BTS 2026 · 17 – 19 NOV 2026

EXHIBITOR INSTRUCTION GUIDE

Exhibitor Booth Lead Capture User Guide

Capture every visitor at your booth in seconds and keep all your leads in one place. Follow the five steps below to get set up before the show opens.

BEFORE YOU START

Download the app — Android & iPhone

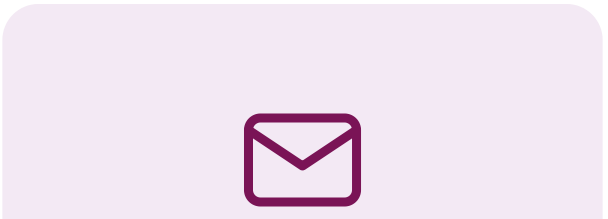
Open this one link on your phone. It takes you to the right store for your device automatically.

onelink.to/x92cvm

Scan QR code to download

1 Log in with your passcode

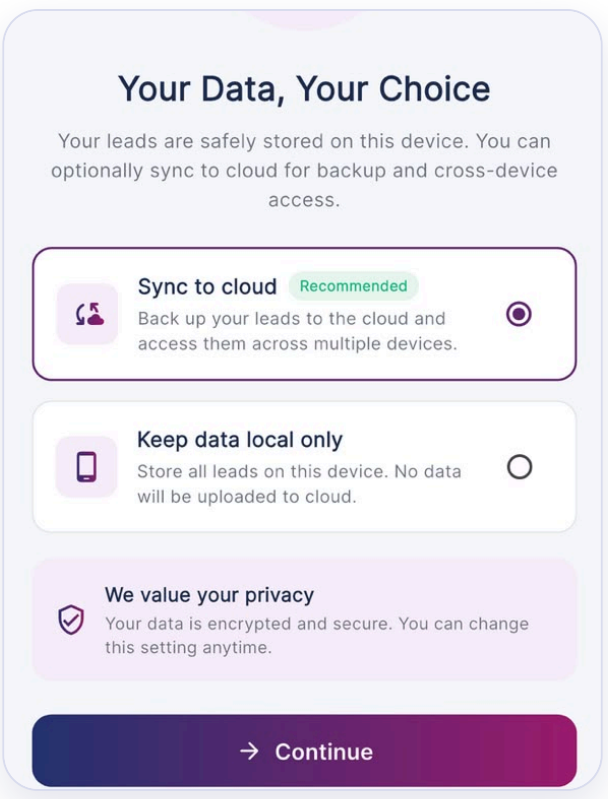
- Open the Exhibitor Lead Scanning Panel app on your phone.
- Enter the **passcode you received in your email** (sent to your registered email address).
- Can’t find it? Check your spam or promotions folder before contacting the organisers.



Passcode is in your inbox

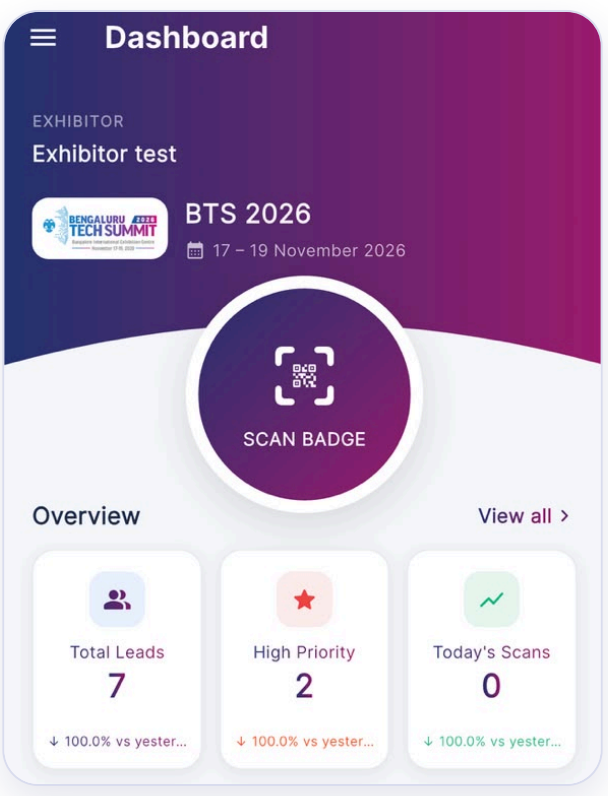
2 Choose how your data is stored

- **Sync to cloud (recommended):** backs up your leads and lets you open them on more than one device.
- **Keep data local only:** leads stay on this phone and nothing is uploaded.
- Tap **Continue**.
- You can change this anytime: go to the **Settings** page and open **Choose how your data is stored**.



