micebook EXPO:
Your Guide to LeadCapture

Your booth staff won't have access to scan leads in the LeadCapture app until you assign them a license. This has been pre-purchased via micebook.

To assign to your booth staff, click Licenses from the left-hand navigation. All of your license codes will be listed.

1. Assign Your Licence

Your staff won't have access to scan leads in the LeadCapture app until you assign them a license.

To do so, click Licenses from the left-hand navigation. All of your license codes will be listed.

In the License Assignments section, click Options next to one of your unassigned license codes, then Assign license. Click the person you want to assign the license to, then Assign license.

You're all set to collect leads at micebook EXPO 2025!

micebook Team <info@micebook.com>

To: Olivia Grant Caren

Hey Olivia Grant Caren! 🚀

You're all set to collect leads at micebook EXPO 2025! Here's how to get started:

1. Hit the link below to download our lead scanning app, Cvent LeadCapture, on your iOS or Android device.
2. Once it's installed, log in with your access code:

Access code: e-t1bj7s2

Keep your access code to yourself—sharing it won't work for others, and it's a one-device deal.

Sincerely,

micebook Team

info@micebook.com

2. Email Confirmation

Once assigned they'll automatically receive an email with their access code to log in to the LeadCapture app.

This email usually contains important details about the license, including your access code and download links

Essentially, the email serves as a confirmation and provides the next steps for utilising the Cvent LeadCapture system.

3. Download the App

Download the LeadCapture app on your device.

Enter Your Access Code. Enter the access code from your email. (If you never received one, tap I don't have an access code or ask your Exhibitor Admin to look it up).

Tap Next.
Tap Yes, Activate Device to confirm.

