

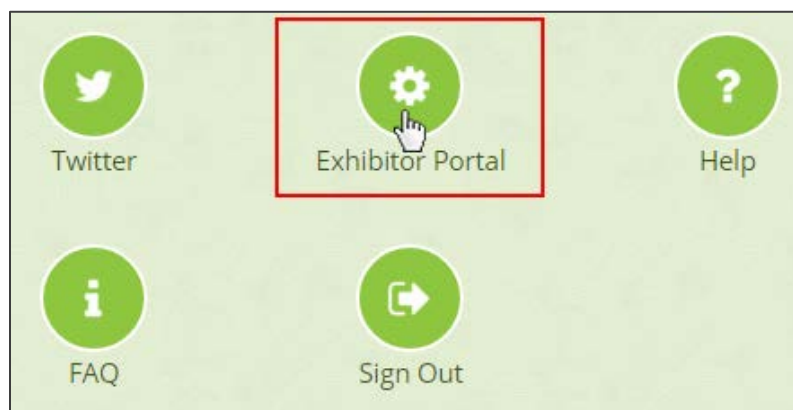
Accessing the Exhibitor/ Sponsor Portal

As an exhibitor/ sponsor, you have the ability to control certain features related to your company in the app from our Exhibitor and Sponsor Portal. Edit your company description, add company representatives, download a list of attendees, and more.

How to get to the Exhibitor/ Sponsor Portal

1. From your computer (MAC or PC), go to your app's web URL. It will follow this format: <http://app.resultsathand.com/APPNAME>
2. Select "Sign In" from the home screen navigation. When prompted, enter your email address provided during registration. Upon first login you will be prompted to create a passcode.

3. After you've logged into the app, tap "Exhibitor Portal" or "Sponsor Portal" from the home screen, depending on your role for the event.



Once clicked, you will be transferred to the Exhibitor/ Sponsor Portal in a new browser tab. Your Exhibitor Portal/ Sponsor Portal should look similar to the screen below:

Exhibitor/Sponsor Portal Attendee Export: ROI

Exhibitor and Sponsor Portal

You can manage your company exhibitor/sponsor information here.

Your event organizer has made the list of attendees available to you, complete with contact information and notes.

Companies

To sort by multiple columns, click the first column, then hold shift while selecting each subsequent column.

Action Legend: Edit Game Questions Representatives Attachments

Download CSV Show 25 entries Search: Show/Hide Columns

| Actions | Name | Role | Company Rating | Representative Rating |
|---------|--------------------------|-----------|----------------|-----------------------|
| | Delaware Key Entry Union | Exhibitor | Not Available | Not Available |

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Within the Exhibitor and Sponsor Portal, you can manage certain in-app details related to your company. Continue reading for instructions on each of the following actions you can take.

How to Download List of Attendees

Please follow these instructions to download a list of event attendees.

1. Login to the Exhibitor and Sponsor Portal
2. Toward the top of the screen, you will notice a section labeled **Attendee Export: ROI**. This lets you know the event organizer has opted to allow you to download the list of attendees.

Simply tap the Attendee Export: ROI section to view the list of attendees in a table. To download, tap the Download CSV button shown highlighted in the screen below:

The screenshot shows a mobile application interface for an event. At the top, there's a navigation bar with 'Events' and 'Welcome, Robert'. Below that, there are tabs for 'My Profile' and 'Mobile Engagement Annual Conference'. The main content area is titled 'Attendee Export: ROI' and contains a 'User Export' section. This section includes a 'Download CSV' button (highlighted in yellow), a 'Show' dropdown set to '25' entries, a search field, and a 'Show/Hide Columns' button. Below these controls is a table with the following data:



| First Name | Last Name | Email | Company | Phone |
|------------|-----------|----------------------------------|-----------------------------|--------------|
| Bobbie | Alvarez | AlvarezBobbie@demoemail.com | Optimal Organization Office | 248-555-1257 |
| Jarod | Anderson | jarod.anderson@gcssk12.net | | |
| Sandy | Ball | BallSandy@demoemail.com | Optimal Organization Office | 248-555-1231 |
| Joyce | Brekke | jbrekke@cromwellwright.k12.mn.us | | |
| Desiree | Briggs | BriggsDesiree@demoemail.com | Function Facilitators | 248-555-1254 |

NOTE: This feature is not available for all events. The event organizer must grant you permission.

