Exhibitor Lead Tracker Dashboard

Stand Coordinator User Guide

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Confirmation Email

Hi Toby,

You have been registered for Naturally Good 2024 as a Stand Coordinator.

As the Stand Coordinator, you have access to the Exhibitor Lead Tracker Dashboard where you register your stand staff, manage your company's app profile, purchase tickets to additional networking and manage your leads.

To begin log into your company's Exhibitor Lead Tracker Dashboard ,then click "add" and begin registering your stand staff. They will be sent their own e-ticket directly.

Please note that you have already been registered and will automatically have access to the lead tracker. Your name won't be listed under the 'Exhibitor Registration' tab.

Click on this unique auto login link to access the exhibitor lead tracker dashboard.

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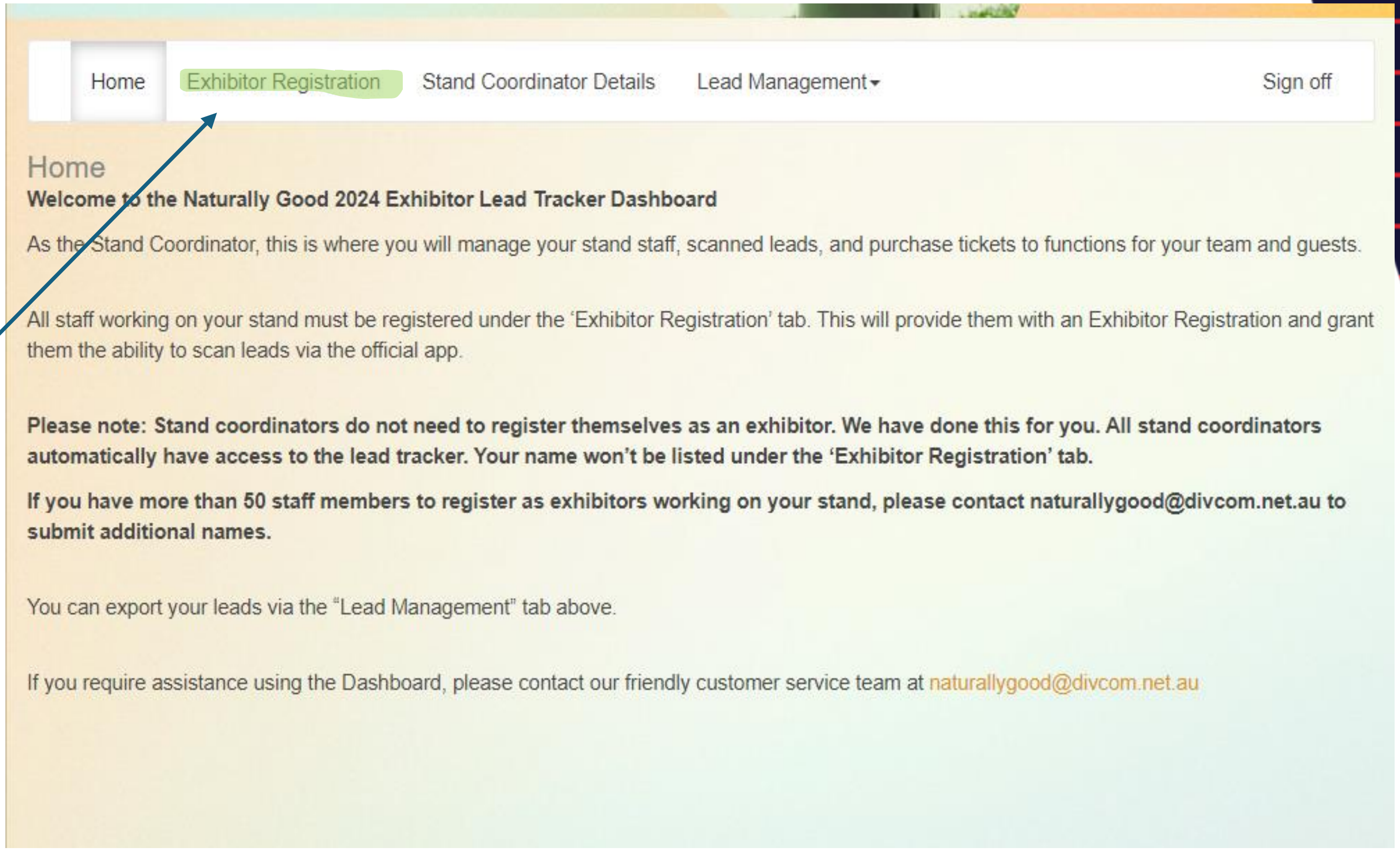
Exhibitor Lead Tracker Dashboard

Welcome to the Exhibitor Lead Tracker Dashboard homepage.

