

slas
2026

INTERNATIONAL
CONFERENCE &
EXHIBITION

FEB. 7-11
BOSTON, MA

REGISTER TODAY!
SLAS.ORG

YOUR PORTAL TO
CONFERENCE SUCCESS:

DISCOVER
CATALYZE

Exhibitor Lead Retrieval Instructions for Sales Reps

Questions?

SLASLeads@Discoversb.com

SLAS2026 Lead Retrieval App

For SLAS2026, Lead Retrieval is now managed through the **Eventscribe app**, which is separate from the conference app.

Lead Retrieval **CANNOT** be accessed through the attendee Engagefully app!

Who Needs to Download?

Only sales representatives assigned Lead Retrieval licenses need to download and use the Eventscribe app to scan leads onsite.

Download the Lead Retrieval App

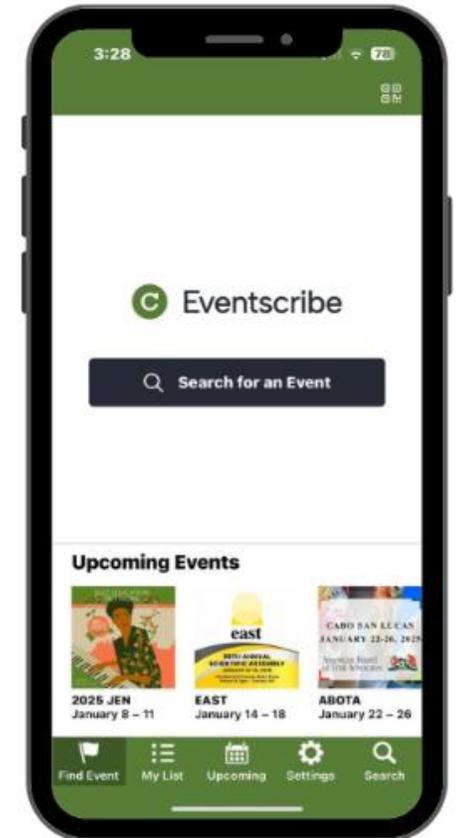


Booth Staff with Assigned Licenses....**Do this before arriving in Boston!**



SLAS2026 Lead Retrieval App

- App Store: Search for “**Eventscribe**”
- The SLAS2026 Lead Retrieval App will be available via the search or under Upcoming Events
- Login credentials
 - Use the **Registrant Email** along with the **Registrant ID** for login
 - There will be a Forgot Password option



The app is available for iOS and Android late January!

DO NOT DELETE, SIGN OUT, UNINSTALL, OR CLEAR THE APP'S CACHE ONCE THE APP HAS BEEN ACTIVATED OR THE ACTIVATION AND LEADS WILL BE LOST.

Technical Requirements

Download and Log in to the Eventscribe app and access the SLAS2026 Lead Retrieval App, then connect to Wi-Fi or Cellular Data

Ensure that you are connected to Wi-Fi network or Cellular Data

If you are experiencing issues on site, please visit Lead Retrieval support at the Lead Retrieval Desk located near Exhibitor Registration.

**DO NOT DELETE, SIGN OUT, UNINSTALL, OR CLEAR THE CACHE OF THE APP
ONCE THE APP HAS BEEN ACTIVATED, OR THE ACTIVATION AND LEADS
WILL BE LOST.**

