



How to collect leads in the Exhibitor Portal

What is the Exhibitor Portal?

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

STEP 1: BEFORE SET - Create your account for the Exhibitor Portal

1. An email from *SETT 2022* and with *New event in Exhibitor Portal* in the subject line will be sent to you before SETT.

2. When you have received the email, click on the link **Exhibitor Portal** to create your account.

The link in the email becomes inactive one week from the time the email was sent to you. If the link is disabled, contact support@trippus.com so that a recovery email can be sent.

3. Enter the desired password for the Exhibitor Portal and click on the **Save password** button.

4. Log in to the Exhibitor Portal with your email address and password.

Link to the exhibitor portal's login page: <https://exhibitor.trippus.se>

We recommend that you save the link as a bookmark in your browser (on your computer and on your mobile phone) when you create your account.

Note! Everyone in the stand uses the same login information for the Exhibitor Portal. Please pass on the information to your colleagues after creating the account. Everyone can be logged in at the same time.

STEP 2: BEFORE SET - 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 intressområden** (Add area of interest button). Create as many areas of interest as you need.

STEP 3: UNDER SET - 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.

A 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!