NOTE: Your access code is a one time use code on one device. Once your access code has been used, it cannot be transferred or used again to log in on another device.
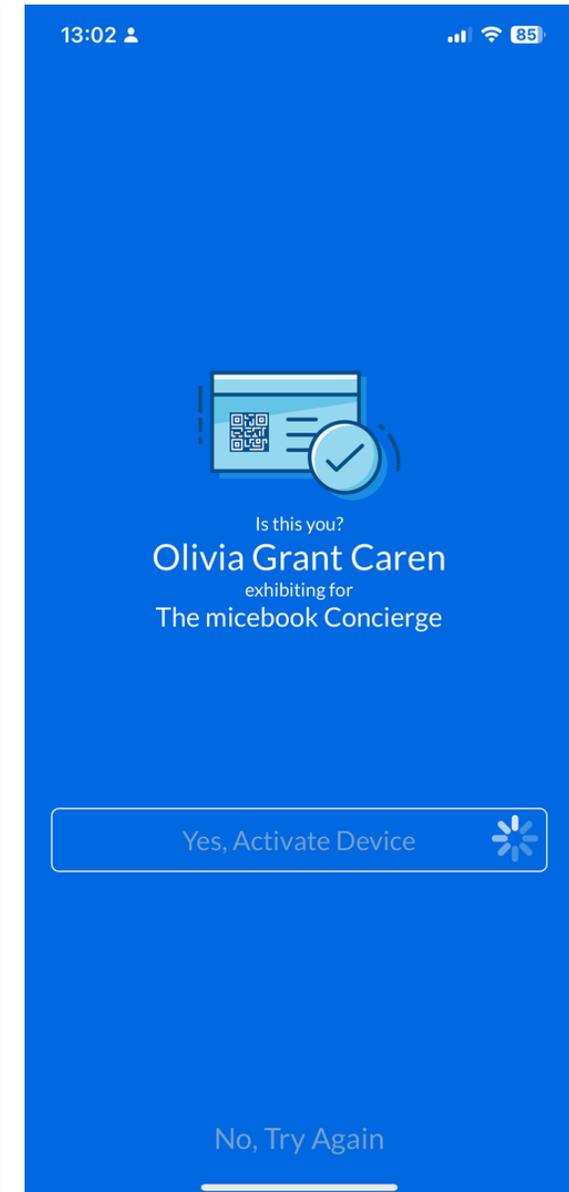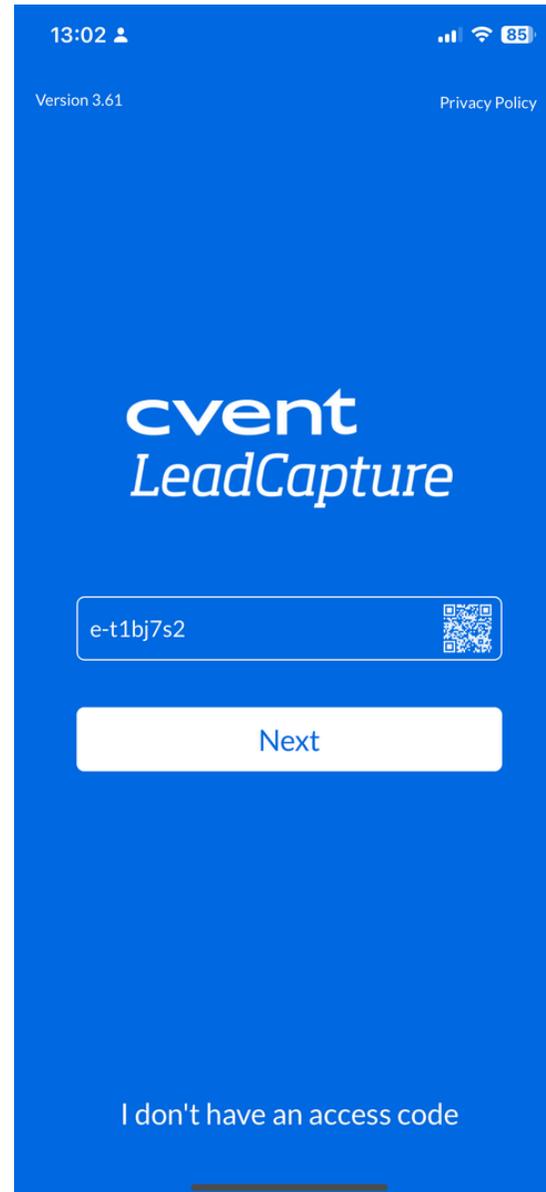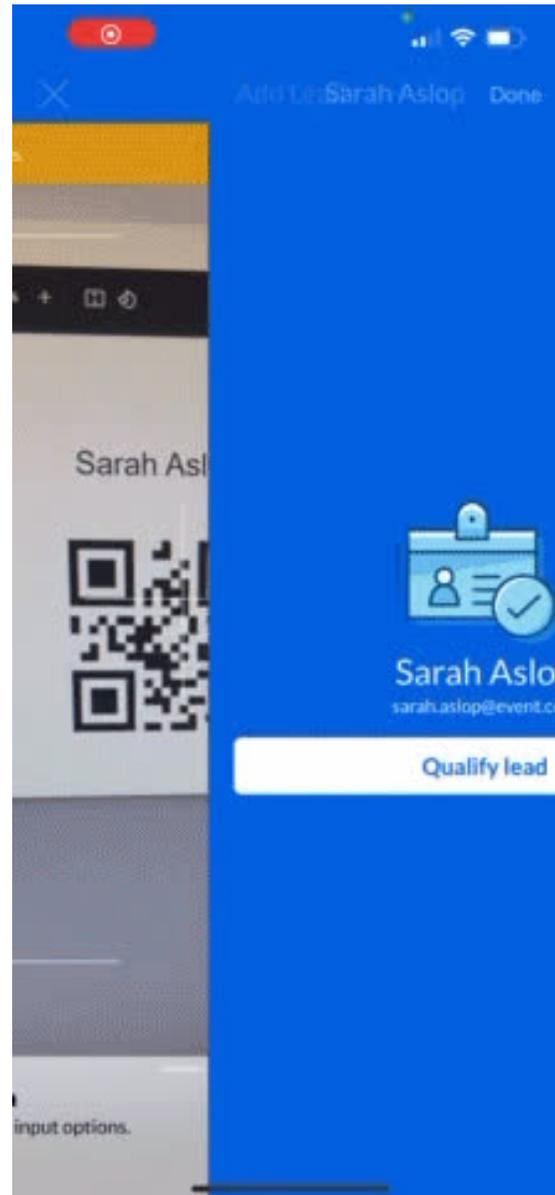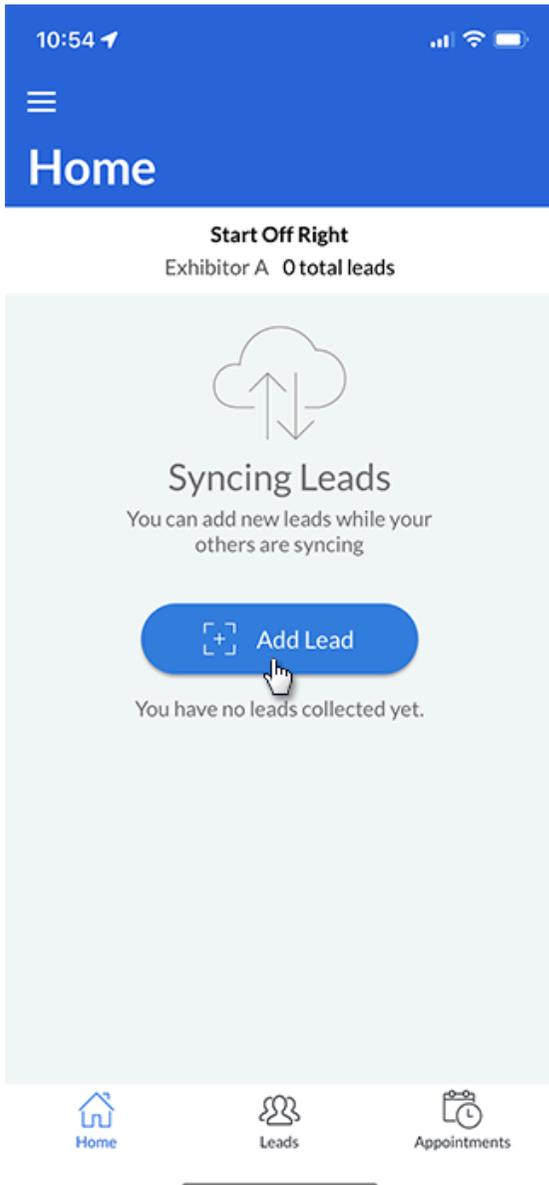
4. Adding Leads

