



Exhibitor Portal Instructions

1. Login with your admin user ID at cms.eventur.com. Your portal admin login information was emailed to you. If you are missing it, please contact Ellen Wolff at ellen@jaffecom.com.
2. Select the upcoming conference - 2024 NJ Sustainability.
3. Click on the Edit Company button to add your Company Logo, Booth Header, and other related information. The description field is HTML compatible and accepts images and links. This will be available on your Virtual Booth (on a computer) and the Mobile App. The Booth Header is only available in the Virtual Booth on a computer.

The screenshot shows the '2024 NJ Sustainability' exhibitor portal. On the left is a navigation menu with options: Events, Company Setup, Event Map, Event Instructions, Checklist, Users, Leads, Upload Handouts, and Presentation. The main content area displays the 'Sustainability in Motion' logo and the following information:

- Website: <https://www.njsustainabilityconference.com/>
- Phone: (000) 000-0000
- Email ID: user@njsustainability.com
- Description: Premier annual conference for sustainability in New Jersey.

At the bottom of the main content area are two buttons: 'Edit Company' and 'Preview'.

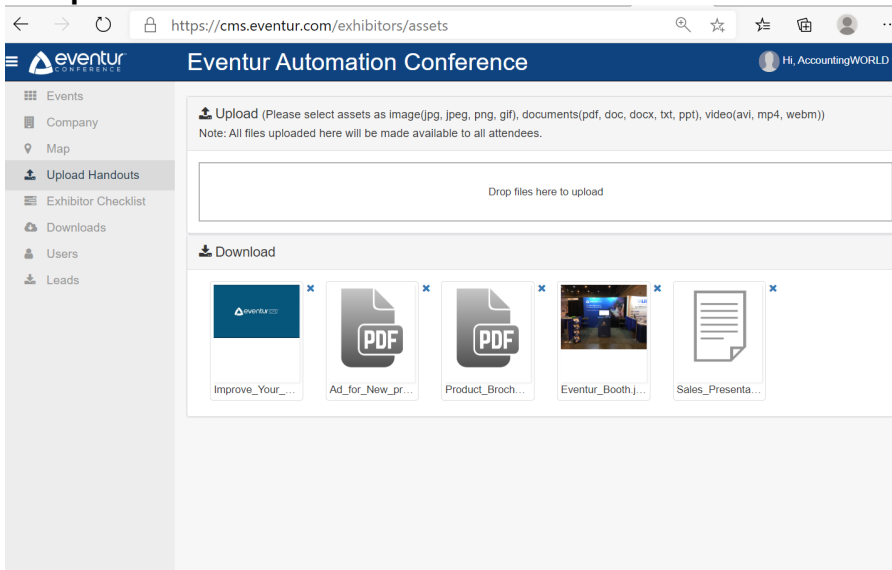
The screenshot shows the 'Company' setup form in the '2024 NJ Sustainability' exhibitor portal. The form includes the following fields:

- Company Name: Sustainability in Motion
- URL: <https://www.njsustainabilityconference.com/>
- Phone Number: (000) 000-0000
- Portal Admin Login ID: exhibitor@njsustain24.com
- Display Email ID: user@njsustainability.com
- Address: ___ New Jersey, USA
- Description: Premier annual conference for sustainability in New Jersey.

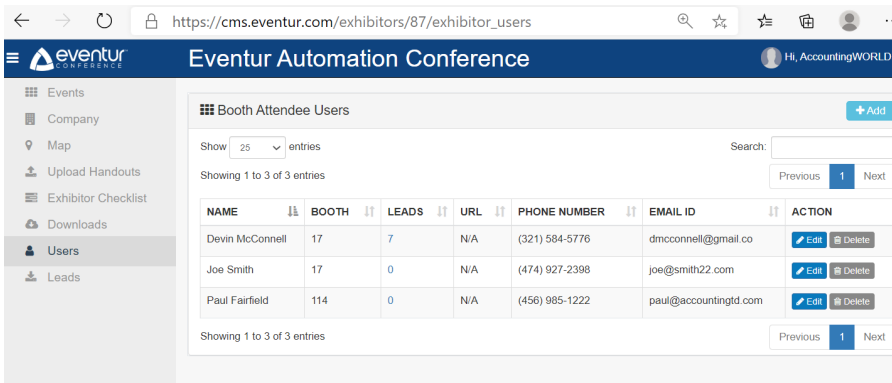
Below the form are two color selection options: 'Background Color' and 'Button Color', each with a 'Background Color' label and a color picker icon. At the bottom right of the form are 'Cancel' and 'Update' buttons.

