1. Get the App

If you’ll be using your phone or tablet to scan leads, download Cvent LeadCapture from the App Store or Google Play. Renting the scanner? The app is already installed.

2. Enter Your Access Code

Enter the access code from your email. If you never received one, tap Re-Send Access Code or ask your exhibitor admin to look it up.

Tap Next.

If your admin hasn't assigned you a license yet, you'll need to scan your badge (tap OK to allow the app to access your camera) or enter your confirmation number by tapping Manually Enter.

Tap Yes, Activate Device to confirm.

3. Start Scanning

Tap Add Lead in the lower right. 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.
- A rental scanner, aim it at the QR code and press the button on the side.

If the lead isn't wearing a badge, add their information by tapping Manually Enter.

Tap Qualify Lead to answer additional questions or add notes. When finished, tap Done.

To view or edit a lead's info, tap My Collected Leads on the app's home screen. You won’t be able to see leads your coworkers have collected.

4. 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.