### Everything you need to know about Lead Retrieval with Agorify as a Sponsor

#### You will receive two emails from FutureCon that look like this

🔲 🌟 FutureCon Nashville.	Invitation to FutureCon Nashville CyberSecurity Conference - Hello there!
🗌 🔶 FutureCon Nashville.	Your event ticket for FutureCon Nashville CyberSecurity Conference - Thi

**Your Event Ticket** is the email you will use to check in to the event when you arrive the morning of. Within this email is a QR code you will scan with our check in team and a name badge will be printed for you. If this QR code does not show up the email also has a six digit Ticket ID you can use to check in.

The invitation to FutureCon email will be used to access the event in the app that you use for lead scanning.



### You will need to download the app to access the lead scanner

# Once you are in the app create an account (if you already have an account sign in and skip to the step below in blue).

Once you have created an account you will need to verify your email. You will receive an email from Agorify – click the link they provide in the email to verify.

Welcome! Verify your email for Agorify Index ×			¢	ß
Agorify <no-reply@transactional.agorify.com> to me ▼</no-reply@transactional.agorify.com>	Tue, Oct 25, 4:53 PM (17 hours ago)	☆	¢	:
Hello Meagan Stewart,				
Follow this link to verify your email address.				
https://zz3wr.app.goo.gl?link=https://live.agorify.com/handle-auth-action?apiKe JpESxoEHW7Q%26mode%3DverifyEmail%26oobCode%3DUM15Uh54-cwYM E6OJaJDJIsncAAAGEEOxNkg%26continueUrl%3Dhttps://live.agorify.com/?uic x2%26lang%3Den&apn=com.agorify.app&amv&ibi=com.agorify.app&ifl=https:// 3DAIzaSyBy3EdnMDJki2eh4n9ihTc4JpESxoEHW7Q%26mode%3DverifyEmai cwYMxgJmb5ra3PbWHOWp3_E6OJaJDJIsncAAAGEEOxNkg%26continueUrl 253D4gvLJm9Ppkejt9XTK4XRnqPyWIx2%26lang%3Den If you didn't ask to verify this address, you can ignore this email.	y%3DAlzaSyBy3EdnMDJki2eh4n9ih [xgJmb5ra3PbWHOWp3_ 1%253D4gvLJm9Ppkejt9XTK4XRnqF /live.agorify.com/handle-auth-action?; 1%26oobCode%3DUM15Uh54- %3Dhttps://live.agorify.com/?uid%	<u>Fc4</u> <u>?yWI</u> <u>apiKey</u>	%	
Thanks,				
Your Agorify team				

# Once you have verified, your app will load into a screen asking for your Invite Code – this is where your **Invitation email** will play a role.

Enter your code to	o join the event
You should have red usually in an email. contact the organis	ceived the code from the event organiser, If you have not received the code, please er directly for help.
ENTER YOUR INVIT	E CODE
	Join event

Use the following blue instructions if you already have an account: If you already have an account and are signed in on the app please follow these instructions. Open your app, be sure you are signed in and click profile in the bottom right.

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Acc	ount				
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•	Edit profile	•		>	
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Eve	nt				
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52	Tickets			>	
8	Join Event	By Code		>	
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Ago	orify				
Z	Privacy Po	licy		>	
Z	Help			>	
H	<b>h</b> Iome	<b>Q</b> Explore	inbox	Profile	

In the profile tab under Event click Join Event By Code then follow the instructions normal instructions below.

In your Invitation to FutureCon email you will find your Personal Invitation Code.



Enter your code into the app. Click Join Event. You should now be entered into the event on the app. You should see Scan Badge and Leads on your app.



To scan leads, click Scan Badge, it will bring up a camera. Scan the attendees name badge QR code and a lead will pop up on the top of your app screen.



Go back to your home screen in the app and click on Leads – here you can see all of the leads you scanned. You can export these leads to your email by click the 🕒 button to the right of the word Leads



# You can also view and export all leads collected by your entire team by following these instructions:

### In your browser visit <u>https://admin.agorify.com/login</u> Enter your email and password to login.

xplore Agorify cover everything Agorify has to offer, in one place. No matter if you are setting up a small rnal seminar or a large scale exhibition with thousands of visitors, Agorify is your new secret apon for providing a truly amazing digital experience.
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pon for providing a truly amazing digital experience.
Organizer Exhibitor Attendee
Create, manage and customise your event. Explore how you can use Agorify to streamline your onsite presence and maximise your lead generation on every event.

Exhibitor Center				
Upcoming Events Past Events				
Event Name	Exhibitor Name	Start Date	End Date	Actions
FutureCon Nashville CyberSecurity Conference	FutureCon	2022-11-02 08:00	2022-11-02 17:00	Go To Event

Select the event and click Go To Event.

You are now entered into your companies Exhibitor page for the event.

Here you can see who is on your Team, how many leads they scanned, and the leads that you all have scanned.

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FutureCon Nashville CyberS 🔻	08:00 WEDNESDAY 2 NOVEMBER 2022	
Exhibitor	FutureCon Nashville CyberSecurity Conference	
Dashboard		
≡ <sub>√</sub> Leads	FutureCon	
Silent Rooms		
Team	Get Silent Room	
	Leads VIEW ALL Team	VIEW ALL

## On the left side of this page click into the Leads tab. Once in Leads click Export Leads



### You have now successfully exported your leads!

If you are having trouble following along please watch this video that will walk you step by step through these processes: <a href="https://www.https://ww

#### FAQ

### I cannot find my Event Ticket or Invitation Email

Please be sure to check your junk, spam and firewall. If you still cannot find it in your email, please reach out to the FutureCon team and we will resend your email.

### I do not see Scan Badge or Leads in the App

Please reach out the FutureCon team and we will make sure you are set up as an Exhibitor

# If you need any help after following these instructions and watching the video please email myself <a href="mailto:meagan@futureconevents.com">meagan@futureconevents.com</a>

Thank you!