Retrieval Invitation email open, which will provide you with your Lead Retrieval License QR code. If you do not have this email, please be sure to have the email address used to register for the event on hand, and access to said inbox.

Step 1 – Access Connect by Visit Webpage

- Scan the below QR code with your mobile device to access the Connect by Visit Webpage



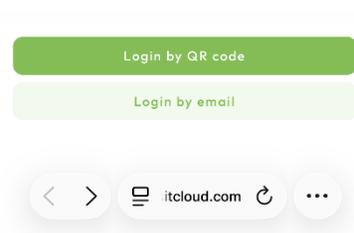
Step 2 – Connect Your Lead Retrieval License

- Once you've scanned the above QR code, you will be taken to the Connect with Visit home page. Here you will select one of the two options to connect your lead retrieval license:



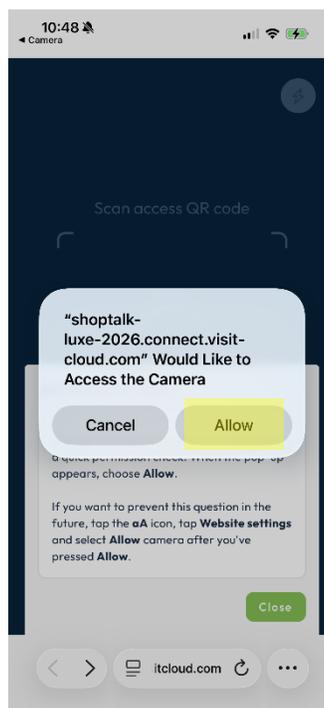
Welcome!

Start by scanning your access QR code or by clicking on the login link you received in your email.

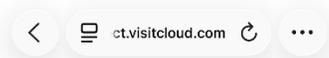
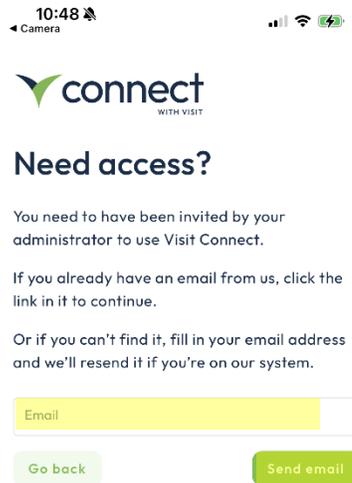


▪ Connect via QR Code

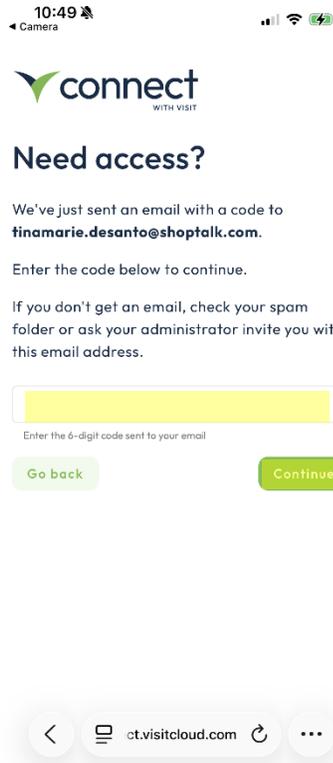
- Click on the “Login by QR code” button on the home page.
- You will then be brought to the scanning page, where you may be asked to allow the site to access your camera. Click “Allow.”



- Once permission is granted, you will scan the QR code provided in your email.
- **Connect via registered email address**
 - Click on the “Login by email” button on the home page.
 - Please enter the email address used to register for the event in the “Email” field provided. Once entered, click “Send email”.

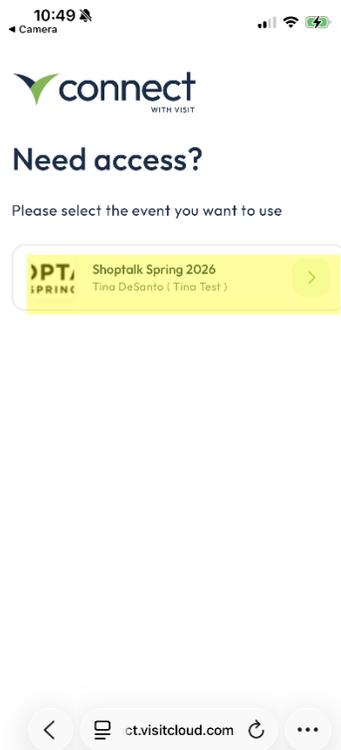


- This will trigger a digit code to be sent to your inbox. Please find the email sent to the entered email address, and enter it on the field provided. Please be sure to check your spam folder for said email (the email will be sent from - noreply@visitcloud.com.) Once the code has been entered, click “Continue”.



Step 3 – Select Event

- You will see a list of the events that you are currently registered for on the page. Select the appropriate event by clicking on the respected tile.



