

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

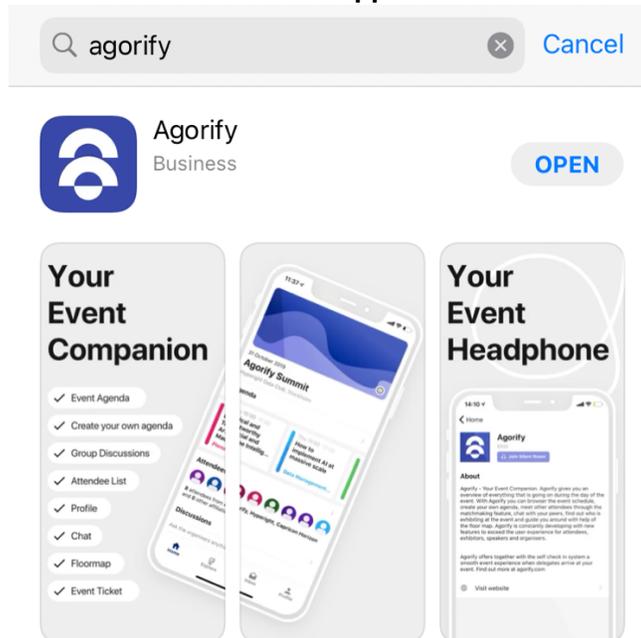
You will receive two emails from FutureCon that look like this

<input type="checkbox"/>	★ FutureCon Nashville.	Invitation to FutureCon Nashville CyberSecurity Conference - Hello there! ...
<input type="checkbox"/>	★ 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.

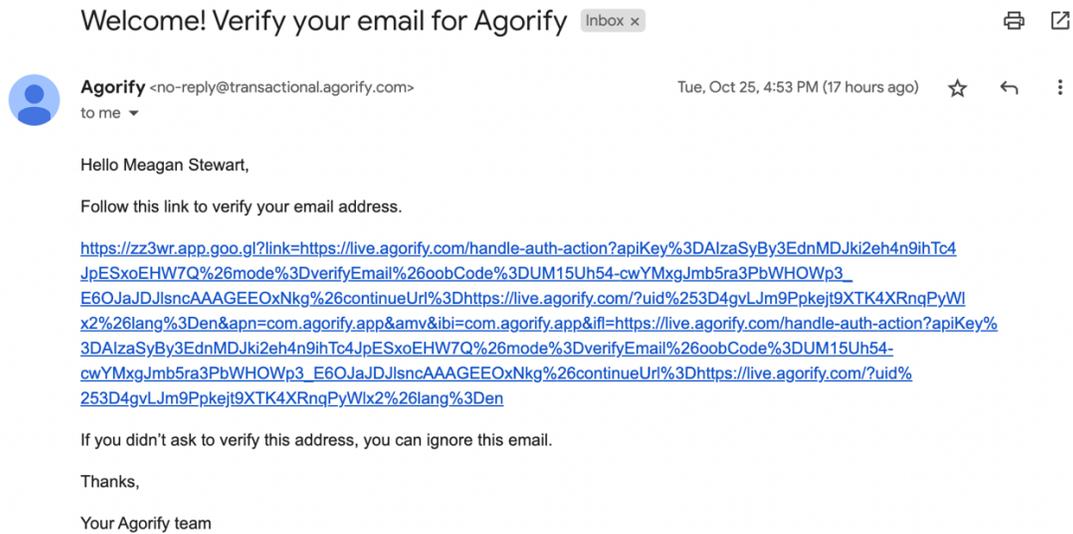
The invitation to FutureCon email will be used to access the event in the app that you use for lead scanning.

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

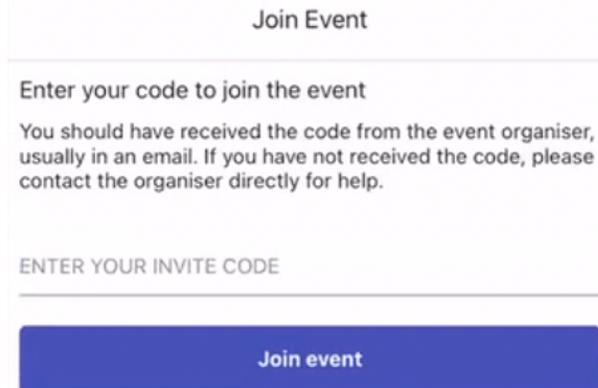


Once you are in the app create an account (if you already have an account sign in and skip to the step below in blue).

