



# EVENT APP INSTRUCTIONS

In 2019 the Australasian Waste and Recycling Expo (AWRE) is working with EventsAIR to provide a FREE lead tracking app available for you to install on your smart phone or tablet.

The EventsAIR “Event App” allows you to capture and qualify leads straight from your tablet or smartphone and follow up instantly.

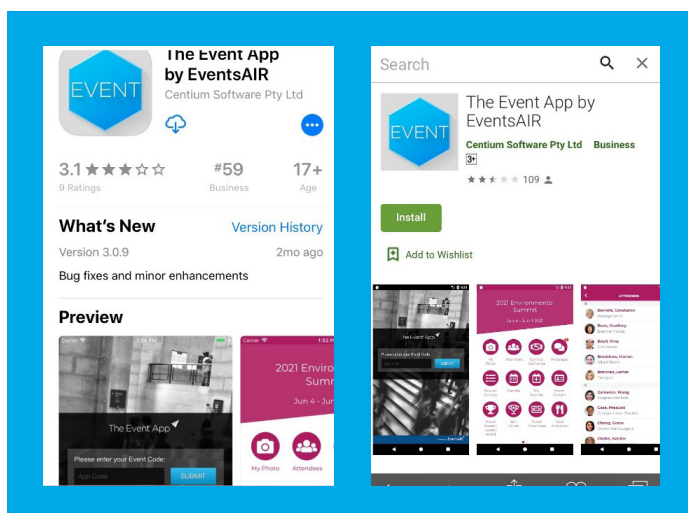
To successfully run and use this App, we recommend that your device has at least 2 GB of free memory available. Please close any running Apps to ensure at least this amount of memory is available.



## 01

### DOWNLOADING THE EVENT APP

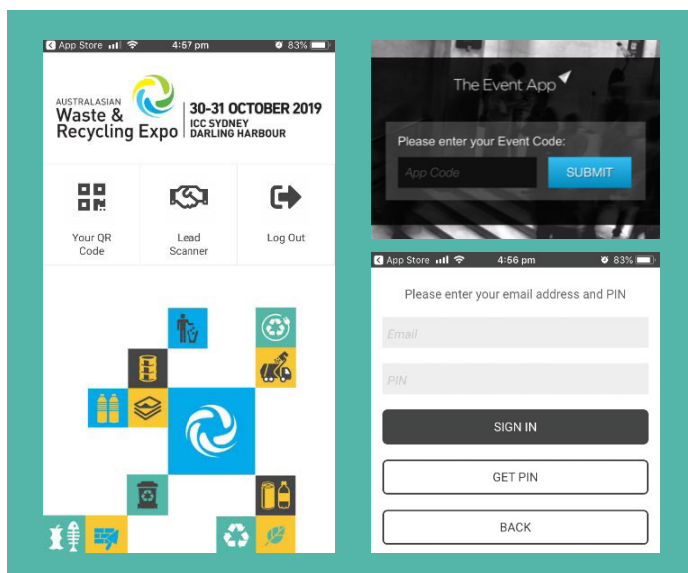
The App can be downloaded via the Apple App Store or Google Play. The App can be found by searching “The Event App” or “EventApp.”



## 02

### ACTIVATING THE APP

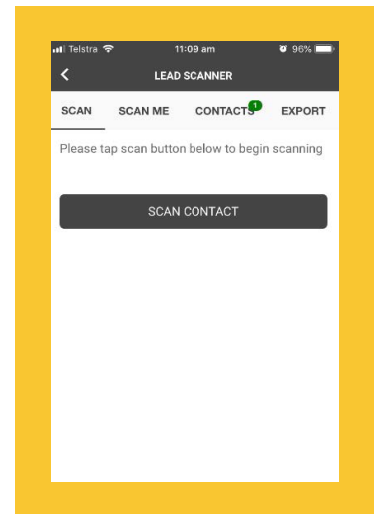
1. Open the App.
2. Enter the code “AWRE2019”, select submit.
3. Enter the email address you used to register your stand for AWRE, enter the pin you received via email, you can also find this on your AWRE badge, select sign in.



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## CAPTURING YOUR LEADS

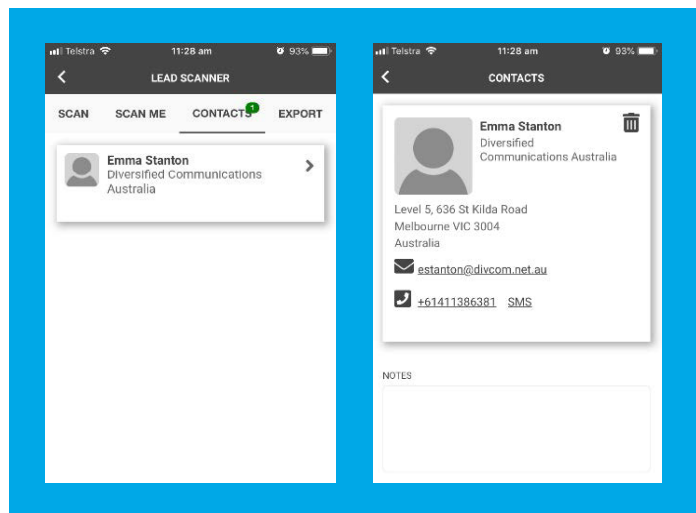
- To capture your leads, select '**Lead Scanner**' tab on the top menu.
- To scan a barcode, select '**scan**' tab from the top menu.
- Click the grey scan contact button.
- Hover the camera over the top of the barcode. Please ensure you have given the app access to your camera.
- Once you have scanned the lead, a second window will pop up asking to add the lead to your contacts, select **YES** to add the contact, select **NO** to discard.
- From here select OKAY to return to the "**Scan**" screen.
- If you have an internet connection, the lead will be synched with your account immediately.



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## ACCESSING YOUR LEADS

- Select the **contact** tab from the top menu, all the leads you have saved will be stored here.
- Here you will be able to see the lead name and company, to see more information, click the arrow on the right-hand side of the lead.
- Here you will be able to see additional information such as email and phone number.
- To make a note about the selected contact, click the inside the white square below notes, under the contact details, begin typing. Your notes will be automatically save to that contact.



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## EXPORTING YOUR LEADS

- To export your leads, select '**export**' tab from the top menu.
- Enter the email address you would like the leads to go to, type a message and select send.
- All the leads you have collected will be emailed to you using the predefined email you used to login (this can't be changed), in an Excel document.