Using lead retrieval onsite

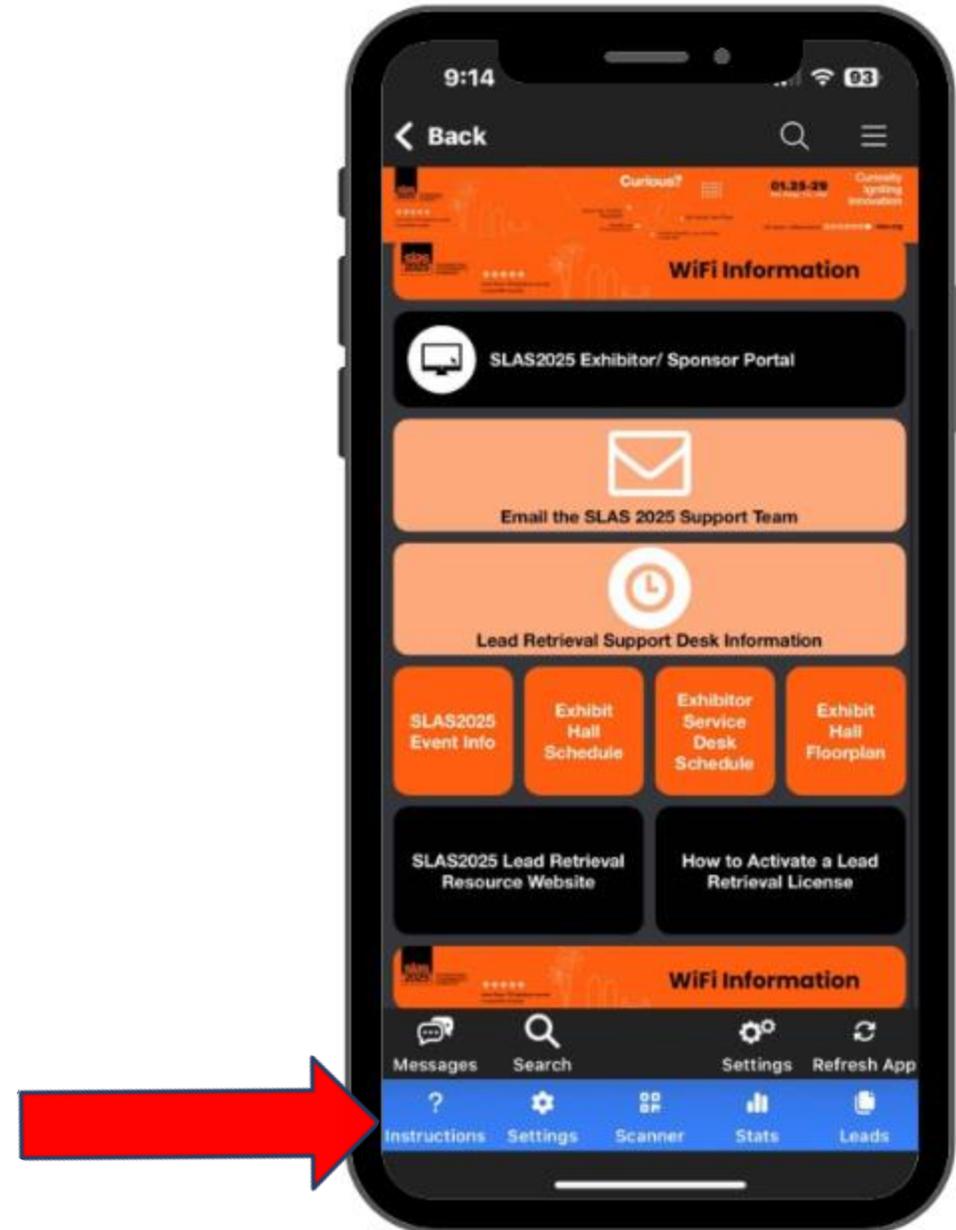
Sales Reps assigned a Lead Retrieval license through the SLAS2026 Exhibit/Sponsor Portal

REPS WILL SEE

a **BLUE** bar at the bottom of the screen.

