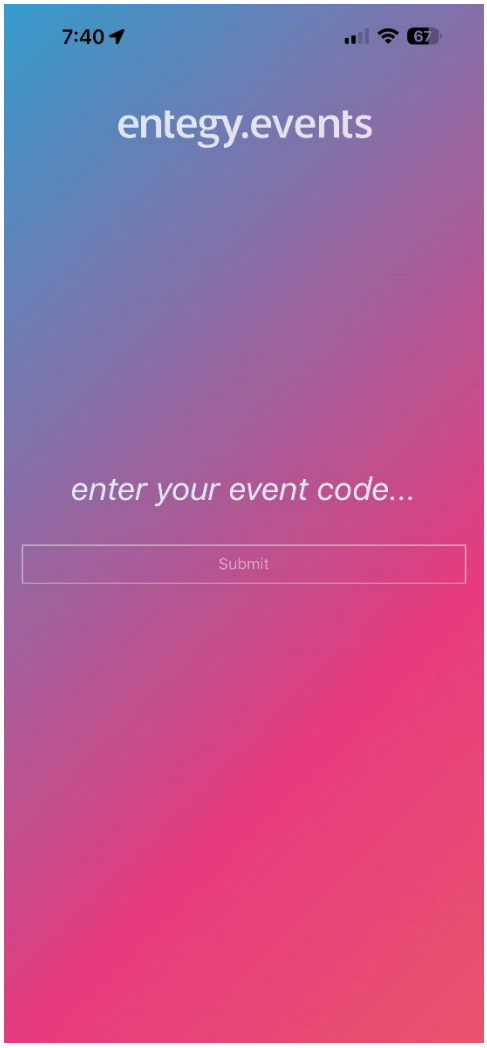
HOW TO CAPTURE LEADS AT ATC2026

1. Download Entegy Events

Get it for iOS or Android



2. Access your event

Enter event code **ATC2026**

3. Login

Login with the email address you have been registered for the event with.

4. Authorise Login

Check your inbox (you may need to check junk) and authorise login. Go back to the app and follow the steps to open the app.

5. Scan Attendee Badges

Tap the **Scan** icon, hold badge 20cm from camera with the QR in the centre screen. The Attendee name will appear which indicates a successful scan.

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

6. View and Manage Leads

To view your leads, tap the **Leads** icon then on a profile to take notes and answer the qualifying questions.

7. Download your Leads

Click on **View All Leads** button and Download Leads. You will have the option to open in Excel on your device or email the Excel file to your email.

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 the app:

1. Click on the **Leads** icon in the navigation bar
2. Click on **View [Your Company] Portal >**
3. Select **Qualifying Questions** from the list of options
4. Click **+ Add New Question**
5. Name the **Question**
6. Select the type of question you wish to add to your form
7. Add the **Question** and, if applicable, the response/s
8. Click **Save**

Please note that some of the options displayed in the Company Management menu appear by default. You will only have access to:

- Qualifying Questions
- View Leads