



COLLECTING & FOLLOWING UP WITH LEADS JUST GOT EASIER

Easily collect, qualify & download the contact details of the attendees you meet at BookExpo. Unlimited access to the CompuLEAD Smart App is now included in your booth package. Capture attendees' full contact information with the simple scan of a badge - no need to collect business cards.

BEFORE BOOKEXPO: SET UP YOUR LEAD RETRIEVAL

1. Set Up your Team & Customize your Lead Retrieval

You'll receive an email with login details for your CompuLEAD Smart app portal. Login before the show to add the booth staff you'd like to use the app (unlimited access). You may also set up custom qualifiers and survey questions so you're ready to capture & score leads when you arrive at the Show.

2. Download the CompuLEAD Smart App

In your app store, search for CompuLEAD Smart and download using your Google play or Apple ID username and password.

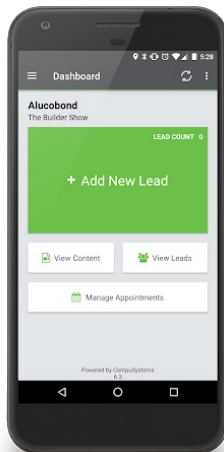
If you didn't receive your login details, please contact your Customer Success Manager (contact details below)



AT BOOKEXPO: CAPTURE LEADS

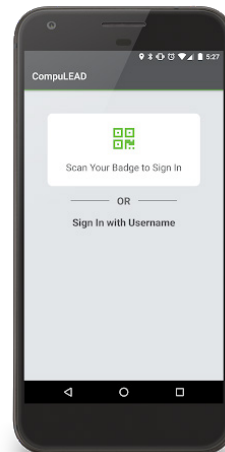
1. Add New Lead

Tap 'Add New Lead' & either scan the QR code on the badge or enter the badge number.



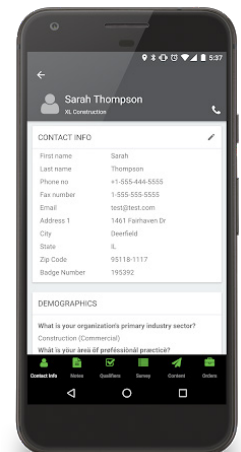
2. Capture Attendee's Full Contact Details

If you don't have cell and/or WiFi connectivity, ONLY first name, last name & badge number will be displayed. The rest of the lead data will appear when connectivity is restored.



3. Score the Lead & Add Discussion Notes

Tap the appropriate tab from the tool bar to add qualifiers, surveys and/or notes.



AFTER BOOKEXPO: FOLLOW UP WITH YOUR LEADS

How do I get my leads off my device?

1. Log-in to the **Exhibitor Dashboard**
2. Click on "Register your staff"
3. Click on "lead retrieval" box
 - Download all contact information and notes to your CRM.
 - Sort by qualifiers to target the hottest leads.
4. Click on "sales leads" under "myLeads"
5. Download Excel spreadsheet
 - Sort by geo or demographics to get contact info to the right sales rep.
 - Print mailing labels or send an email blast from the dashboard.

Follow Up with your Leads Within a Week

Increase your ROI by following up in a timely manner to keep the conversation going and close the deal.

NEED HELP? CONTACT YOUR CUSTOMER SUCCESS SPECIALIST



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