IMPORTANT – The PORTAL ADMIN LOGIN ID is your login to the admin account. The DISPLAY EMAIL is the email attendees will see in your contact information. The PORTAL ADMIN EMAIL ID can only be edited by the event manager.

4. Use the Upload Handouts menu to post PDFs, HTML Links and other documents for Attendees to download when visiting your booth in the Mobile App or Virtual Booth on a computer.



5. From the USERS menu, you can add Booth Reps and their emails for attendees to contact or chat with them when visiting the exhibit hall



https://cms.eventur.com/exhibitors/87/exhibitor_users/new

Eventur Automation Conference

Hi, AccountingWORLD

New User

First Name *

Last Name *

Email ID *

Company Name *

Booth

Phone Number

Password

Confirm Password

Address

URL

Position

Biography (upto 1000 characters)

6. In the LEADS menu, you can download any leads which were scanned during the event. You can also use the APP QUESTIONS submenu to set up your own questions. The mobile app will prompt the booth rep with these questions when scanning an attendee, which allows for much faster lead qualification at the event. Note that the default questions can be renamed and reordered, but they cannot be deleted.

https://cms.eventur.com/exhibitors/exhibitor-booth-attendees-leads

Eventur Automation Conference

Hi, Super Admin

Booth Attendee Leads

Search:

