



SMTA Expo Lead Retrieval Instructions

SMTA is proud to offer a free lead retrieval option that can be used for all SMTA expos. You can follow these instructions to download the free app to your phone and test it out.

1. **Download** and **install** the free app called **BadgeScanner™ Lead Retrieval** from the [iPhone App Store](#).



BadgeScanner™ Lead Retrieval ⁴⁺

EventPilot Conference Apps

ATIV Software

Designed for iPad

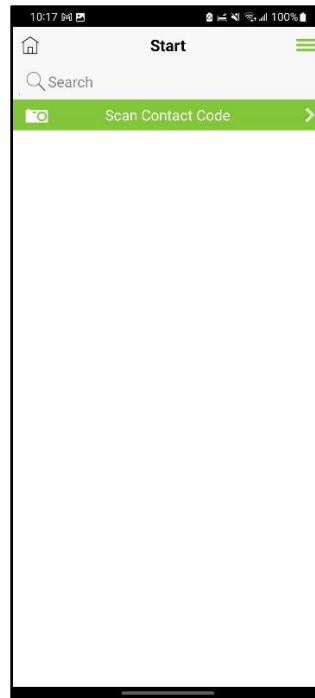
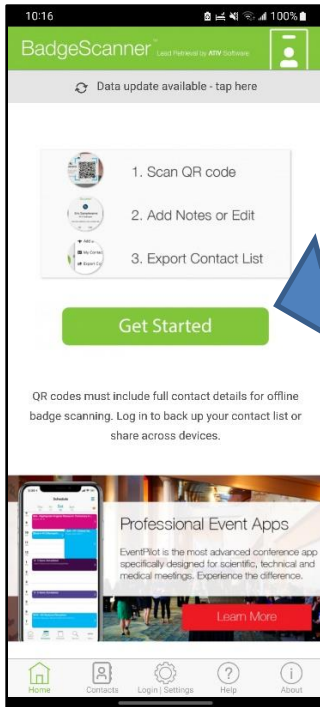
★★★★★ 4.3 • 6 Ratings

Free

2. **Open** the app and click **“Get Started”**.

If it prompts you to enable notifications, you can decline with no issue.

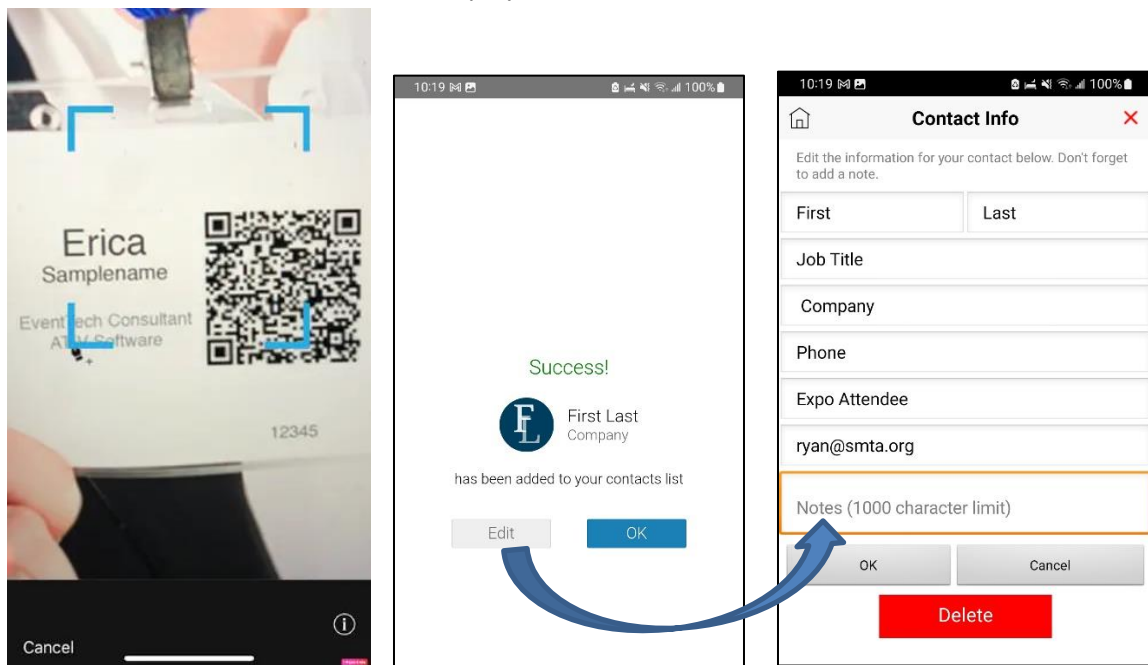
Click **Scan Contact Code** button and allow the app to access your camera when prompted.



3. Do a **test scan** of the badge below (or your own badge if you have one) to ensure your app is working.



3a. **Position your phone** close enough to the barcode to clearly view the barcode and wait for it to focus. A confirmation screen will display once the scan is successful:



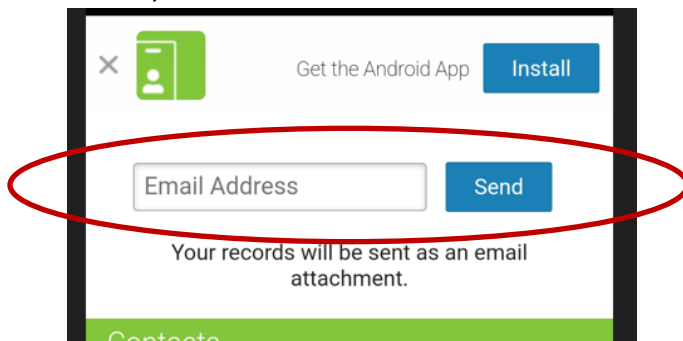
3b. Click “edit” to add notes or edit the contact if desired and click OK to save changes.

4. Export the list at the end of the show

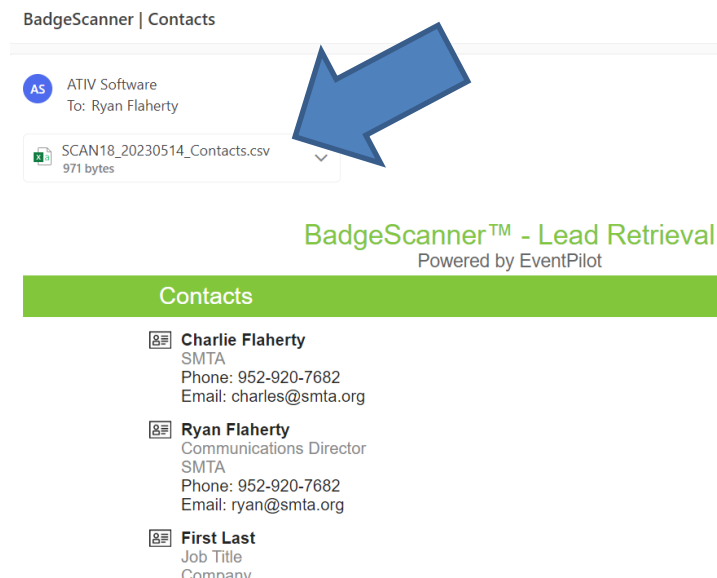
4a. Click the **menu icon** in the top right of the screen and click **“Export Contacts”**



4b. Enter your email address and click **“Send”**



4c. Find the email from ATIV Software with subject line **“BadgeScanner | Contacts”**
(check junk folder if not in inbox)



4d. Open the attached CSV file with Excel or any other spreadsheet software.

Happy scanning and enjoy your new leads!