LEAD CAPTURE
USER GUIDE

Download Ignite Capture

Get it for iOS or Android at **igniteevents.com.au**

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

Access your event using the event code

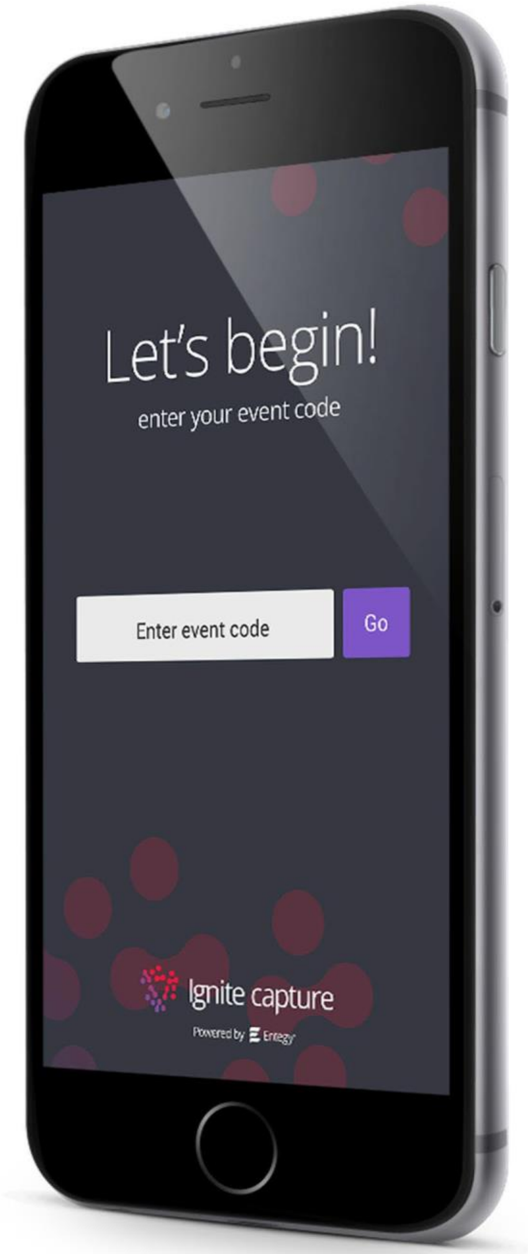
Login using your exhibitor code and complete the signup form

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.

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.



****Access codes will be available one week before event***

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1 Download Ignite Capture

Download on the App Store

GET IT ON Google Play

2

Let's Begin

Enter your event code to get started

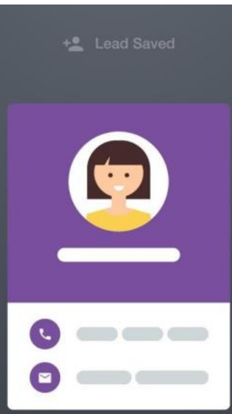
GO

3

Welcome to Capture

The easy way to capture and manage leads at your event

4



Scan Badges

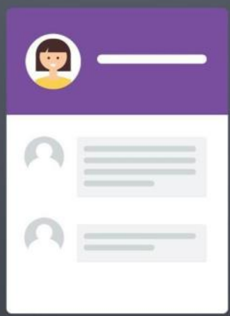
Capture attendee details in a flash. Even if you're offline, your leads are saved!

5

Qualify Leads

Easily sort your leads with star ratings and pre-set questions.

6



Take Notes

Jott down your conversation details for great post event follow-ups!

7

Export

Send details, notes and qualifying data to your email. Either just your own or you whole team's leads!

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FAQS

Can't login? Are you selecting the right login option?

Exhibitor Code

This code is shared between all staff scanning at your exhibitor booth. After entering this, you will be prompted to fill in a signup form to create your scanning profile.

Access Code

This code is unique to you and cannot be shared between booth staff. Entering this code allows you to log straight into your scanning profile in the app.

How do I log back into the Capture app?

If you log out of the App you will need to log back in with a personal Access Code

Step 1: Select 'Already have an account? Log in'

Step 2 (if required): Select 'Recover my account details'

What are Qualifying Questions and how can I use them?

The Qualifying Questions feature is an in-app form for collecting additional data from your leads. You can create custom qualifying question in the app to be shared amongst your team. To create custom qualifying questions in Capture app

1. Click **Manage** on the home screen
2. Select **Qualifying Questions** from the list of options
3. Click **+** to add a new question
4. Select the type of question you wish to add to your form
5. Add the **Question** and, if applicable, the response/s
6. Click **Save**

How do I add new people to my team?

Team members can join your Capture team by logging in with the event code and exhibitor code.