Show 25 1 to 8 of 8 entries

Previous 1 Next

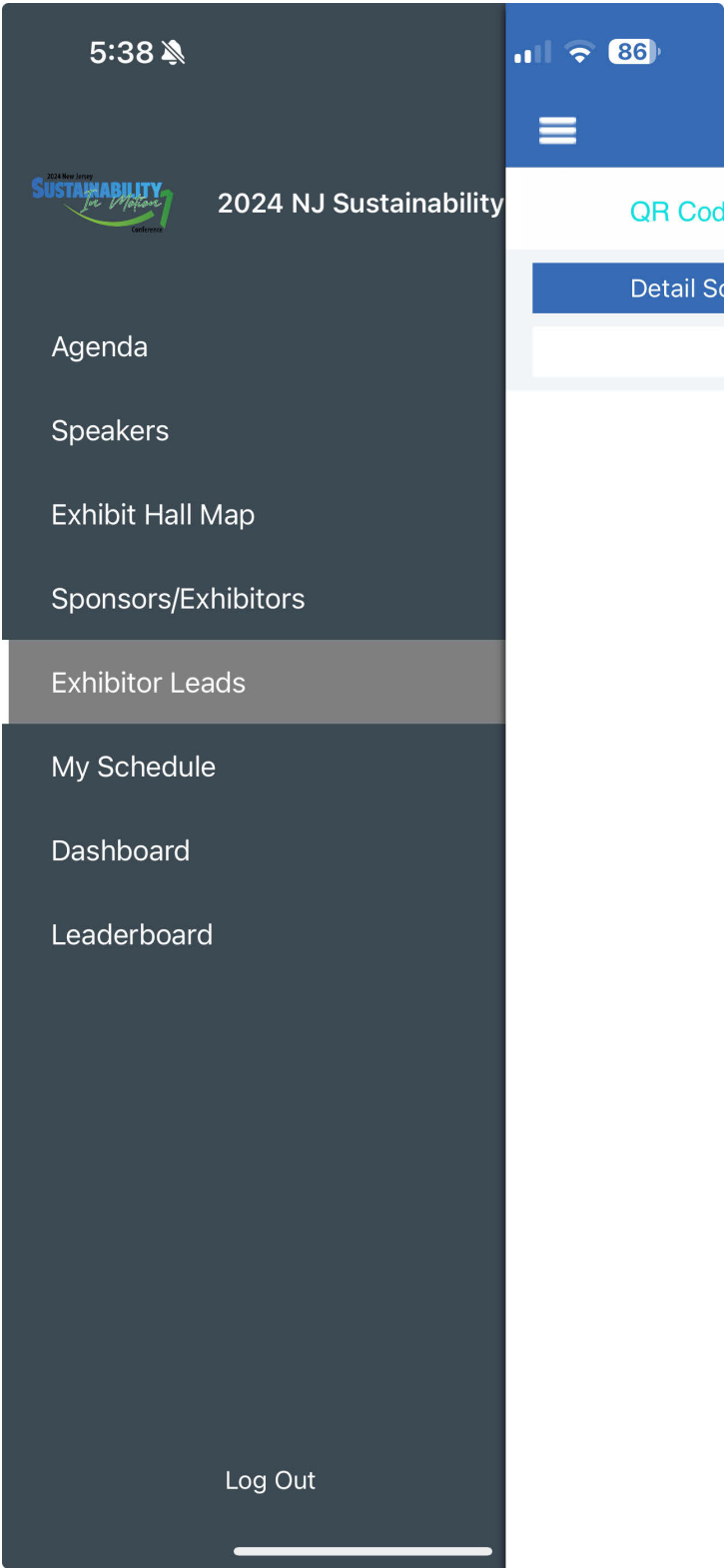
NAME	EMAIL	URL	ORGANIZATION	PHONE NUMBER	RANK	BOOTH ATTENDEE	Notes
Adeline Mah	amah@tac.com	N/A	TAC	N/A	2	N/A	N/A
Alecia Brown	abrown@zed.com	N/A	zed	N/A	2	N/A	N/A
Bonnie Cooper	bonnie@cooper.com	N/A	BCI	N/A	3	N/A	N/A
Brenda Patel	bp@brendapatel.com	N/A	BPTax	N/A	3	N/A	N/A
Carlos Santamaria	carlos@santamaria.com	N/A	Carlos	N/A	3	N/A	N/A
Michelle Lee	mlee94@gmail.co	N/A	N/A	N/A	3	N/A	
Stacey Saunders	stacey.saunders@doh.wa.gov	N/A	Washington	N/A	2	N/A	N/A
Steven Harrison	ljimmink@gmail.com	N/A	Eventur	N/A	3	N/A	

