

**MJBizCon<sup>®</sup>**  
**USER GUIDE**

**MOBILE APP +  
LEAD CAPTURE**

**You MUST be registered for MJBizCon 2025 to access the Mobile App.**

## **Register for MJBizCon**

MJBizCon has a new badge registration system from our partner, *Cvent*.

The **Contract Contact** for your company will receive an email inviting them into the new system to register staff, and/or share a registration link with staff.

The email will be sent from:

[MJBizShowTeam@mjbizconference.com](mailto:MJBizShowTeam@mjbizconference.com)

## **Questions?**

**Cvent Support**

[emeraldsupport@cvent.com](mailto:emeraldsupport@cvent.com)

+1-833-859-6126 (9AM-5PM EST)

**It may take up to 24 hours after registering to gain access to Teams features.**

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## Download the Mobile App

Scan the QR code or go to the app store and search: **MJBizCon**.

SCAN ME



If you have previously downloaded the MJBizCon Mobile App, ensure it is up-to-date in your mobile app store.

## Logging in for the First Time

### 1. Enter Your Email

Enter the email address you provided when you registered for MJBizCon.

### 2. Enter Your Badge ID

Enter the Badge ID you received in your welcome email when you registered for the event.

### 3. Success!

Create a password for your account.

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## **Tour of the Mobile App**

A brief overview of the different sections available to you in the Mobile App.

### **Lead Capture/Badge Scanner:**

Opens the built-in lead badge scanning tool used to capture your leads.

- You must use the Lead Capture/Badge Scanner tool within the app to scan badges.
- Ensure access is approved to use your built-in camera within your mobile device.

**PRO TIP: Your ENTIRE TEAM can scan badges!**

### **My Scanned List:**

A list of all badges scanned by your device.

### **Browse Team Leads:**

View Leads from your Entire Team in one place.

- A Lead consists of:
  - Badge Scanned
  - Scheduled Meeting
  - Shared Mutual Interest

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**Export your team's leads and connections data at any point from a laptop/desktop device.**



## **STEPS:**

**Go to the MJBizCon App Portal:**

<https://matchmaking.grip.events/mjbizcon2025/app/home>

**Log in using the same username/password for the mobile app.**

**Access your *Team Portal* via the button in the top right corner of your desktop screen.**

**Once in the *Team Portal* → select the *export* tab to the far right → select which data to export**

**All files export in a CSV or Excel format.**

**NOTE: All Leads scanned by staff in your booth will export together at this step.**