

MBCEA Conference Exhibitor Lead Retrieval

We're excited to again offer our exhibitors lead retrieval as part of your exhibitor package. New this year is the Booth Wallet, enabling all booth personnel to scan QR codes with all leads being gathered into one spot. At the end of the conference any one of the booth personnel will be able to download the leads for the whole team.

1. Open the app store on your mobile device and search for "MBCEA." Download our app and log in with your mbcea.org account credentials. (Make sure you've created your account on mbcea.org first.) **We encourage you to complete this step BEFORE the conference.**
2. Open the MBCEA App on your mobile device.
3. Select Business Card from the Menu and click "Scan QR Code". Scan the attendee's QR code on their name tag or on their app (mobile device) by aiming the camera at their code.
4. Once scanned, you can rate the lead, add a note, and then click "Save to". Your next option is to "Save to My Wallet" (for personal contact) or **"Save to Booth Wallet" (for lead retrieval shared with team).**
5. To export your saved cards at the end of the conference, open your Digital Business Card, click the Booth Wallet tab, click on the three dots at the top right of your screen, and click on "Export All." You can then send the list of compiled scans from your booth team via email or save to docs on your phone.