



How to collect leads in the Trippus Exhibitor Portal

What is the Trippus Exhibitor Portal?

With the help of the Exhibitor Portal, you can scan and save your leads during SETT.

STEP 1: BEFORE SETT – How to create your Exhibitor Portal account

1. As the stand contact you have or will shortly receive an automatic confirmation email sent from SETT 2023. This email will give you access to the Trippus Exhibitor Portal where you will be able to manage your lead generation. If you have an account from SETT 2022 you will be redirected to login page. If you are a new exhibitor you will create an account.

Notice: All stand personnel will use the same login credentials (email + password) for the Trippus Exhibitor Portal. The stand contact, who created the Exhibitor Portal account will have the responsibility to share your login information with your colleagues. All colleagues can be active at the same time.

If you want to share the scanning tool with your colleagues (and not let them manage the Exhibitor Portal) you will be able to send a link or share the QR code by the login page. Please see "Dela auktoriseringslänk" below.

Skanningsanvändare

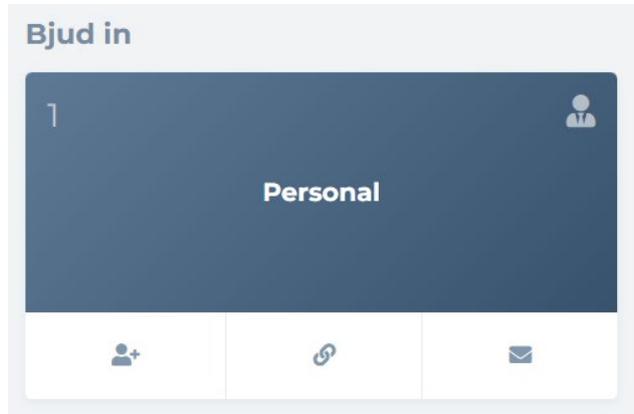
Inlogg för att skanna:

Dela auktoriseringslänk:



2. The activation link in the confirmation email will be active for one week. If the link expires, please contact support@trippus.com. If you already have an account but forgot the password, please click "Forgot password".
3. [Link to login page](#). We recommend that you save the link on your homescreen and as a bookmark on your computer aswell as on your phone.
4. You as stand manager must register via this [link](#) to get a badge to enter SETT. You must also register your stand personnel in advance via [this link](#) or via "Staff" in the exhibitor portal.

This will be the entrance ticket for your stand personnel. **Please note that there are two separate registrations, one for you as stand manager and one for your stand personnel.**



STEP 2: BEFORE SETT – Create areas of interest

In the Exhibitor Portal, you can create areas of interest for the services and / or products you offer. When you scan the stand visitors during SETT, you can tag them with one or more areas of interest, to keep track of what they were interested in knowing more about.

1. Go to the Exhibitor Portal's login page and log in with your login information <https://exhibitor.trippus.se>

2. Go to Intresseområden (Areas of Interest) in the left menu.

Enter the desired area of interest in the free text field (max. 14 characters) and click Lägg till intresseområden (Add area of interest button). Create as many areas of interest as you need.

STEP 3: DURING SETT – Scan stand visitors / leads

1. Go to the Exhibitor Portal's login page in your mobile and log in with your login information <https://exhibitor.trippus.se>

2. Click Skanna leads (Scan Leads) tab in the left menu.

3. Allow the browser to access your mobile camera.

4. Scan the stand visitor's barcode on the badge.

5. Select one or more areas of interest with which you want to tag the stand visitor and / or enter your own comment in the free text field.

6. Your visitor scans end up under Leads in the left menu in the Exhibitor Portal.

AN ADDITIONAL WAY TO COLLECT LEADS: - Visitors register their interest

In your stand there will be a sign with a QR code. The visitor can scan it with their mobile phone to make an expression of interest which you can reply to later. The leads that come in through the visitor's scan of the QR code end up under Leads in the left menu in the Exhibitor Portal with comment QR Scan and followed by any comment that the visitor wrote. Do not forget to follow up on these leads by contacting them after SETT!