How to Edit Your Company Profile

Please follow these instructions to edit your company profile:

1. Click the pencil icon next to the company profile you want to manage. See the image below for an example screenshot.

| Actions | Name | Role |
|---|-------------------------|-------------------|
|   | Convention Coordinators | Exhibitor/Sponsor |

Showing 1 to 1 of 1 entries [Download CSV](#) **Toggle Columns:** [Actions](#) [Name](#) [Role](#) [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

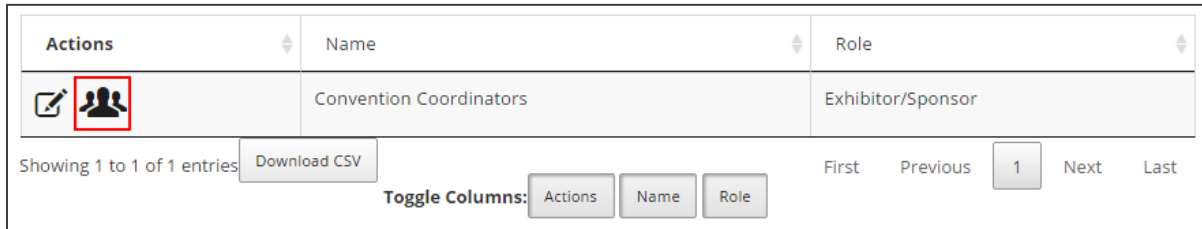
2. Once you click the icon, you will be able to edit your company profile. Include a description, add a logo, and more. Be sure to click the Update Profile button after editing to save your changes.

NOTE: This feature is not available for all events. The event organizer must grant you permission.

How to Add Company Representatives

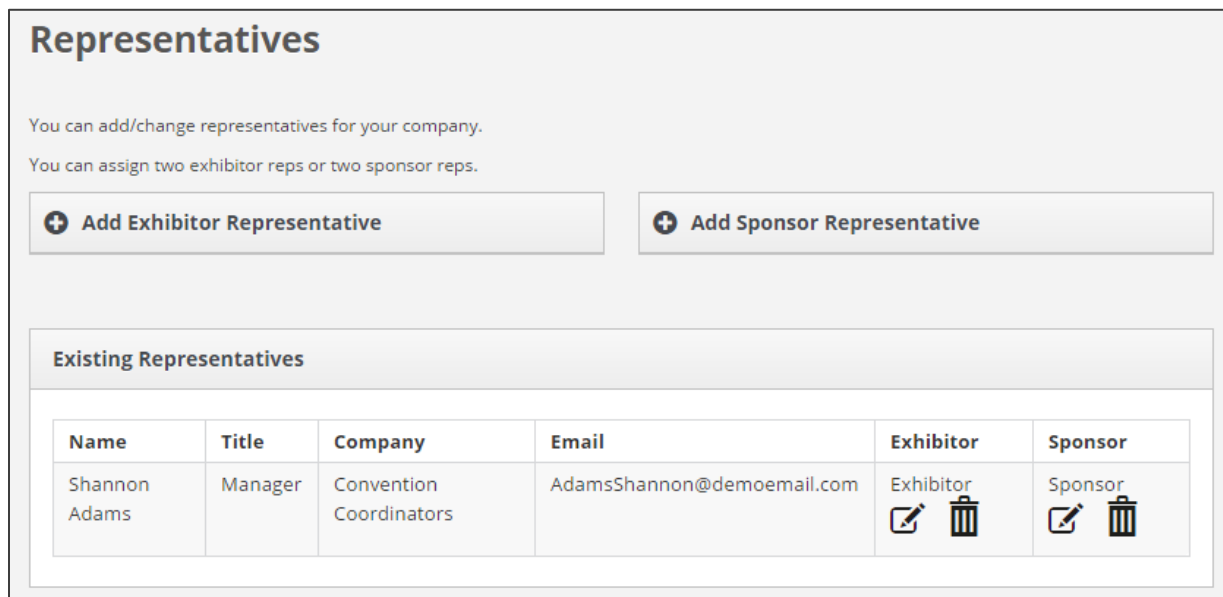
Please follow these instructions to add company representatives:

1. Click the people icon next to the company you want to add reps to.



2. The next screen allows you to add company representatives by pressing the “Add Exhibitor Representative” and “Add Sponsor Representative” buttons.