Tap Add Lead in the centre of the screen. If prompted, tap OK to allow the app to access your camera or the attached scanner.

To scan a lead with:
• Your own device, center the code on the screen.

To add a lead manually. If the lead isn't wearing a badge, add their information by tapping Add Lead. Then tap Camera at the bottom of the device to open more input method options. Tap Enter Manually.

5.Qualify the lead
if necessary

Tap Qualify Lead to answer additional questions or add notes.

When finished, tap Save.

6. Sync Your Leads

After the event, ensure you connect the device to Wi-Fi to sync all of the leads to the server. If leads are not synced, your exhibitor admin will not be able to export the leads you collected. Verify that the leads have synced by checking the home screen.
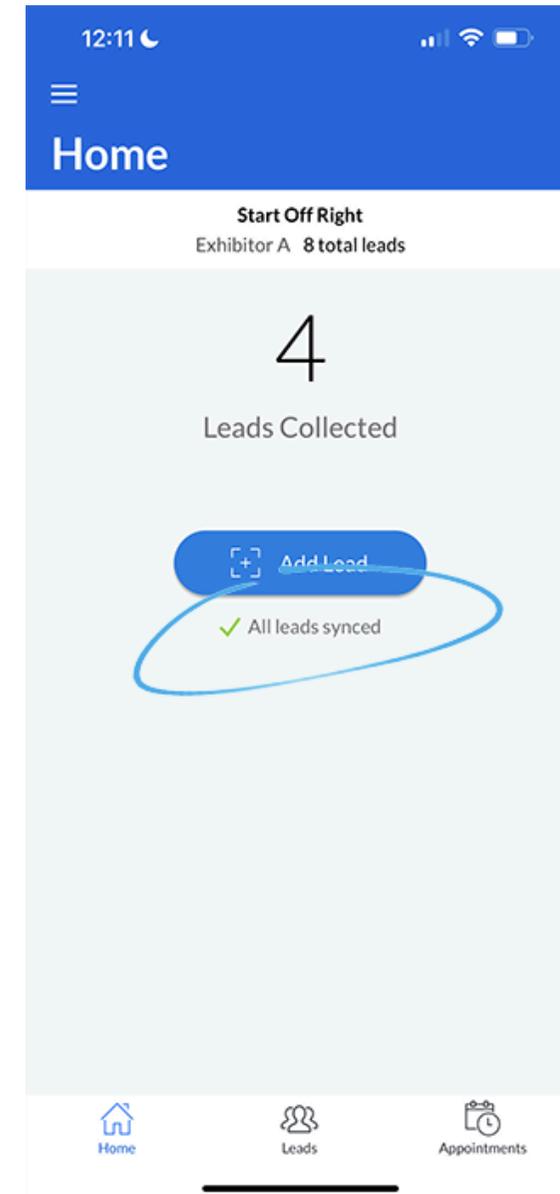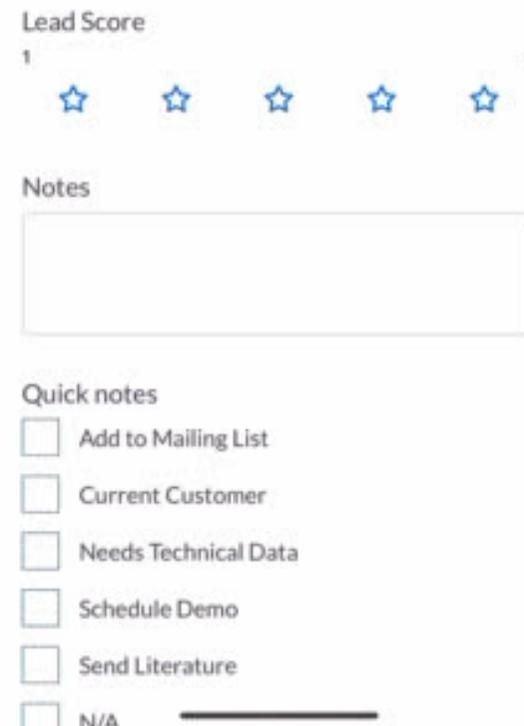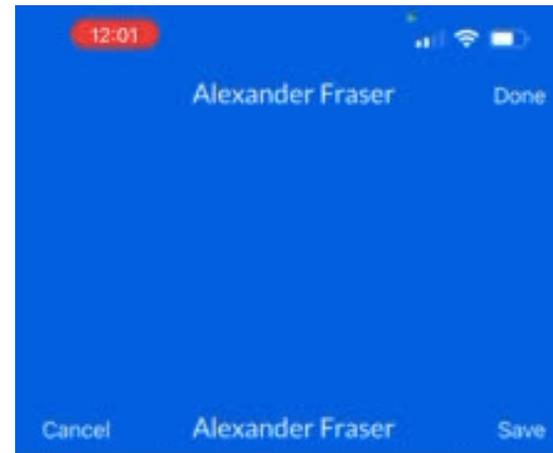
Exporting Post Event