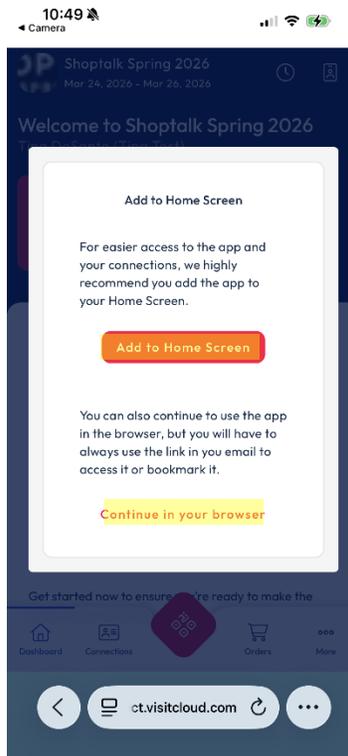
Step 6 – Adding to Home Page (*PLEASE NOTE, THIS STEP IS OPTIONAL*)

To assist in making the onsite experience more seamless, Connect with Visit will walk you through how to add the scanner webpage to the home page on your phone. In following the steps provided, it will add the scanner as an app on your device, so that you can quickly access it at any time. Below is an image of what the scanner will look like on your device after following the “Add to Home Screen” prompt provided on your device.



If you choose not to do this, you will be able to access the scanner by opening your web browser app on your phone. If you choose this option, please be sure **NOT TO CLOSE THE TAB WITHIN YOUR WEB BROWSER**, as it will require you to re-login to the system.

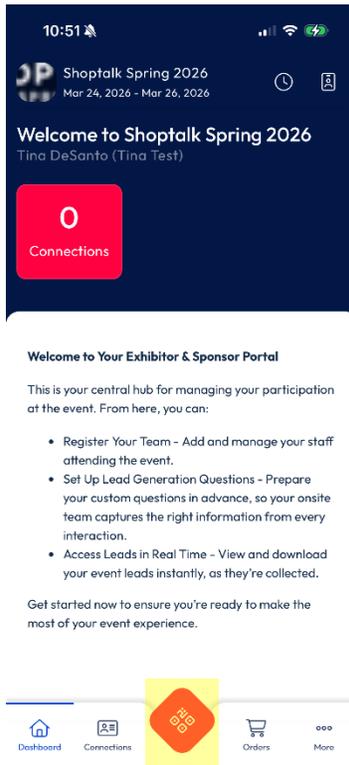
To add the webpage to your home screen, click the “Add to Home Screen” button, and follow the steps provided on your device. To continue via your browser, click the “Continue in your browser” button.



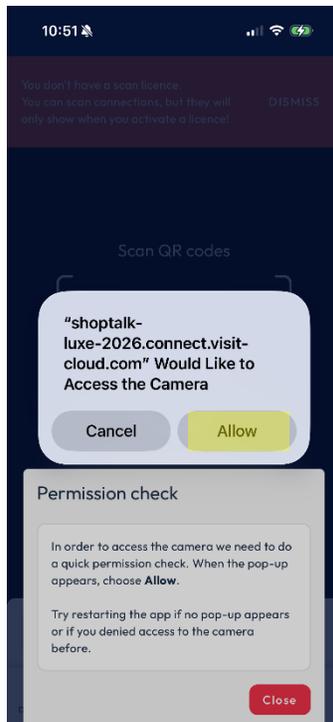
Step 7 – Navigating to scanner

First, great news. YOU'RE IN! The only remaining step is to access the scanner functionality. As a quick reminder – you can only scan individuals that have a QR code present on their badge. This will include all attendees EXCEPT for individuals registered as Crew and Event Staff.

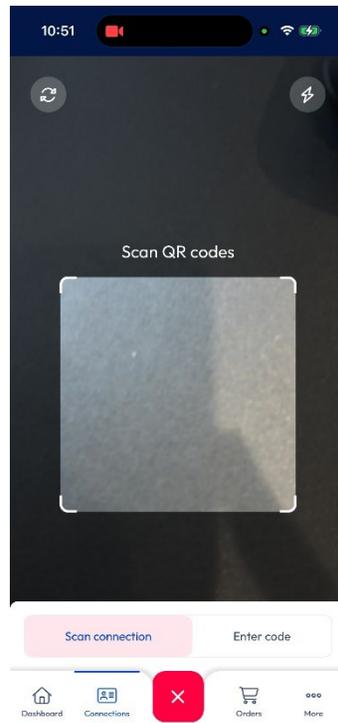
- To access the lead scanner, click on the red diamond on the bottom center of the screen.



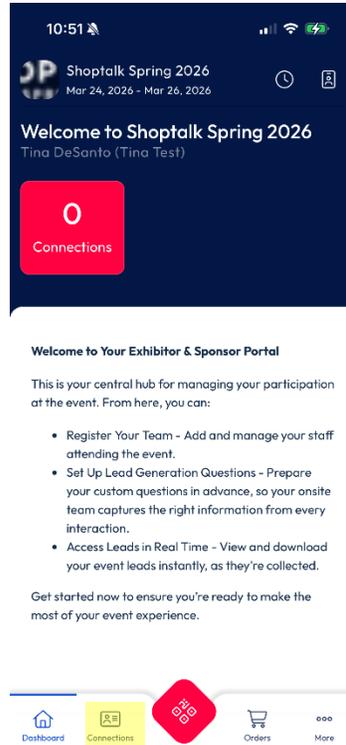
- Click the “Allow” button, giving the app access to your camera.



- To scan a badge, hold the center highlighted square on the page so that it frames the QR code present on an attendees badge. Once scanned, you will receive a green notification on the top of the page.



- To see a quick list of the leads that have been scanned, click on the “Connections” button on the bottom of the screen. Here you will see a list of the leads that have been scanned. To export this list, please see the guide provided on the Sponsor Portal.



If you have any questions or concerns, please click on the “More” button for assistance. You can also visit the Visit desk, located at Registration.