Below those buttons is a list of your existing company representatives. Use the action icons to edit (pencil) or remove (trash can) each representative in their specific exhibitor/ sponsor role. See the image below for an example screenshot.






NOTE: This feature is not available for all events. The event organizer must grant you permission.

How to Add Game Questions

Please follow these instructions to add questions to in-app games:

1. Click the games icon next to the associated company for the game question.

| Actions | Name | Role |
|---|-----------------------------|-------------------|
|    | Optimal Organization Office | Exhibitor/Sponsor |

Showing 1 to 1 of 1 entries

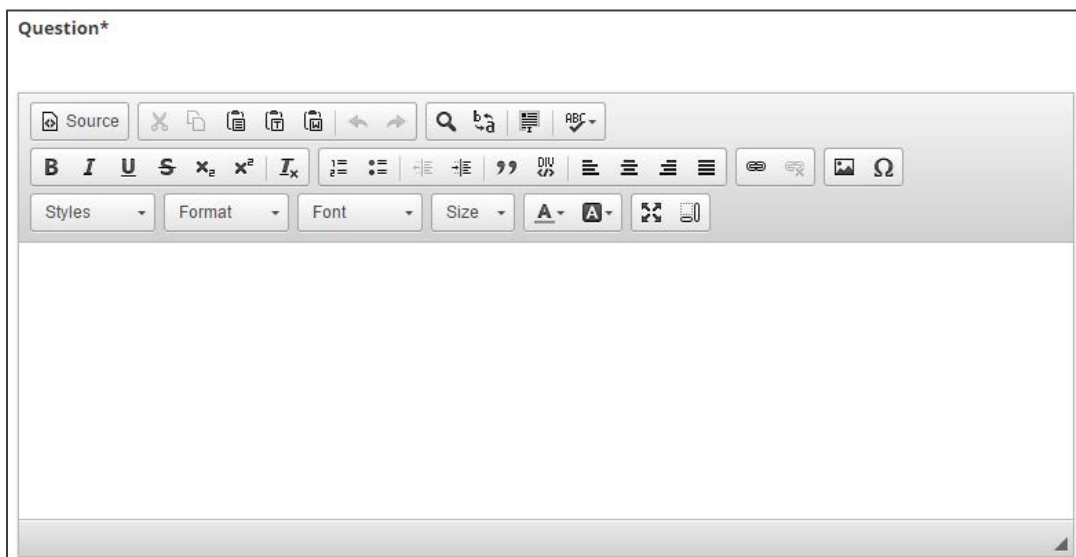
First Previous **1** Next Last

2. After you click the games icon, you will be taken to a new screen where you will either edit a question granted by the event organizer or create a new one.

To add or edit a game question, use the question, type, etc. fields on the games screen which are explained in greater detail below:

Question

Using the WYSIWYG editor, enter in the question you would like attendees to answer for the game.



Type

Next, select the type of question you would like to create. You can select between multiple choice or a short response question using the dropdown, as shown below:

A screenshot of a form field labeled 'Type*'. It is a dropdown menu with the text '-- Select --' and a small downward arrow on the right side.

Answers

Depending on the type of question you have selected, you will be asked to provide the correct answer and alternatives/ incorrect answers.

Multiple choice

Multiple choice questions work similarly to any survey you've worked with, where the attendee will be presented with a list of options to select from.

For these questions, please provide the correct answer in the first field box.

Below the correct answer box, you will be asked to provide foils/ alternative answers for attendees to guess. Please ensure each alternative answer option is entered on a single line. We recommend three to four alternatives for each question.

A screenshot of a form for a 'Multiple Choice' question. At the top, the 'Type*' dropdown is set to 'Multiple Choice'. Below it, a character count shows 'Remaining Characters: 255'. There is a text input field labeled 'Correct Answer'. Below that is a larger text area labeled 'Foins' with an information icon (i) to its left. The 'Foins' area is currently empty.

