

MJBizCon® | AFTER THE SHOW

HOW TO EXPORT LEADS

1. On a desktop computer visit the **MJBizCon App Portal**
<https://matchmaking.grip.events/mjbizcon2024/app/home>
2. Log into your account using the email you used to register and the password you created for the MJBizCon app.
 - If your team hasn't already been claimed, you will see mid-screen some onboarding dialog boxes.
 - Click **next** to go through the steps to **Claim Your Team**
3. You will have a **My Team** button in the upper right corner navigation.
4. Under **My Team** see **Export** on the far right.
 - Export to XLS or CSV.
 - (Tip: If excel export fails, try CSV format)
5. Export includes all of the **exhibitor team's scanning data**
6. If any scans are missing, click under **Team Members**
 - verify if there the missing scans are due to pending acceptance into the team.
 - Once accepted, regenerate report and the missing data will populate

Require additional assistance? Reach out to us at support@grip.events

MJBizCon® | LEAD CAPTURE STEPS

NEED TO PURCHASE?

If you have not yet purchased lead capture and would like to please [click here](#) or scan QR code.

1 Login to the MJBizCon App:

- First time logging in? [Click here](#) or scan this QR code to begin.
- Log in using your registered email address and badge ID.

2 Complete Onboarding:

- Create a password to log into the app and follow the prompts through the onboarding process until you reach the *Claim Your Team* step.

3 Claim Your Team

- You must claim your team in order to access your team's lead data, rate leads, and add notes.
- Click the *My Team* button in the top-right corner to open the team portal.

4 Lead Capture / Badge Scanning

- Use the *Lead Capture / Badge Scanning* button at the top of the app to start scanning badges

PURCHASE



APP LOGIN



FAQ



PRO TIP:

Once you scan a badge - make a note immediately to remember your lead.

Don't see notes option?

Your team must be claimed before you can make notes.

FREQUENTLY ASKED QUESTIONS

Q: What is the in-app lead capture system?

A: The in-app lead capture system is a feature integrated directly into the event app, enabling exhibitors to capture, manage, and leverage leads efficiently using the camera on their personal mobile devices

Q: How does the in-app lead capture system work?

A: Exhibitors can use their personal iOS or Android devices to scan attendee badges, capture contact information, take notes, score leads, and engage in real-time chat within the app. All captured data is aggregated in the *Exhibitor Team Portal* for easy review and management.

Q: Is there a limit to the number of users who can access the lead capture system?

A: No, all registered booth personnel can utilize the lead capture features without incurring additional licensing costs when utilizing their own (or exhibitor provided) devices.

Q: Can exhibitors use their personal devices for lead capture?

A: Yes, the system is compatible with personal iOS and Android devices, offering flexibility and eliminating the need for auxiliary devices. All users wishing to capture leads will need to download the Event app from their respective app stores.

Q: What happens if there is no internet connection?

A: The lead capture system works offline. Exhibitors can scan badges and capture leads without an internet connection, and the data will automatically be available once the internet connection has been restored.

FREQUENTLY ASKED QUESTIONS

Q: How can exhibitors manage and export the leads they capture?

A: All leads captured by the team are aggregated in the Team Portal within the event app. From there, leads can be reviewed, organized, and exported with full profile details. Exhibitors can export the data to a .CSV file for seamless integration with their marketing automation or CRM tools.

Q: How long will exhibitors have access to their leads post event?

A: Exhibitors will have access to their leads for 30 days after the event. Please be sure to download leads prior to the 30-day deadline.

Q: What are the key features of the in-app lead capture system?

A: Key features include:

- **Badge Scanning:**
 - Quickly scan attendee badges to instantly capture contact information.
- **Note-Taking:**
 - Add detailed notes about each interaction directly within the app.
- **Lead Scoring:**
 - Rate leads based on their potential value to easily prioritize follow-ups.
- **In-App Chat:**
 - Engage with attendees directly through real-time chat within the app.

Expert Tip:

- **Exhibitors must activate their team in the Teams Portal utilizing the web version before scanning and accessing leads in the app.**
- **Note: No printers are available to print out the leads during the event.**

FREQUENTLY ASKED QUESTIONS

Q: How does lead capture improve an exhibitor's ROI?

A: By efficiently capturing and managing leads, exhibitors ensure no potential opportunity is missed. The ability to quickly gather and organize contact information, coupled with powerful networking features, means more meaningful connections and better follow-ups, ultimately driving a higher return on their event investment.

Q: What additional benefits does in-app lead capture offer?

A: Additional benefits include:

- **Unlimited Access:**
 - All registered booth staff can use the feature without additional licensing costs.
- **Seamless Integration:**
 - Built directly into the event app, eliminating the need for separate apps or devices.
- **Enhanced Networking:**
 - Real-time communication and personalized interactions help build stronger relationships.
- **Centralized Management:**
 - All booth staff leads will be aggregated in the Exhibitor Team Portal for easy review, organization, and export.