“Scanner” button opens the QR code reader

“Leads” button shows scans for **all** company sales reps



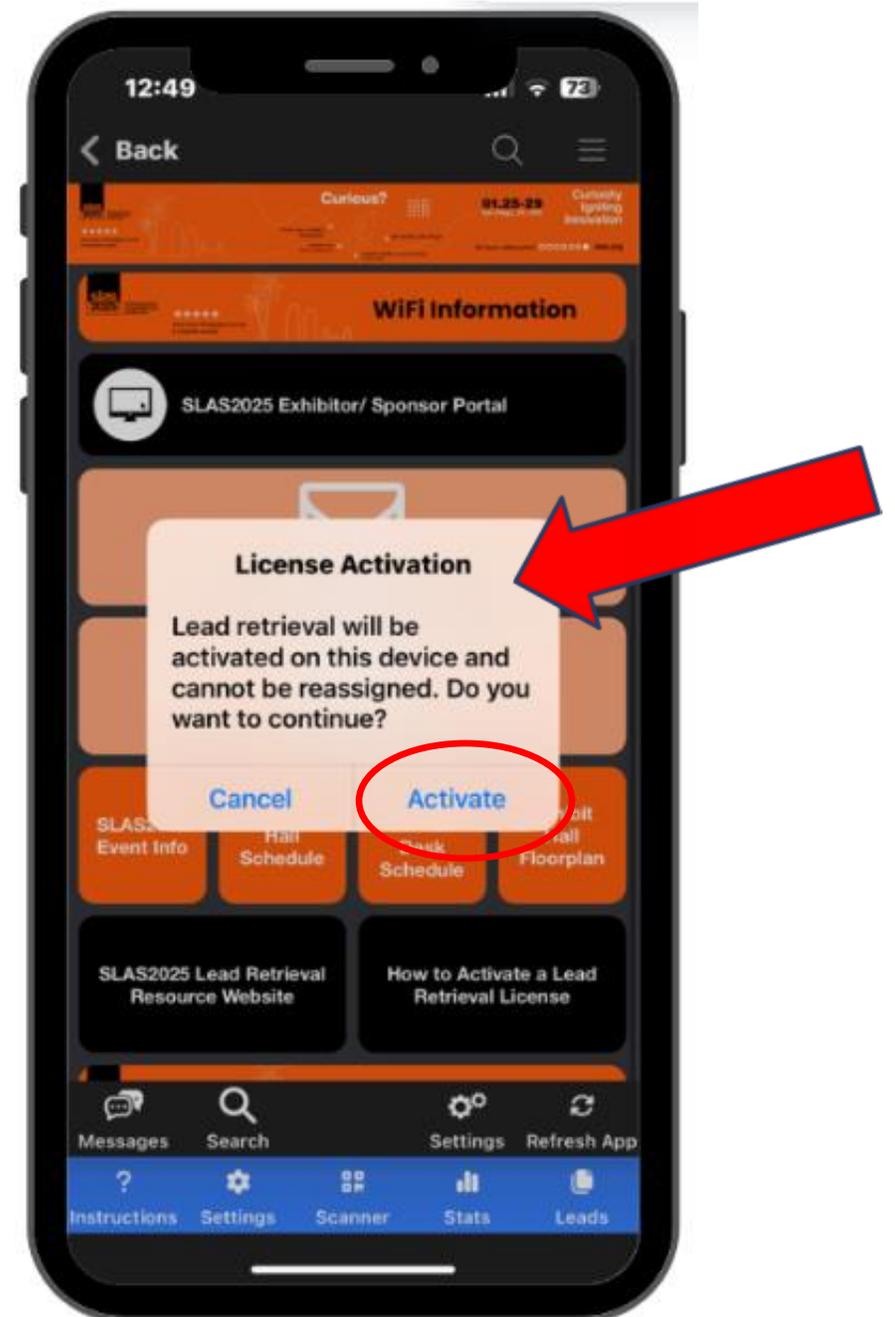
Using lead retrieval onsite

When the “Scanner” button is FIRST SELECTED

The License Activation popup appears

Click “Activate” and then the license will be assigned to THAT device.

Booth staff will ONLY see this message the first time.



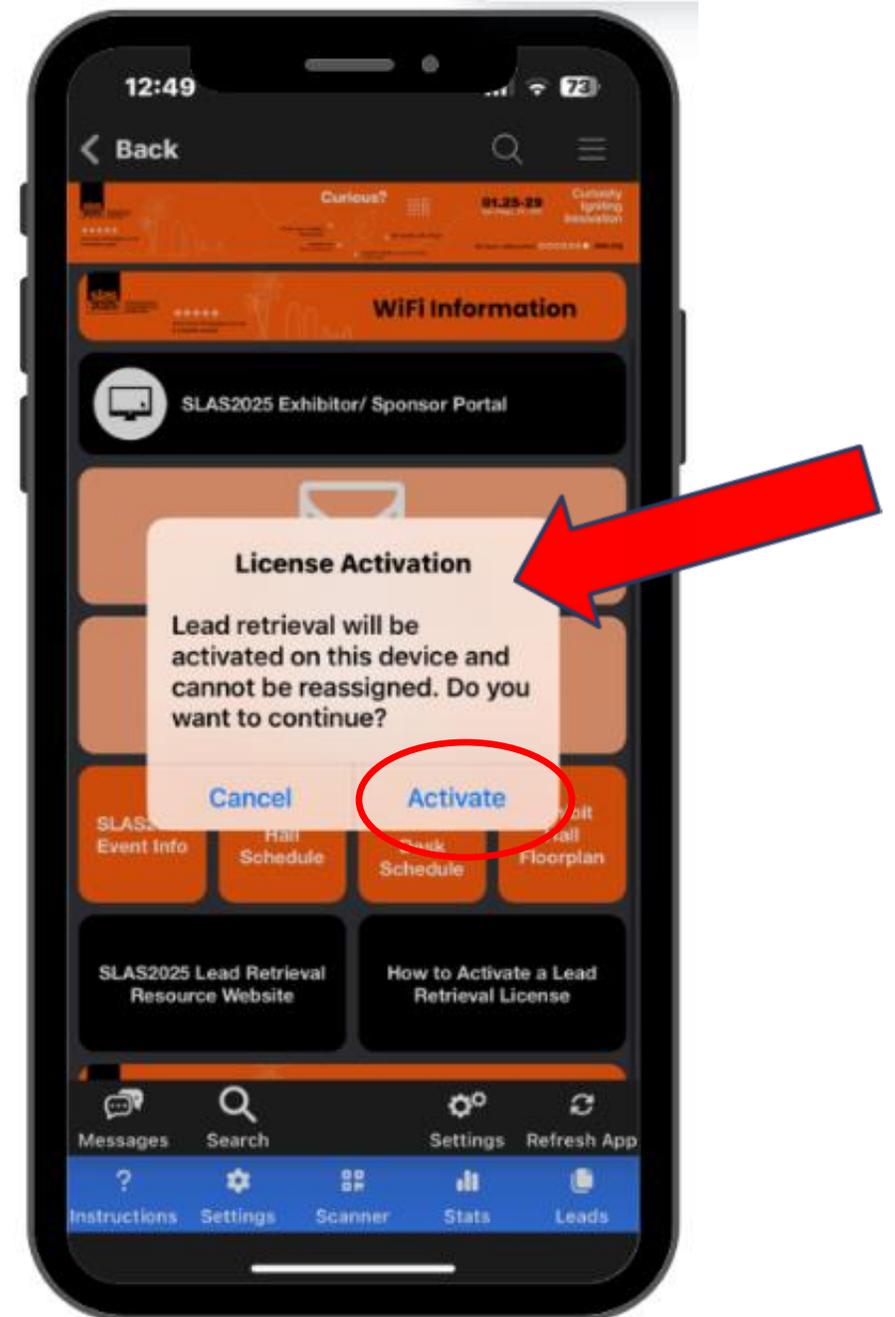
Using lead retrieval onsite

THIS LICENSE CAN ONLY BE ACTIVATED ON ONE DEVICE.