Short response

Short response questions work a little different than multiple choice questions. Short response questions will provide the attendee with a text field box for them to type in their answer.

The system will try to normalize responses with varying capitalization, punctuation, and spacing. Other than that, the answer the attendee provides must be exactly to the one you provided in the Exhibitor/ Sponsor Portal.

For you, this means you will enter the correct answer and any variations to the correct answer in the provided text box. Please ensure each answer option is entered on a single line.

The screenshot shows a question configuration interface. At the top, there is a 'Type*' dropdown menu currently set to 'Short Response'. Below this is a label 'Answers' with a small question mark icon. The main area is a large, empty white text box for entering the correct answer and any variations.

Hint (optional)

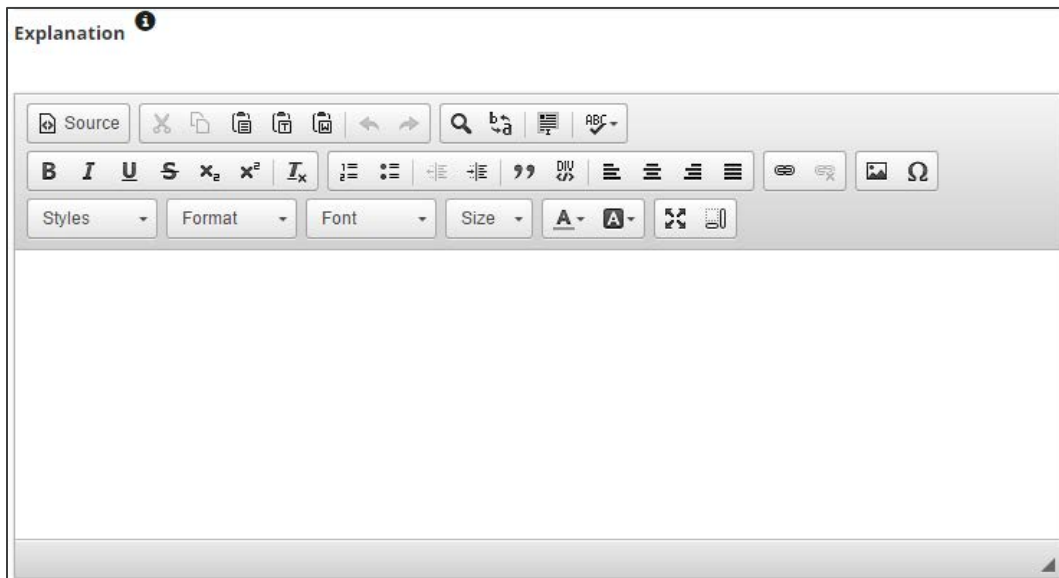
Depending on if attendees are allowed multiple guesses, you can provide a hint here. This hint will display once an attendee gets a guess wrong and is meant to help them get the correct answer.

Similar to the question screen, you can use the WYSIWYG editor to customize the look of your hint to attendees.

The screenshot shows a 'Hint' configuration interface. It has a 'Hint' label with a question mark icon. Below the label is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), list creation (bulleted, numbered), and other elements (link, unlink, image, link icon). Below the toolbar is a large, empty white text area for entering the hint text.

Explanation (optional)

Also optional, the questions' explanation will display once the attendee has guessed the correct answer. This space is used to help explain why the answer is correct if it is unclear.



Responses

Please follow these instructions on viewing game responses in the portal.

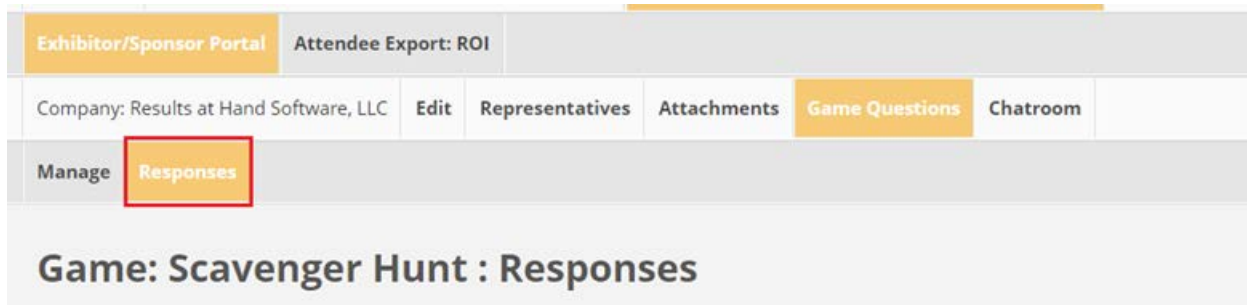
1. Click on the Game icon in the exhibitor/sponsor portal

