



SETTING UP YOUR EXHIBITOR ACCOUNT

Log into your Cvent portal using [this link](#). You will not only use this portal to register your onsite staff and update your exhibitor profile, but here is where you can:

- Purchase LeadCapture license(s)
- Assign license(s) to registered onsite staff
- Create lead-qualifying questions
- Export your leads after the event (download leads in real-time)

PURCHASING LEADCAPTURE LICENSES

Upon logging in, select **Buy Licenses** on your landing page. Next, you will be prompted to select your desired number of licenses. **App licenses require your booth staff to download the LeadCapture app on their own device in order to scan leads. AONL will not be providing LeadCapture devices at the AONL 2022 Conference.**



Get Licenses

Right now, you have **0** licenses. You can buy more licenses before the event starts.

Buy licenses

Purchase a LeadCapture License

Single LeadCapture License	\$249.00/each	<input type="checkbox"/>
Additional LeadCapture License	\$149.00/each	<input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="-"/>

For purchasing LeadCapture Licenses needed in addition to a single license or a 3-pack license.

- Download the LeadCapture app to your device to scan leads
- All leads sync to your account
- IOS (13+) and Android (8+) devices supported [View more](#)

Click the check box next to the single LeadCapture License box. Click the **plus sign (+)** in the add to cart field to increase the quantity of additional licenses you wish to purchase. Once you have made your selections, click **Go to Checkout** to complete the transaction.

ASSIGN LICENSES

Your staff will not have access to the LeadCapture app until you assign them a license. To do so, click **Licenses** from the left-hand navigation or **Assign licenses** from the portal home page. All of your license codes will be listed.

Welcome to AONL 2022: Inspiring Leaders

Apr 11, 2022 8:00 AM
Apr 14, 2022 11:59 PM
Harry H. Coxaker Convention Center San Antonio, TX



Exhibitor Tasks
You have 0 tasks to complete.

View tasks



Exhibitor Profile
Create an exhibitor profile to share with the event planners. This can include a company logo, description, and contact information.

Finish profile



Get Licenses
Right now, you have 0 licenses. You can buy more licenses before the event starts.

Buy licenses



Booth Staff
Right now, you have 0 booth staff. Finish creating your booth staff.

Find booth staff



Assign Licenses
You have 0 license available to assign. Assign licenses to get your booth staff ready to go.

Assign licenses



Lead Qualification Questions
Qualify your leads with questions. Find out more about attendees than just a lead score.

View questions

Click **Options** next to one of your unassigned license codes, then **Assign License**. From here a screen will pop up with all those booth representatives for your team that have been registered. Click the circle next to the name of the booth representative you want to assign the license to, select **Assign**. They will receive an email from the AONL Team with their access code to log in to the LeadCapture app.



Use the access code emailed to login to the mobile app.



Hi Booth Staff,

You've been added as a lead gatherer to collect leads at AONL 2022: Inspiring Leaders.

Use the link below to download our lead scanning app, Cvent LeadCapture, on your iOS or Android device. Once the app is downloaded, log into the app with your access code.

Access code: ABCDEF

Don't share your access code with anyone else -- it won't work for them. Once your code has been used, you won't be able to use it on any other device.



APP LICENSE PRICING

First App License = \$249.00/each

Additional App Licenses = \$149.00/each

APP LICENSE SUPPORT

New to LeadCapture or want additional help? Please review this step-by-step [How to Guide](#) to get set up. Note: you will need to be logged in to your Cvent portal for this link to open.

QUESTIONS? If you have questions, please email leadcapture@cvent.com. Please note a representative from Cvent will be onsite to assist with LeadCapture questions during the AONL 2022 Conference.