



How to: Digitalise your trade fair contacts

It's so easy to capture your stand visitors with your free professional lead management!

1

Download the LeadSuccess app to your mobile devices and determine your desired range of functions.

You can find the download links for the various operating systems here:

<https://leadsuccess.convey.de/download/en>

The app is responsive and can be used on most current smartphones and tablets.

Your marketing package already includes 5 free licences for LeadSuccess Basic. If you want to expand the range of functions even further, simply book the Classic Upgrade for a one-time fee of 199 euros for all five licenses.

You can find an overview of all packages and functions in the [Shop for Exhibitor Services](#).

before the
trade fair

→ You will receive an email with your access data 4 weeks before the trade fair ←

2

Capture your leads and individualise the personal data of your contacts.

Simply scan the QR code on your visitors' ticket and add notes to your new contacts.

Your visitors' address data are automatically displayed on your tablet or smartphone.

If you have booked the Classic Upgrade, you can also scan business cards and store additional, customised information: Who scanned the contact? Which products are they interested in? Do visitors want to receive your newsletter?

As a LeadSuccess user, you can customise this function so that it perfectly suits your needs and design your own questionnaire to precisely categorise your leads.

This makes LeadSuccess a unique and extremely useful tool – and it can be used both online and offline.

during the
trade fair

→ Scan QR codes and add notes and further information ←

3

Import the contacts you have registered.

All of the information can be imported into your systems during the trade fair or at a later date, so that you can evaluate the data and put it to use to good use. Your trade fair contact data is available as an MS Excel file or CSV file. Or you can view the data in the intuitive overview provided in your LeadSuccess online portal.

after the
trade fair

→ Put your collected data to good use ←