(i.e. If your team member is using an iPhone for personal use and company iPhone for scanning with their same credentials, they can only activate on one device.)

Each license is for one rep on one device.

Activating it on multiple devices will cause lost leads.

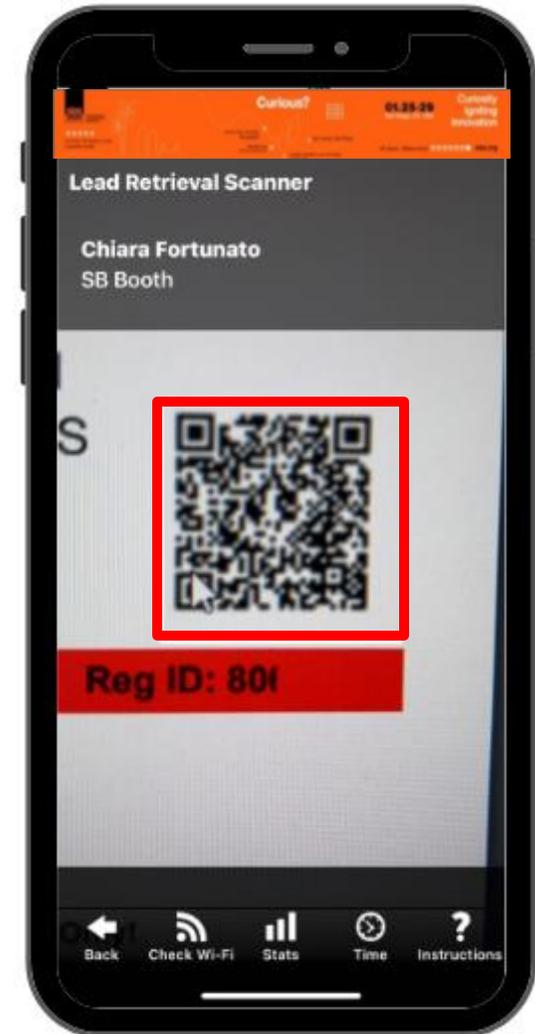


Using lead retrieval onsite

1. Click “Scanner” button



2. Align QR code in view



If an error is received, the reason may be:

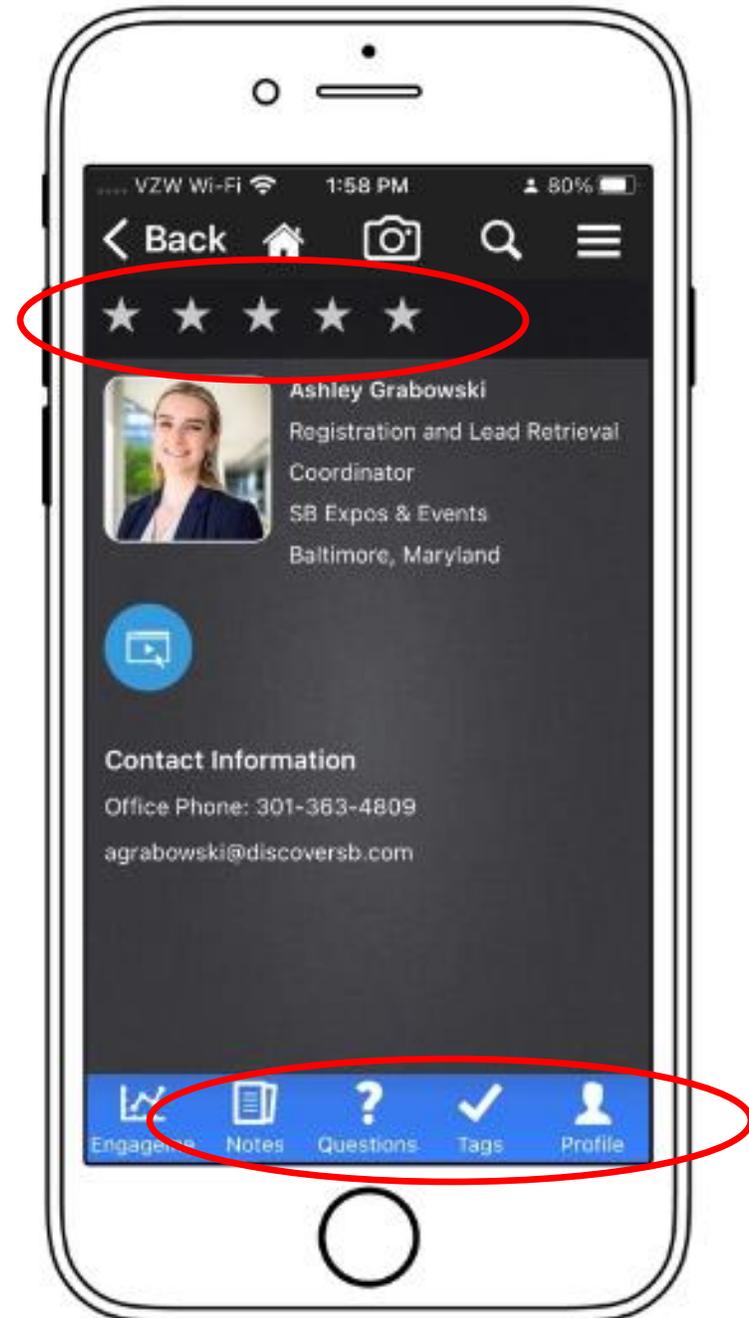
- glare from badge holders
- misprinted badges
- onsite registrants needing more time processing time

ONLY use the Scanner button. Do not use any other buttons for badge scanning.

