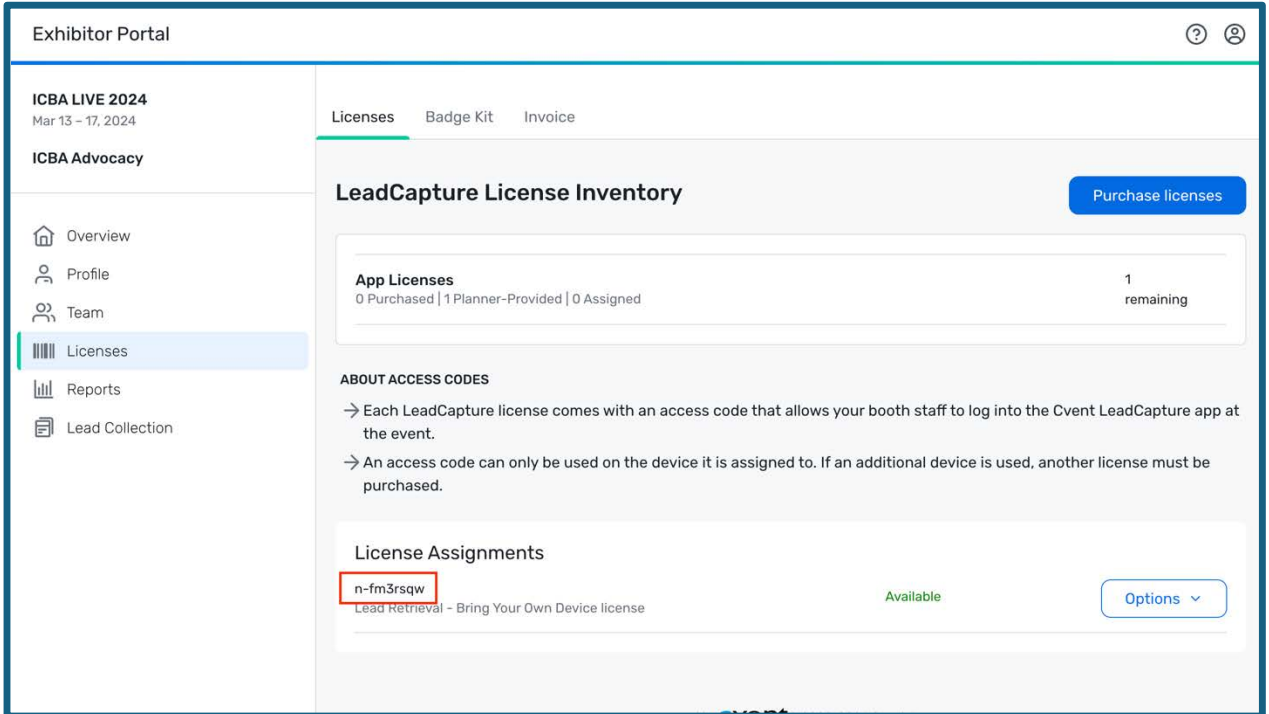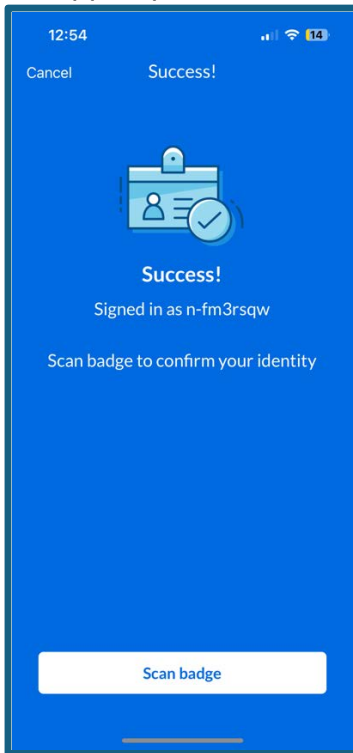# New Exhibitor Process Steps