| Actions | Name | Role |
|---|-----------------------------|-------------------|
|    | Optimal Organization Office | Exhibitor/Sponsor |

Showing 1 to 1 of 1 entries

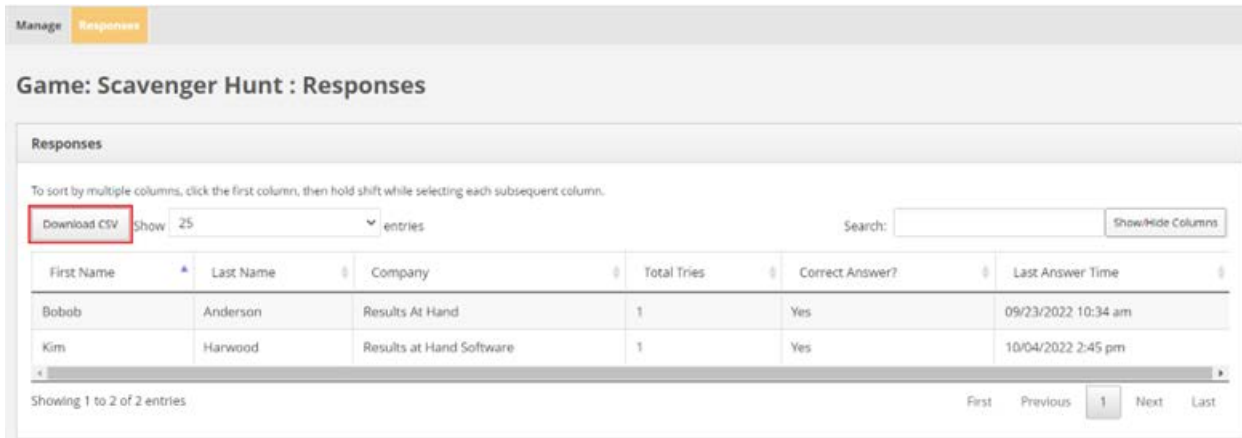
First Previous 1 Next Last

2. Click on the Responses tab from the menu bar.



From this screen you can view the attendees who answered your game questions, the number of attempts and if the response was answered correctly.

- Responses can be downloaded by clicking on the Download CSV button.



This information can be useful when awarding prizes, etc.

NOTE: This feature is not available for all events. The event organizer must grant you permission.

How to Attach Materials

Please follow these instructions to add exhibitor/sponsor materials:

- To control your exhibitor/sponsor materials, click the paper clip icon next to the company you want to manage.




- At the top of this screen, you can add new attachments. Start by giving your attachment a name and setting the material type (uploaded file or external URL).

Attachments


You can add attachments to your sessions. Either include an external link or upload a PDF, DOCX, XLSX, or PPTX formatted file.

Remaining Characters: 255

Display Name* 

External link or file upload?* File External

Remaining Characters: 255

File 

For IE-10 Users: Please double-click.

- **File Upload:** hit the “Select File” button and browse your PC for the file you want to attach to your session,
 - Please note that attachments have a maximum size of 10 MB. Attachment format must be one of the following: Word, Excel, PowerPoint (PPT or PPTX, not PPS), or PDF.
- **External Link:** enter the external URL you want to link to with your attachment, including the starting “http://”.