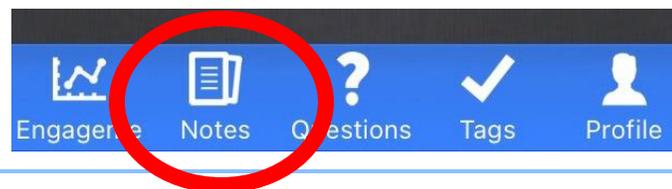
Using lead retrieval onsite

After attendee is scanned, several options available

- **Notes:** Built into the app for convenience with a free text field
- **Questions:** Answer qualifying questions that admin set up in Tasks
- **Tags:** Select tags that admin set up in Tasks
- **Profile:** Make edits to the attendee's profile.
- 1-5 stars

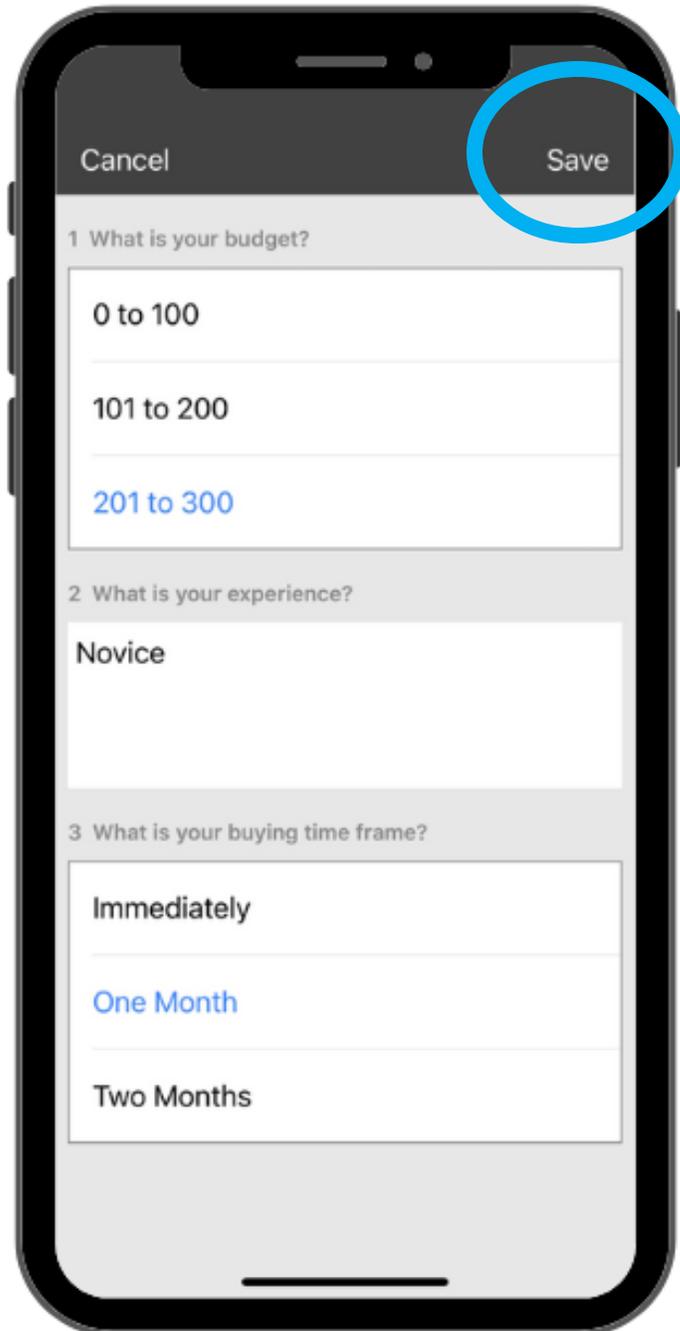


Using lead retrieval onsite - NOTES



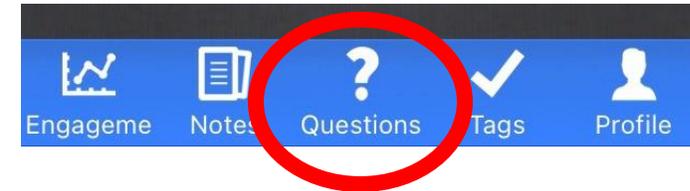
- Include any notes about the customer
- HIT "SAVE" at the top right
- Built into the app for convenience with a free text field

