



EXHIBITOR LEAD RETRIEVAL INFORMATION

Steps to Purchase Lead Retrieval

1. Go to the Exhibitor Portal from the link sent to you via email (check spam/junk and search "Lead Retrieval Invitation for 2024 Converters Expo")

If you cannot locate the email and need it resent, please reach out to Victor Brugal @ vbrugal@executivevensts.com

2. Indicate the number of licenses you'd like to purchase
3. Set up your surveys/questionnaire and content/marketing materials, *if desired*
4. Have each person who is assigned a license download the "Aventri Leads Capture" app from the App Store
5. Provide the **activation code** from the confirmation email, or you can access the code through the Exhibitor Portal "Orders" tab
6. Enter the activation code into the mobile app and get scanning!

Additional Information

- Your portal will have everything you need for reporting, lead management and tracking
- You can manually add leads into the portal vs. scanning, if needed
- If you need to switch/disable a license for a new employee, you will do this in the Leads Capture App

Quick Resource Links

- [How to create a Lead Retrieval Survey within your Exhibitor Portal](#)
- [How to navigate your Exhibitor Portal](#)
- [Lead Retrieval FAQ's](#)

Post-Event Steps to Access Leads

1. Access your Exhibitor Portal link through your Lead Retrieval invite email titled "**Lead Retrieval Invitation for 2024 Converters Expo**"
2. Once the email is located, click on "**Get Lead Capture Now**"
If you cannot locate the email and need it resent, please reach out to Victor Brugal @ vbrugal@executiveevents.com
3. Once logged into the portal, hover over to the "**View Leads**" tab
4. Click on the button in left hand corner labeled "**Download Leads**" – *this will download **all** lead information*
5. If you are looking to pull a specific report (i.e Leads by job title, country, survey responses count) hover over to the "**Reports**" tab and pull your desired report through the links provided

For any questions, please reach out to Victor Brugal @
vbrugal@executiveevents.com