Previous 1 Next

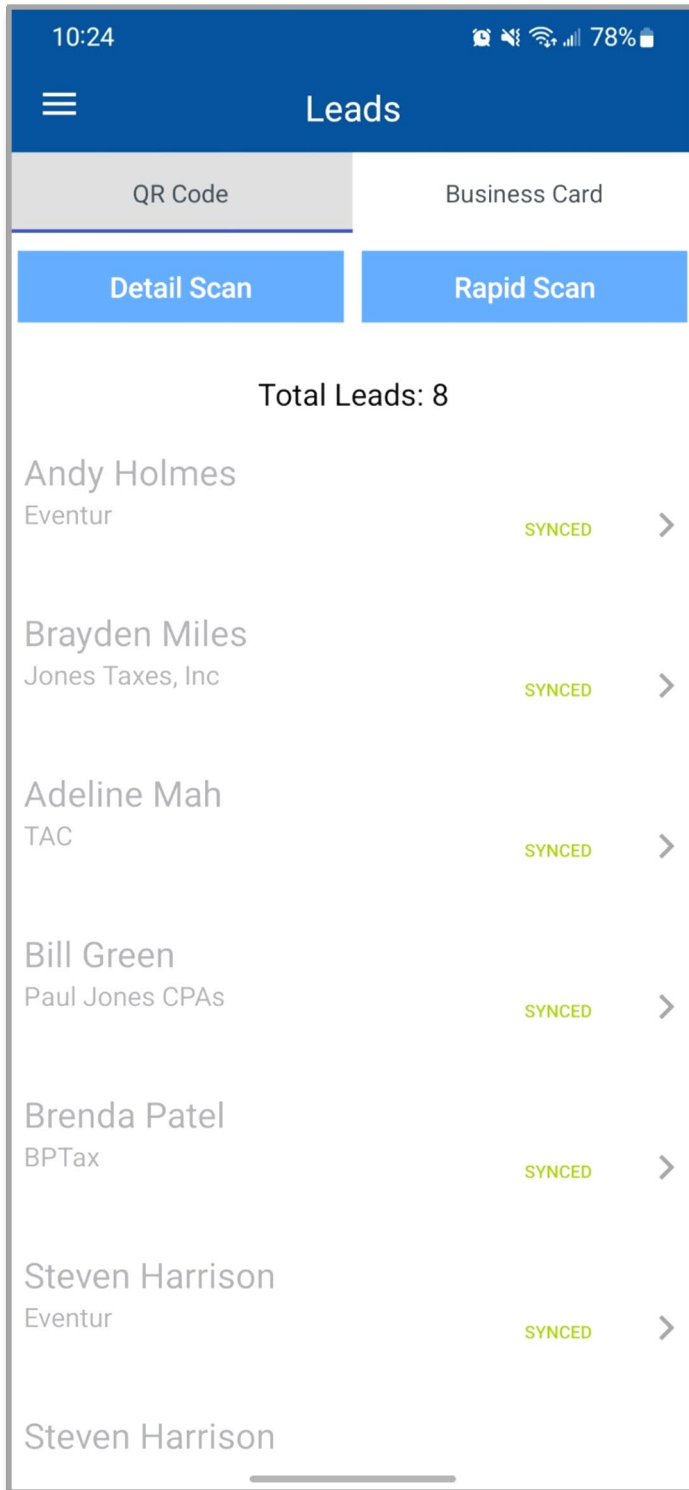
7. Use the PRESENTATION menu to set up a link for a scheduled virtual presentation. This can link to any resource, including webinars, pre-recorded sessions, or websites. This is only available on the Virtual Booth on a computer.

Mobile App Lead Scanning

To begin scanning leads, log in to the event Mobile App with your user credentials and tap the Exhibitor Leads option in the sidebar menu:



You will now be able scan new leads or update existing ones. To scan a single lead, tap the Detail Scan button.



The QR code scanner will open, allowing you to scan an attendee badge. Once the scan has been captured, you will automatically be taken to the questionnaire. Any custom questions you have set up in your Exhibitor Portal will be available here. Fill out the form and tap the < button to save the lead. If you accidentally captured the wrong person, you can tap **Cancel** to remove the lead.

11:28 76%

< Lead Detail Cancel

Question(s)

Rank

1-Hot

2

3-Medium

4

5-Cold

Notes

They would like to connect next week for a demo

To scan multiple leads at once, tap the Rapid Scan button. The QR scanner will remain open until you close it, automatically adding any leads scanned to your list. You can then tap on the leads afterwards to edit their details and update the questionnaire.

11:27 76%

Lead Detail Cancel

Contact Information

Full Name
Carlos Green

Address

Position

Email
carlos@taac.com

Phone

Question(s)

Rank

- 1-Hot
- 2
- 3-Medium
- 4
- 5-Cold

Notes

They would like to connect next week for a demo

Lead scanning will work offline, and you can confirm which ones have been synced on your Leads screen. Offline leads will show a status of "Not Synced" with an ID number in place of their name. Once you have regained connectivity, tap on the lead to sync up the details. You can answer the questionnaire while your lead has not synced, but you cannot update contact information until the sync has completed the first time.