

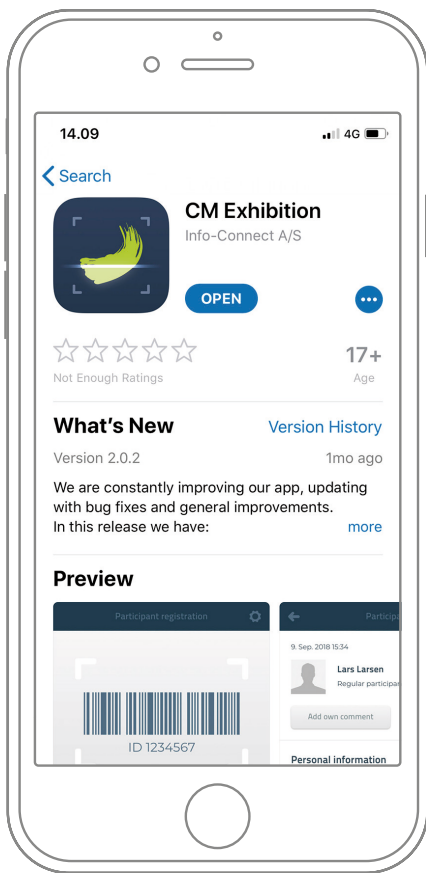
Participant registration

CM Exhibition is designed to be an efficient tool for events, managed with Conference Manager. As an exhibitor you get access to scan the participants name tags or tickets to register leads.

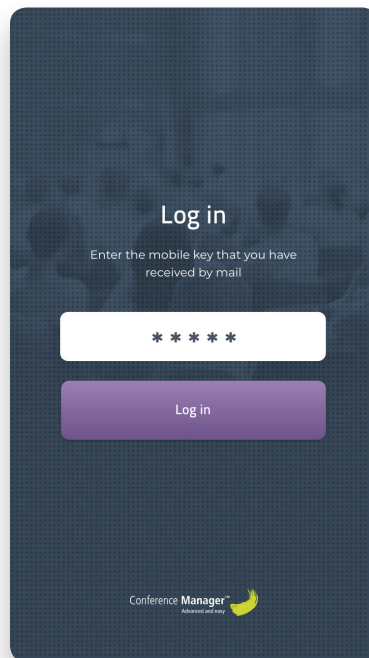


App login

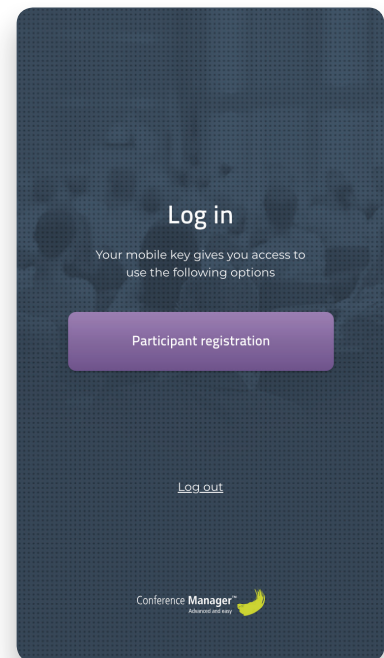
Download the CM Exhibition app for free to a smartphone or tablet and log in with the mobile key, which you have received in an e-mail from the organizer. If you haven't received the e-mail, please contact the organizer of the event.



- 1 Download the app**
Find CM Exhibition in the App Store or at Google Play



- 2 Enter the mobile key**
The mobile key has been sent to you in an e-mail from the organizer of the event.



- 3 Start registration**
Push the button 'Participant registration' to start.