1. Log in to the portal

Find the Thank You email that was sent to you once the conference ended.

Click Log In, then enter your credentials. If you don't remember your password, click Forgot your password? and proceed with creating a new one.

2. Export your leads

The number of leads collected will appear in the Insights section on the Overview page. Click View leads.

You will be brought to the Report Data Settings. Select the fields you want to add to the file.

In the File Information section, select the file type. Then click Export. Your leads will automatically download.
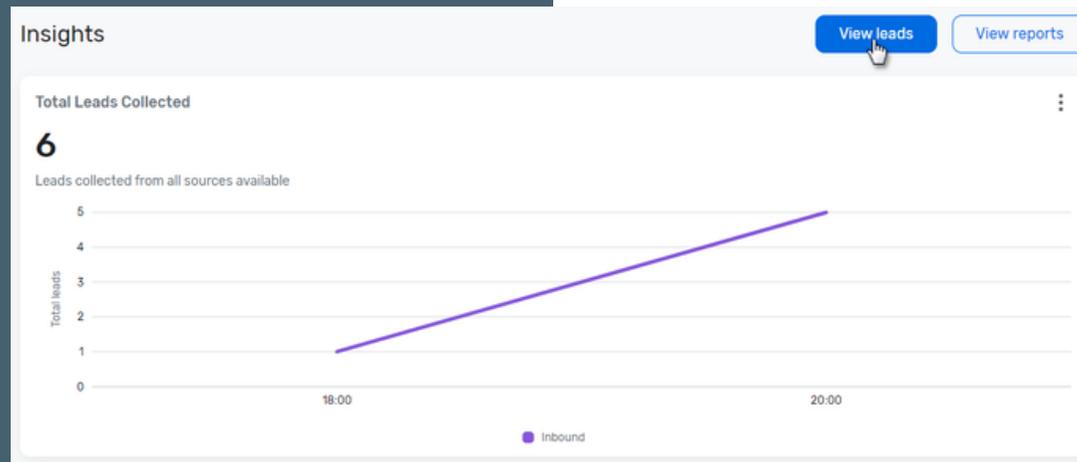
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Quick Links

Download the Cvent LeadCapture app from the Apple App Store or Google Play Store.

Exhibitor Portal Login

Use this link to log into the portal.