1. Exhibitor admin purchases LeadCapture License
2. On the Licenses page, access codes are listed for each license purchased
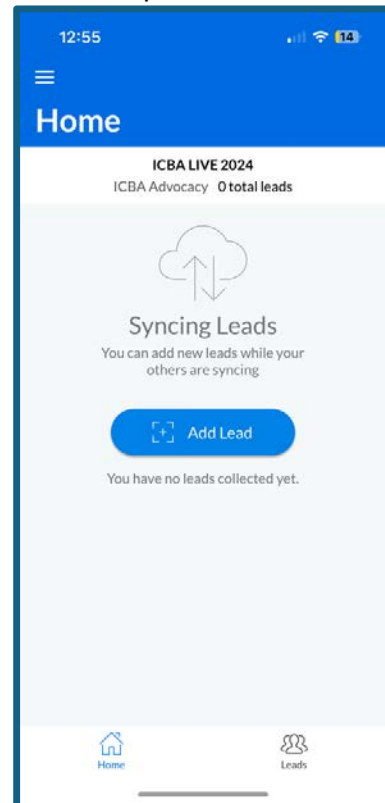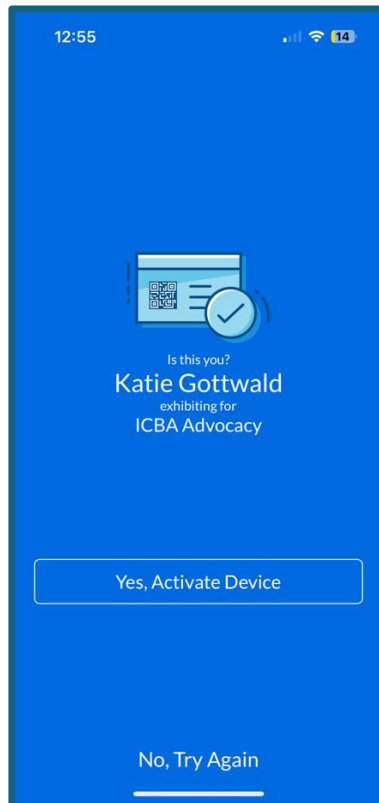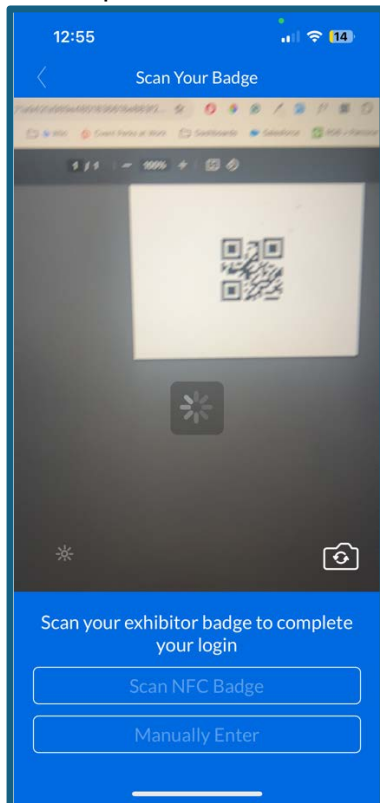

3. Exhibitor admin emails booth staff this license code and instructs them to download LeadCapture App and enter this access code after receiving badge onsite
4. Booth staff checks in and receives badge, then enters access code in the LeadCapture app

5. App requests booth staff to scan their badge to confirm their identity

6. Booth staff scans badge (digital QR code shown below, not real badge) and consumes the license. Booth staff will automatically be added to the exhibitor portal and license will be marked as consumed in the exhibitor portal

Exhibitor Portal

ICBA LIVE 2024
Mar 13 – 17, 2024

ICBA Advocacy

- ⌂ Overview
- ⚇ Profile
- ⚇ Team
- ▥ Licenses
- ▥ Reports
- ▤ Lead Collection

Licenses   Badge Kit   Invoice

LeadCapture License Inventory

Purchase licenses

App Licenses
0 Purchased | 1 Planner-Provided | 1 Assigned

0
remaining

ABOUT ACCESS CODES

→ Each LeadCapture license comes with an access code that allows your booth staff to log into the Cvent LeadCapture app at the event.

→ An access code can only be used on the device it is assigned to. If an additional device is used, another license must be purchased.

License Assignments

n-fm3rsqw
Lead Retrieval - Bring Your Own Device license

Consumed
by: Katie Gottwald

Options ⌄