Now that you are here, you can click ‘Exhibitor Registration’ to register staff working on your stand.


Home | Exhibitor Registration | Stand Coordinator Details | Lead Management | Sign off

Home

Welcome to the Naturally Good 2024 Exhibitor Lead Tracker Dashboard

As the Stand Coordinator, this is where you will manage your stand staff, scanned leads, and purchase tickets to functions for your team and guests.

All staff working on your stand must be registered under the ‘Exhibitor Registration’ tab. This will provide them with an Exhibitor Registration and grant them the ability to scan leads via the official app.

Please note: Stand coordinators do not need to register themselves as an exhibitor. We have done this for you. All stand coordinators automatically have access to the lead tracker. Your name won’t be listed under the ‘Exhibitor Registration’ tab.

If you have more than 50 staff members to register as exhibitors working on your stand, please contact naturallygood@divcom.net.au to submit additional names.

You can export your leads via the “Lead Management” tab above.

If you require assistance using the Dashboard, please contact our friendly customer service team at naturallygood@divcom.net.au

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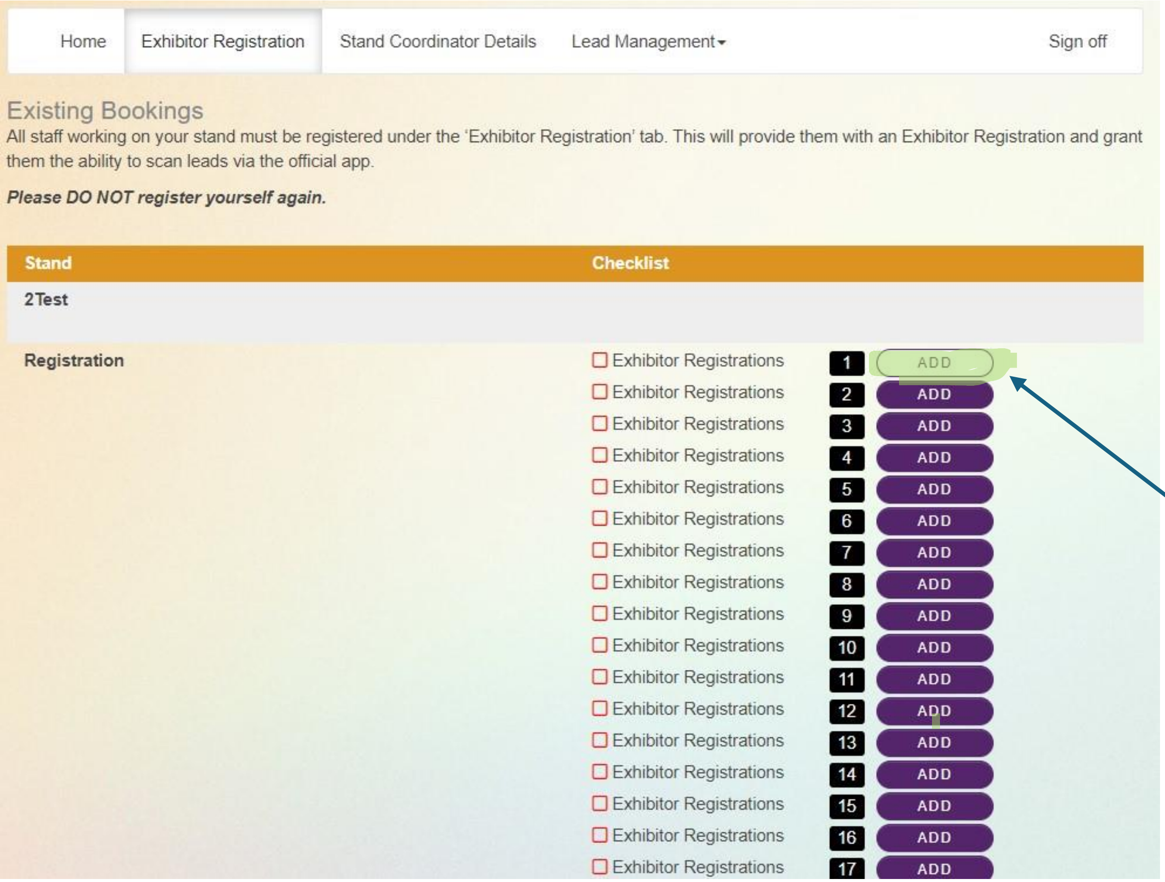
Exhibitor Registration



