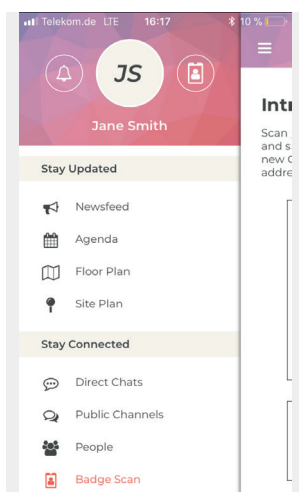


Badge-Scan How-to

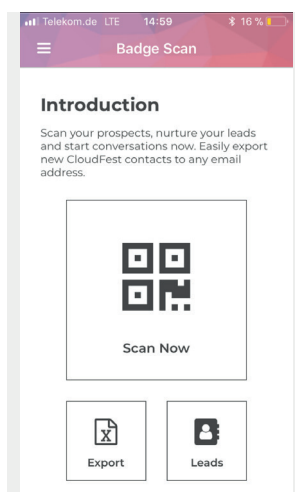
Badge Scan, launching in tandem with our new **CloudFest Event App**, is a true game changer for all attendees to our March 2018 festival. To ensure you understand the particulars of how this feature functions, we have provided a handy guide to help you navigate your way effortlessly through:

1.



Open the CloudFest Event App menu and navigate your way down to “Stay Connected” under which you will find the “Badge Scan” feature or start it directly over the Badge Scan icon next to your profile picture.

2.



Clicking on the Badge Screen icon will take you to the Badge Scan main menu where you will see three boxed features: **Scan Now**, **Leads**, **Export**

Scan Now: Scan attendee badges (see point 3)

Leads: List of Leads (see point 5)

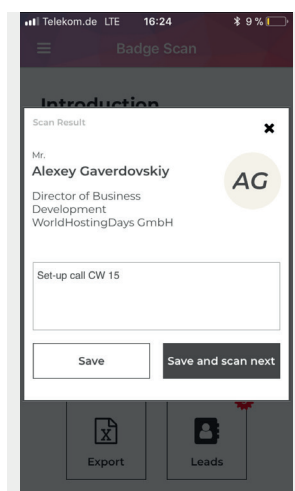
Export: Export to mail (see point 7)

3.



Scan Now: In order to scan an attendees badge, select Scan Now. Place your phone up to the badge of the respected attendee ensuring the QR-code on their badge is situated within the dotted box seen on screen. (Note: you have to allow the app to access your camera)

4.



The Badge Scan will **independently** recognize the QR code and will show the details of your new lead on your screen.

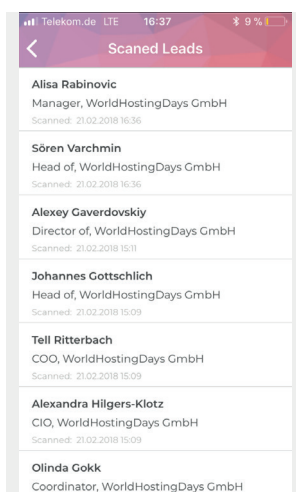
You will be given two options to either **Save** the contact or to **Save and Scan Next** - for immediate further scanning.

NEW: easily add notes to better organize your leads. Hit “X” in the upper right hand corner, if you don’t want to save the contact.

Badge-Scan How-to

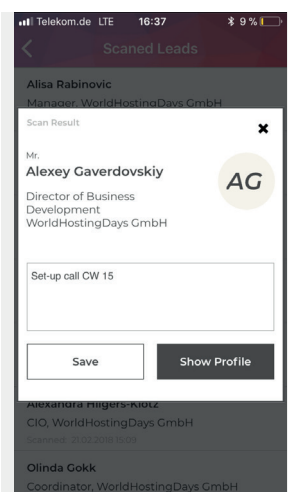
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5.



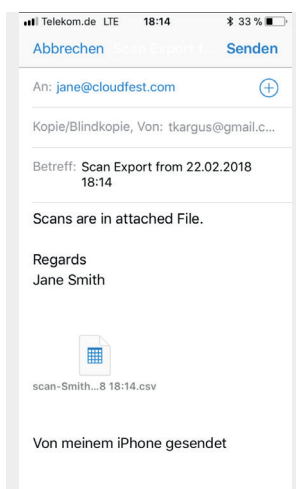
Leads: If you wish to review your leads at any time, simply click on the Leads icon in the Badge Scan Menu. (Note that in the upper right hand corner of the Leads icon you will see a red-starred number indicating the number of leads you collected) You find a list with all attendees you scanned thus far.

6.



Clicking on a contact gives you the ability to add further individual notes or navigate to the profile to start direct communication.

7.



Export: For those seeking an emailable list of all leads collected thus far, select Export in the Badge Scan main menu. Once you click on the icon, you will be taken to your email where all your scanned contacts will be logged into an CSV file that you can now easily email.



Access our event app by using your email invitation link or download from the App or Google Play Store.

Log-in using your registration credentials (included in emailed invitation) to:

cloudfest.com/app