Using lead retrieval onsite - Questions



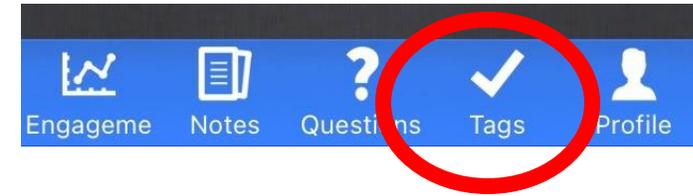
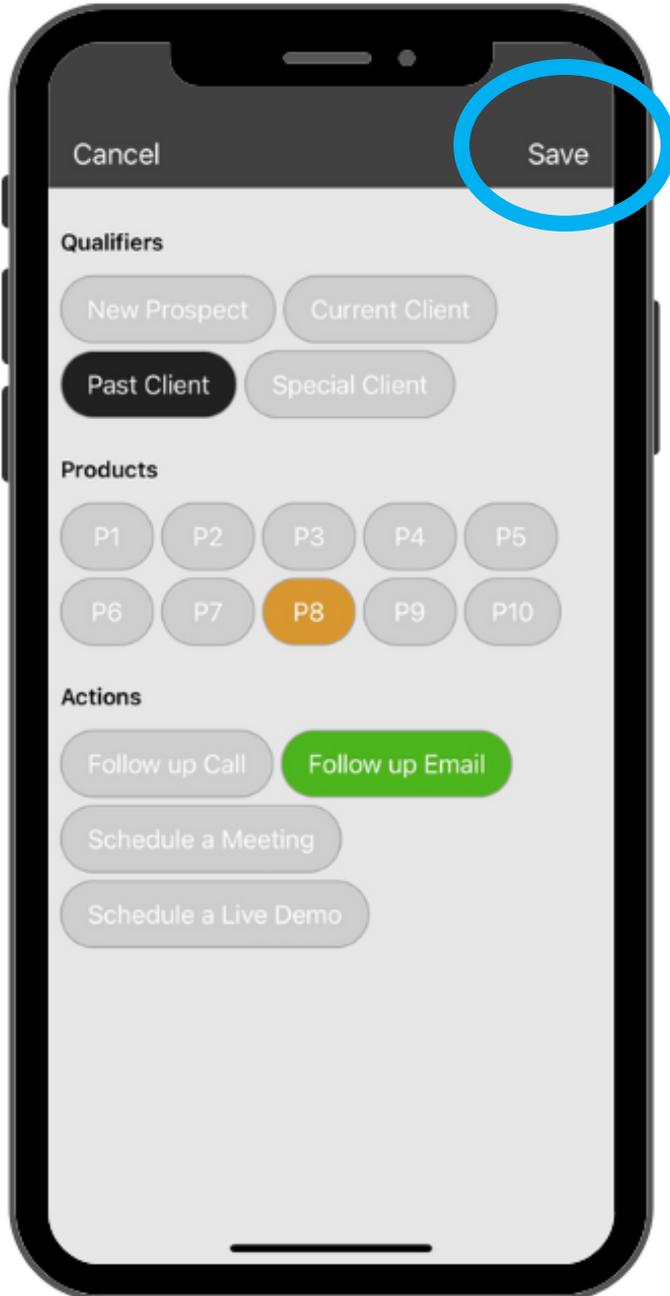
A smartphone screen displaying a lead qualification form. At the top, there are two buttons: 'Cancel' on the left and 'Save' on the right. The 'Save' button is circled in blue. The form consists of three sections:

- 1 What is your budget?**
 - 0 to 100
 - 101 to 200
 - 201 to 300 (highlighted in blue)
- 2 What is your experience?**
 - Novice
- 3 What is your buying time frame?**
 - Immediately
 - One Month (highlighted in blue)
 - Two Months



- These are the qualifying questions your admin has loaded into the portal
- Select answers and answer turns BLUE
- HIT “SAVE” at the top right

Using lead retrieval onsite -Tags



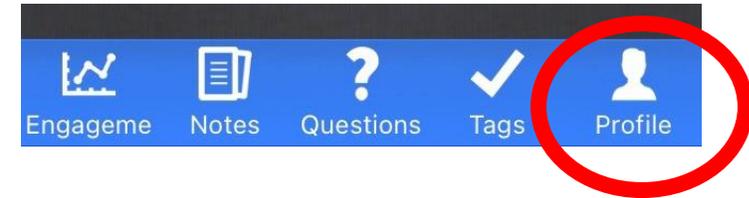
- These are the tags your admin has loaded into the portal
- Select answers and answer turns a color
- HIT "SAVE" at the top right

Using lead retrieval onsite - Profile

The image shows two smartphone screens side-by-side, illustrating the profile creation process. The left screen displays a form with the following sections and fields:

- Personal Details:** Name (Colleen Campbell), Pronouns.
- Organization Details:** Senior Manager, SB Expos & Events, Organization website URL.
- Location Details:** White Marsh, Maryland, United States.
- Contact Details:** Cell Phone Number.

The right screen shows the same form, but with a keyboard open over the Organization website URL field, which contains the text `www.discoversb.com`. The 'Save' button at the top right of the form is circled in blue.



- These fields are pre-populated from what the attendee entered into registration
- You can ask them for any other information you want
- HIT “SAVE” at the top right

Using Continuous Scan

Access this setting after logging in and activating a license.