Under Exhibitor Registration, you can register your staff that are working on the stand.

You do NOT need to register yourself as you are the stand coordinator and we have registered you.

All you need to do is select 'ADD' in the registration list and complete the registration form.

Anyone you register will then receive a confirmation email that they have been registered. They can use this confirmation email to collect their exhibitor badge onsite also.

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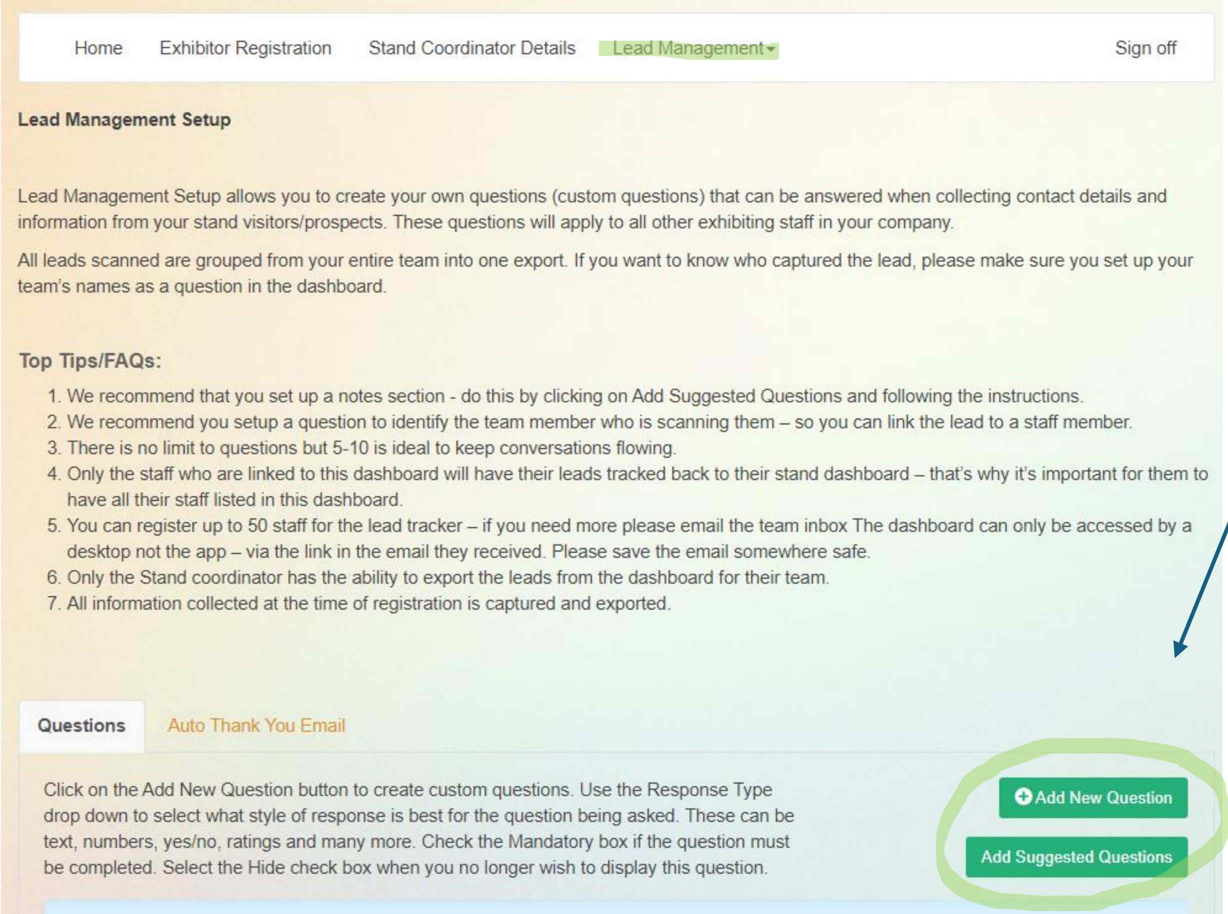
Lead Management