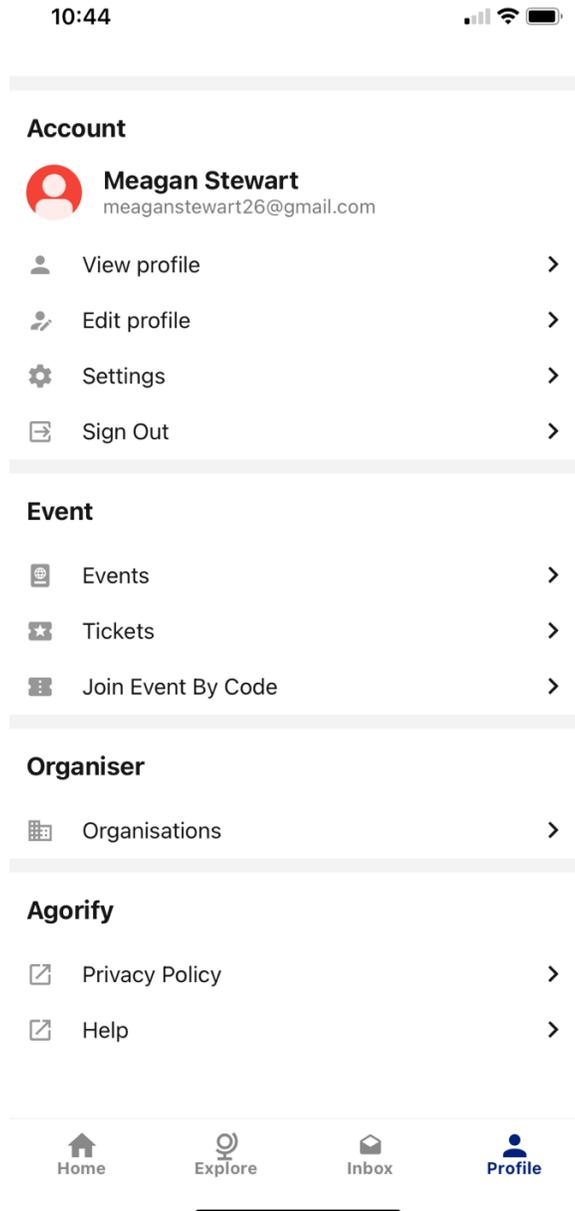
Once you have created an account you will need to verify your email.
You will receive an email from Agorify – click the link they provide in the email to verify.



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.



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.

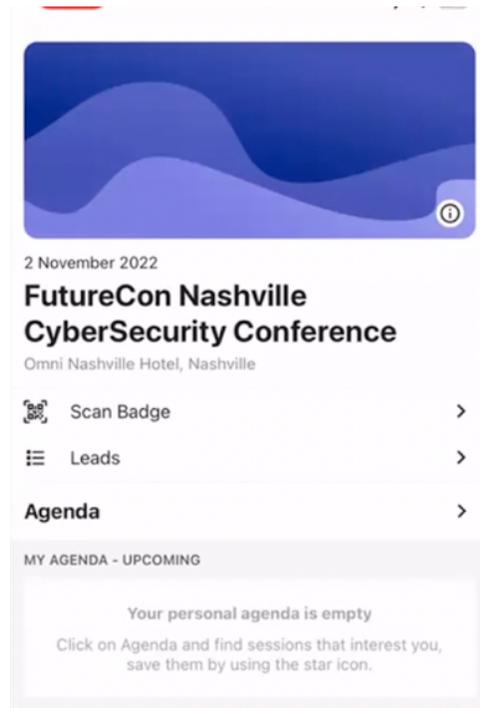


In the profile tab under Event click Join Event By Code then follow the instructions normal instructions below.