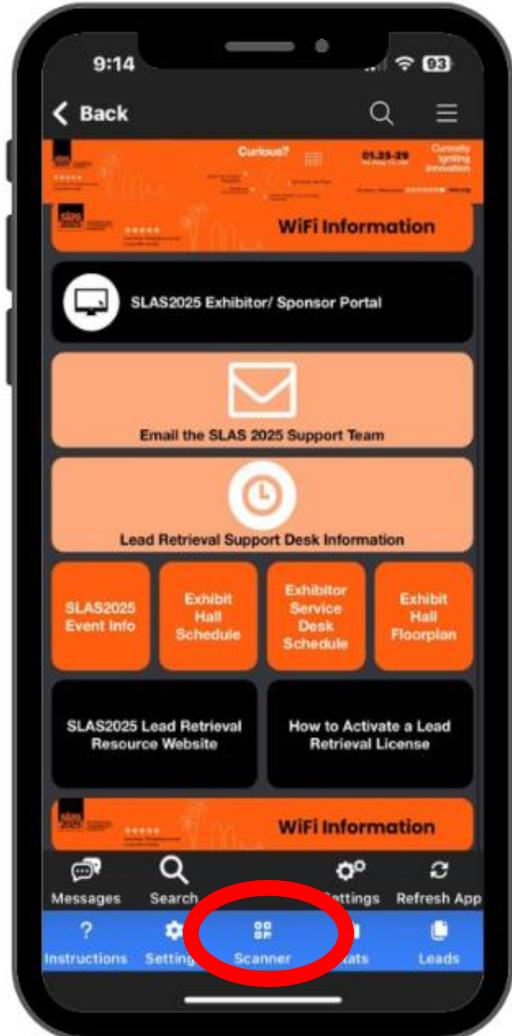
1. Click the LR “Settings” icon

2. Click on Continuous Scan to activate

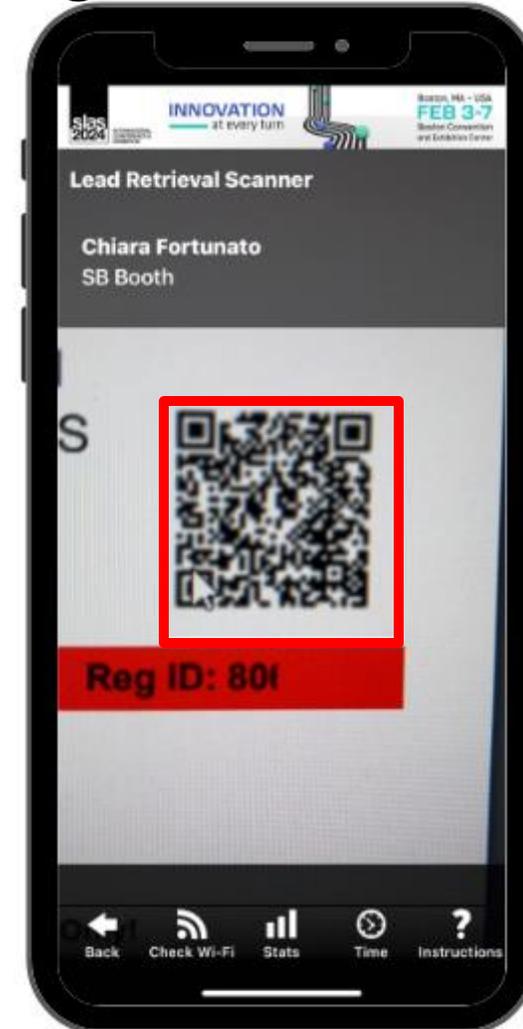


Using Continuous Scan

3. Click “Scanner” button

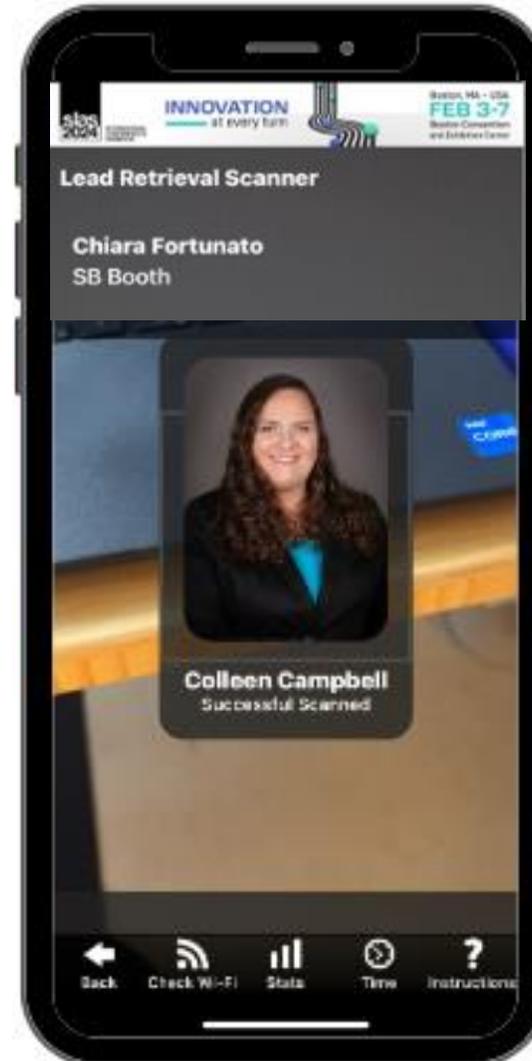


4. Align QR code in view



Using Continuous Scan

5. If the scan is successful, a pop-up will show the attendee's name and photo (if available)



Using lead retrieval onsite – Special Notes

Leads sync continuously when the device is on Wi-Fi or cellular data.