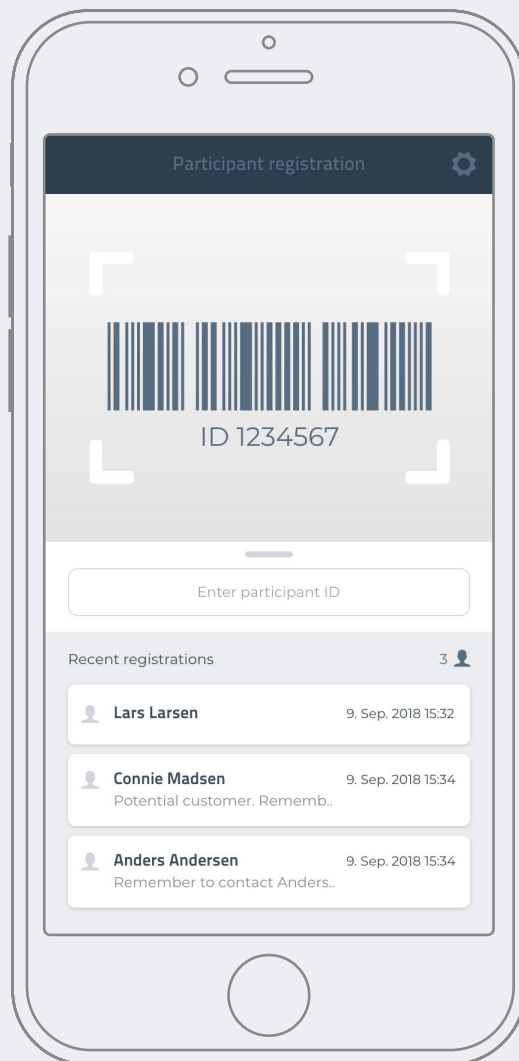


A useful tip

Use the same mobile key on multiple devices and register leads to the same registration list.

Participant registration

Scan the barcode on the participant's nametag or ticket to register leads and add your own comments. After the event you can download a full list of all your leads with comments into an Excel file.



Barcode scanning

If the device can't capture the barcode, Try slowly to move the device closer and make sure the camera is in focus.

Use participant ID

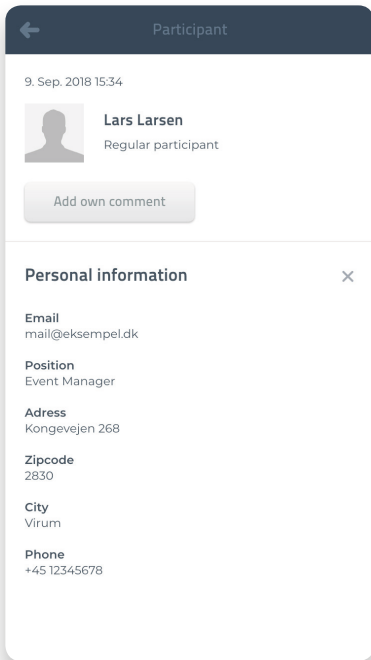
If the scanning can't be completed then type in the Participant ID to register the lead. You'll find the ID below the barcode.

Adjustable list

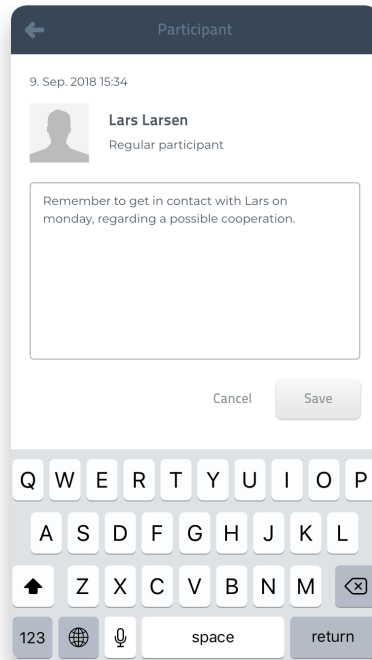
The list of recent registrations is adjustable. By dragging the list up or down you can get a full view of the list or a larger scanning area if needed.

Add a comment to the registration

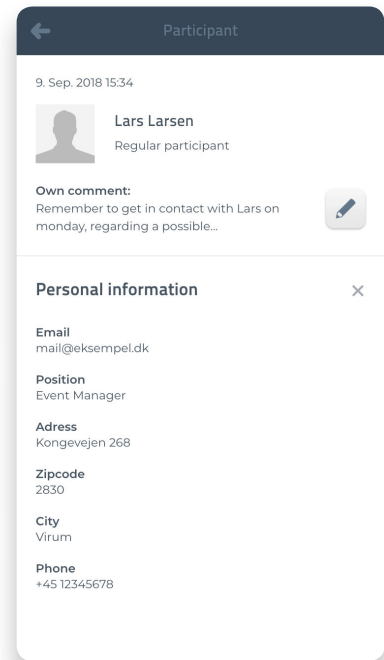
By scanning the nametag or ticket, the participant's contact information will be displayed on the screen. Here you'll have the option to add a comment to the registration.



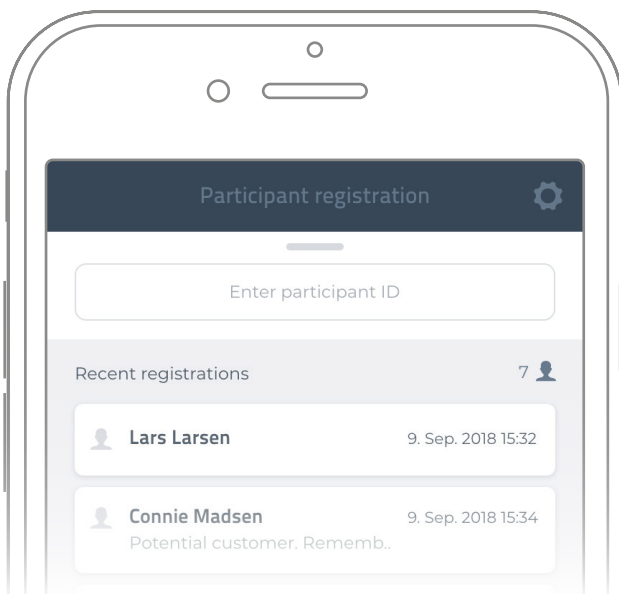
- 1 Add comment**
Press the button "Add comment" to write.