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



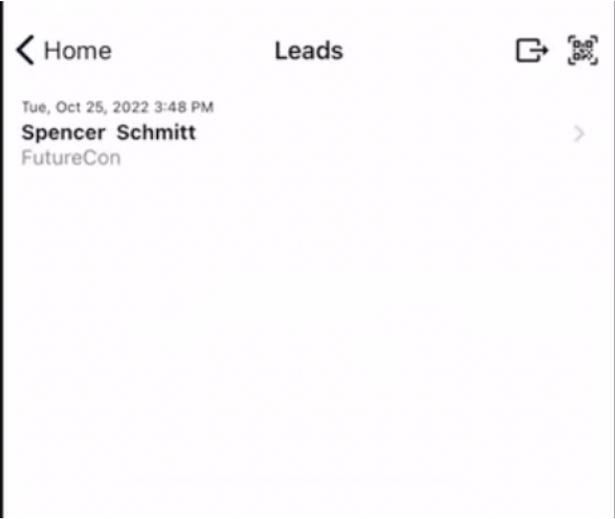
Enter your code into the app. Click Join Event.
You should now be entered into the event on the app.
You should see Scan Badge and Leads on your app.



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 <https://admin.agorify.com/login>

Enter your email and password to login.

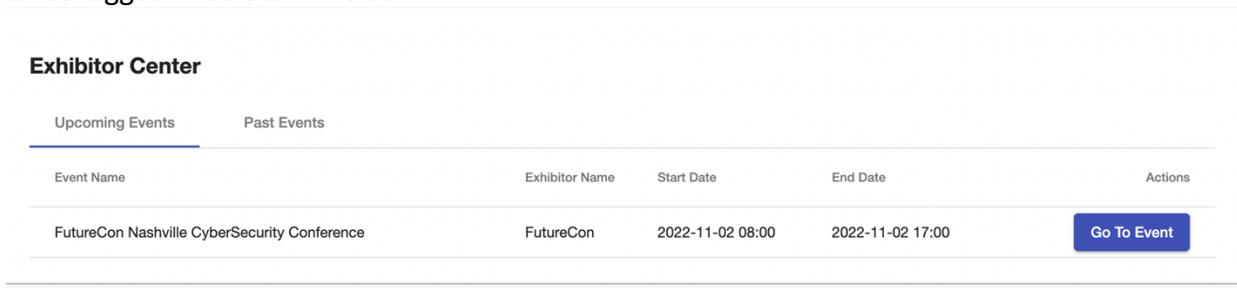


Explore Agorify

Discover everything Agorify has to offer, in one place. No matter if you are setting up a small internal seminar or a large scale exhibition with thousands of visitors, Agorify is your new secret weapon for providing a truly amazing digital experience.

Organizer Create, manage and customise your event.	Exhibitor Explore how you can use Agorify to streamline your onsite presence and maximise your lead generation on every event.	Attendee Click here if you are attending an event.
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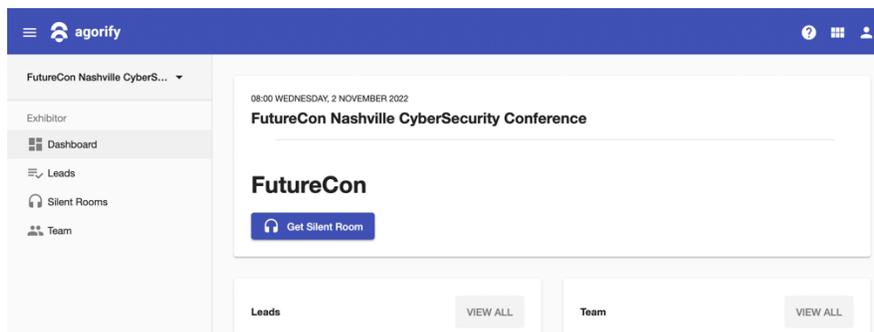
Once logged in select Exhibitor



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.



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

Leads				↑↓ Export Leads
Lead Name	Lead Type	Lead From	Timestamp	
Spencer Schmitt	Badge Scan	Meagan Stewart	Tuesday, October 25, 2022 3:12 PM	
Meagan Stewart	Badge Scan	Spencer Schmitt	Tuesday, October 25, 2022 11:42 AM	

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: <https://vimeo.com/763925962/0cf0389f9a>

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 meagan@futureconevents.com

Thank you!