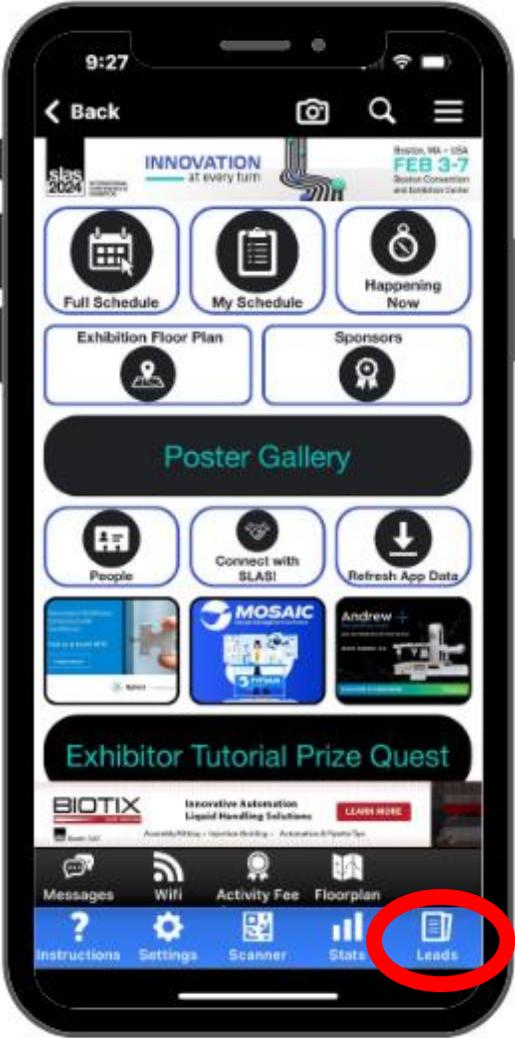
Offline scans are held locally on the device UNTIL it reaches Wi-Fi or cellular service. If the app is deleted before connecting to Wi-Fi or cellular service, leads will be lost.

Note: WIFI is free and available for browsing the app, but be sure to order internet if you need it for your booth equipment.

Remember...

- **Other sales reps will not see those leads in their app or lead reports until they are back on Wi-Fi or cellular.**

Checking Leads Onsite – Offline Warning



Accessing Post-Show Reports

- Login to SLAS2026 Exhibit & Supporter Portal
- Two Excel reports:
 - Unique Leads
 - All Scans – **with Notes**

IN PERSON EVENT LEAD RETRIEVAL



 Booth 9999 (2 sales reps performed 6 scans and acquired 6 leads.)

Lead Retrieval Report - Unique Leads

Lead Retrieval Report - All Scans

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Frequently Asked Questions

1. Is there onsite support?
 - Yes, visit the Lead Retrieval Support Desk in Exhibitor Registration
2. Is there Wi-Fi in the Exhibit Hall?
 - Yes, there attendee extends to the Exhibit Hall. Exhibitors can purchase dedicated internet for the booth through the [SLAS2026 Exhibitor Service Kit](#) .
3. How can you view leads onsite?
 - In the SLAS2026 Lead Retrieval App by clicking the 'Leads'
 - By accessing the reports in the SLAS2026 Exhibitor Portal
4. Can I activate the license on two devices?
 - **No, a Lead Retrieval license can only be activated on one device or leads will be lost**

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DON'T

- Activate your license on **more than one device**
- Use an old build of the app - make sure it is up to date!

TROUBLESHOOTING

DO NOT DELETE, SIGN-OUT, UNINSTALL, OR CLEAR THE CACHE OF THE APP ONCE THE APP HAS BEEN ACTIVATED OR THE ACTIVATION AND **LEADS WILL BE LOST.**

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Best practices

1. Remind sales staff to:

- Ask permission before scanning an attendee's badge.
- Review your scanned leads before leaving show floor to ensure you captured all the information.

2. Utilize all of the qualifying features that are available to get the best post-show data:

- Stars
- Notes
- Custom qualifier questions
- Tags

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Deadline Reminders

LEAD RETRIEVAL TASKS DUE FEBRUARY 6, 2026

- Qualifying Questions (Optional)
 - Create your custom lead qualifying questions to gather information quickly about your leads
- Custom Tags (Optional)
 - Create customized tags so your sales staff can quickly categorize their leads in real-time
- Assign Licenses (**Mandatory**)
 - Important note: all booth staff **MUST** be registered for the conference before you can assign a license to them

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When You Arrive in Boston

YES - You CAN purchase licenses onsite

- \$540 for the first license
- \$210 for each additional license

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When You Arrive in Boston

- Lead Retrieval support is located near Exhibitor Registration:

Sat, 2/7: 8 AM - 6 PM

Sun, 2/8: 8 AM - 6 PM

Mon, 2/9: 10 AM - 6 PM

Tue, 2/10: 10 AM - 6 PM

Wed, 2/11: 9 AM - 3:30 PM

- After Wednesday, February 11, please email SLASleads@discoversb.com