Click on the Lead Management Tab and then scroll down to Add Suggested Questions.

- ‘Add Suggested question’ gives a list of pre – generated questions.
- You can select any question that is relevant to your company and select add
- You can click ‘Add New Question’ if you wish you customise your own questions and answers. Custom questions will be displayed on the dashboard.

→ User Tip : Ask 2 or 3 quality questions and add a comments box for notes about your lead.

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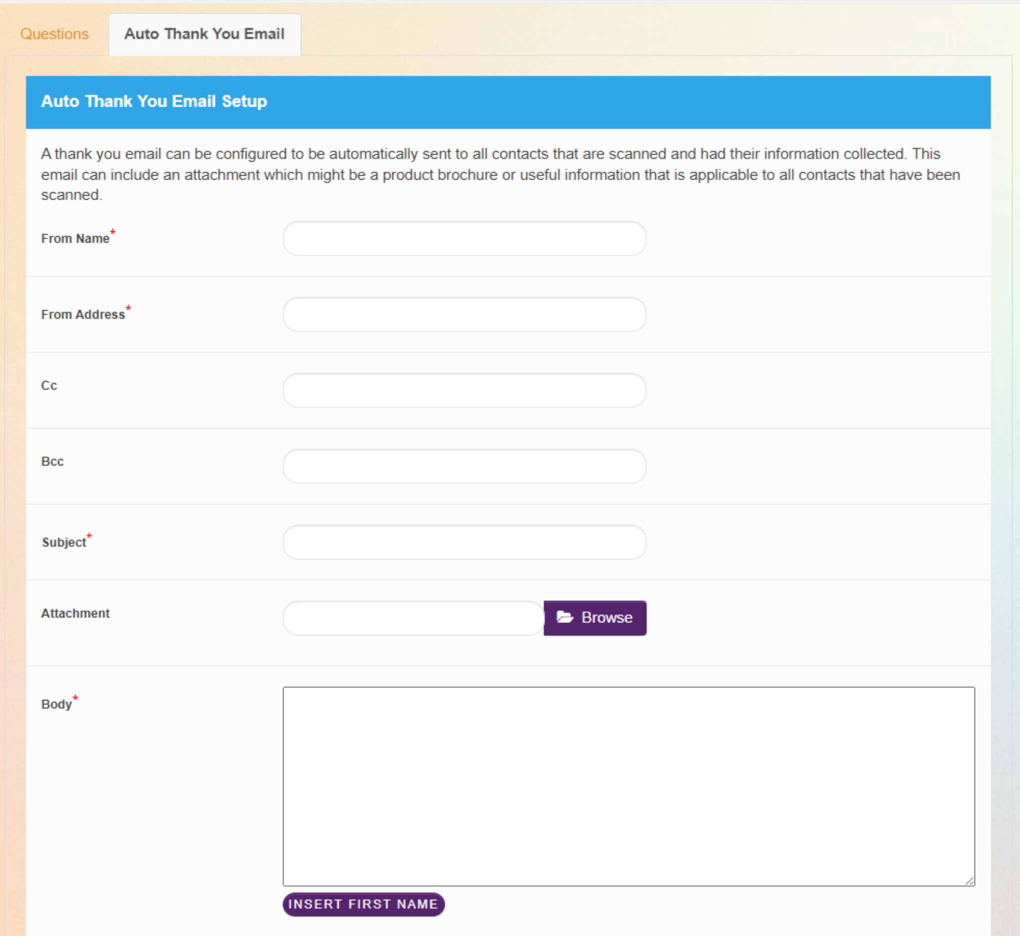
Auto thank you email



Auto Thank you Email

You can find this next to 'Questions' when setting up your questions.