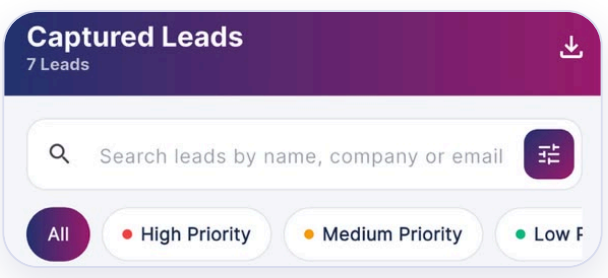
3 Scan visitor badges

- From the **Home dashboard**, tap the large **SCAN BADGE** button.
- Point your camera at the visitor’s **QR code** on their badge or e-pass.
- No badge? After tapping the QR code button, choose the **Scan Business Card** option. The app reads the card and fills in the visitor’s details for you.
- Fill in any remaining details, set a priority and save.
- Your dashboard shows Total Leads, High Priority leads and Today’s Scans at a glance.



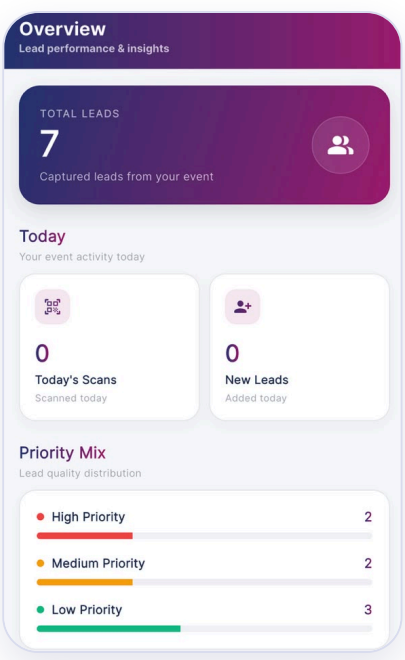
4 Review and export your leads

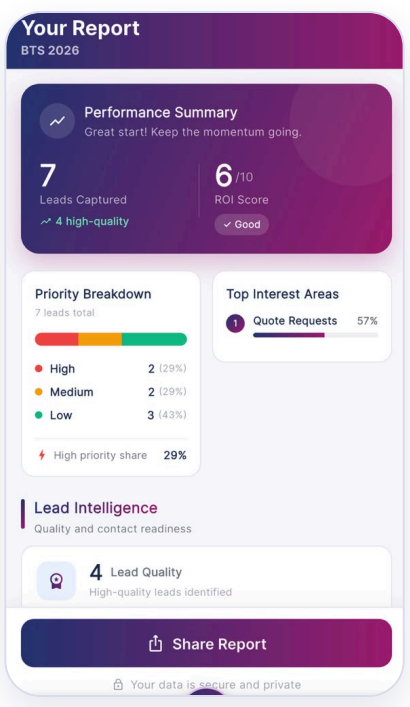
- Open the **Leads** tab to see every captured lead.
- Search by name, company or email, or filter by **High, Medium or Low** priority.
- Tap the **download icon** (top right) to export all your leads.



5 Track your results

- **Overview:** total leads, today’s scans and your priority mix.
- **Reports:** performance summary, ROI score and top interest areas.
- Tap **Share Report** to send it to your team.





QUICK TIPS FOR YOUR BOOTH

Charge up. Keep your phone charged and connected so your leads sync safely.

Prioritise. Mark your hottest prospects as High Priority so you can follow up first.

Scan every badge. Each scan adds the visitor’s details straight to your lead list.

NEED HELP?

Contact our support team

Name: **Sangitha**

Email: sangitha@chkdin.com

Mobile: **+91 97781 86997**

Your data is encrypted, secure and private.