- 2 Enter comment**
Enter a comment about your conversation or any other relevant information.



- 3 Edit comment**
You can at any time edit your own comment, by pressing the pencil icon.

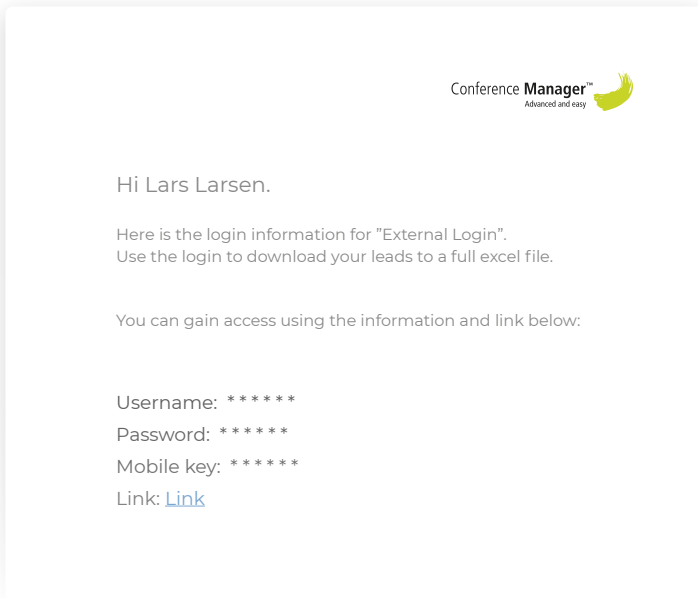


- 4 Resume registrations**
Press the arrow in the upper left corner of the screen to resume lead scanning.

Access the scanning area again by dragging down from the top of the adjustable list.

Download the full list of leads

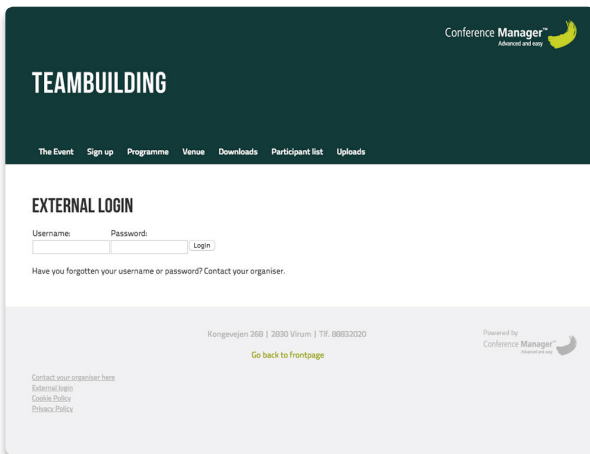
All leads can be downloaded as an Excel file by using the "External login" on the event's registration website.



1 Open and use the e-mail from the event organizer

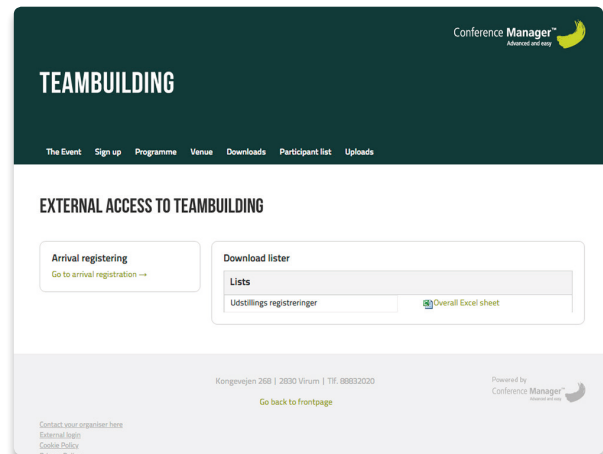
Click the link at the bottom of the e-mail to go to "External login".

If you haven't received or somehow lost the e-mail, please contact the event organizer and ask them to re-send the login informations.



2 Log in at the event website

Click on "External login" from the bottom of the website or use the link in the e-mail you have received with your username and password.
(NOTE: Enter password manually, do not copy).



3 Download the full list of leads

Click on the link "Total Excel sheet" from "Exhibition registrations" to retrieve all registrations.