All scanned and confirmed leads will be sent an Auto Thank you email.

- Add a from name
- Add a from email
- Add a subject line
- Add the email copy
- Select Save

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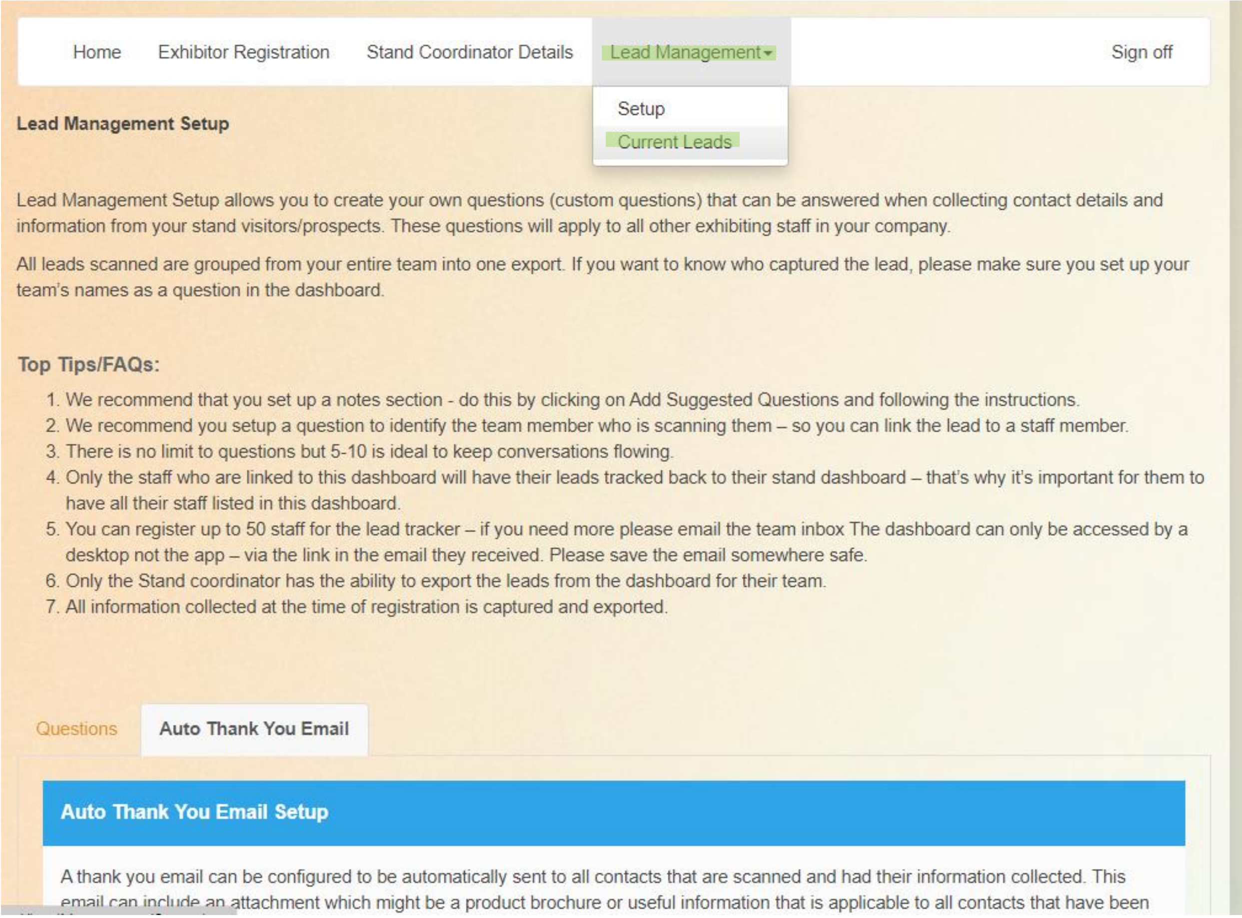
Exporting Leads



Exporting Leads

Go to the Lead Management tab and click current leads

You will be able to export your leads post show via a desktop computer.

When you export them, an excel download will automatically start with a list of your leads.

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