Once you have added your file or URL, click the “Add Attachment” button. Upon successful attachment, you will see your new attachment appear in the existing attachment list below and see the Success Bubble. See below example:



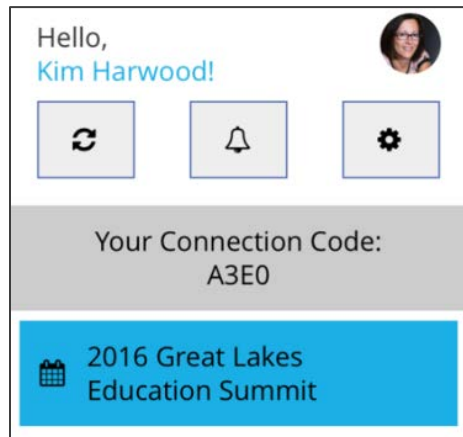
If you have difficulty adding an attachment, please check the size and format to ensure the attachment meets the requirements. If you continue to have difficulty, please utilize the Support form found on the app’s home screen.

NOTE: This feature is not available for all events. The event organizer must grant you permission.

How Lead Retrieval Works

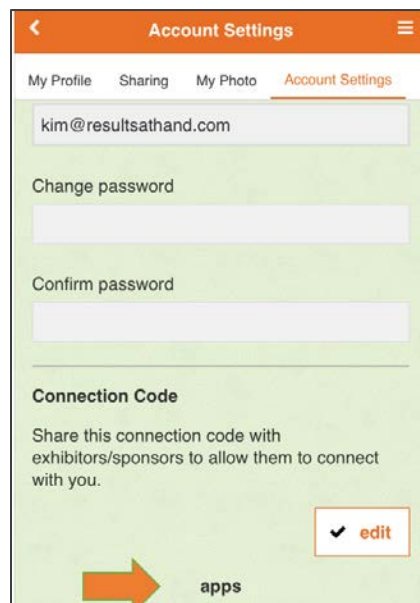
Connection Codes

Each user has a unique connection code in the app. You can find your Connection Code on the side navigation (see below image) and also in Profile > Account Settings.



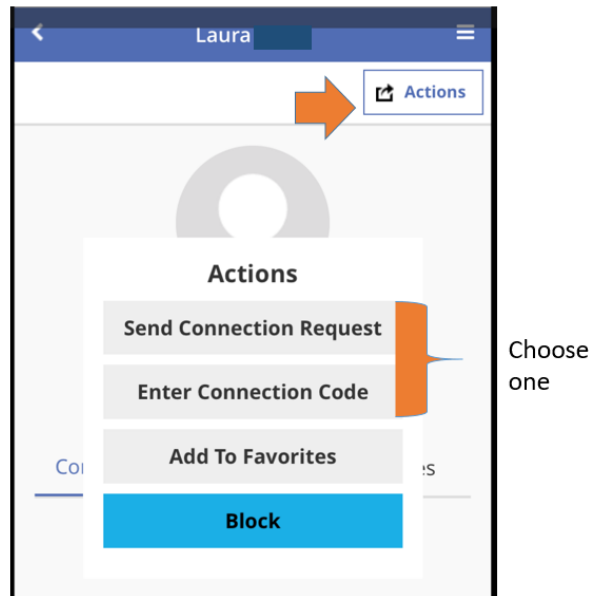
This connection code is used to allow event participants to connect and in-app message one another. The code is also used for lead retrieval. We will focus on Lead Retrieval in this instruction manual. For more information on in-app 1 to 1 messaging, please reference the Help Guide "1 to 1 messaging in the app".

The user can change the system assigned Connection Code in the Profile > Account Settings area of the app. For example, if Kim (above image) wants her code to be "Apps" and not "A3E0" she can change it. See below image for example:



How to Capture Leads in the App

Capturing leads in the app is as simple as making a connection with another app user. Ask for the lead's connection code, then find the user in the app directory. Once found, select the action button on the user's profile screen. Tap the Enter Connection Code button and then enter the code.



Viola! You are connected. Now you can find the lead in My Contacts (side navigation). You will have access to the lead's profile contact information via the Exhibitor/Sponsor Portal (side navigation).

If you take notes on the lead's profile screen, these will be available for download as well. You can also send a message to the new lead. See the "How do I connect and send messages to contacts in the app?" FAQ for more details.

How to Download Leads from the Exhibitor/Sponsor Portal

1. Access the HTML5 (web) app from a laptop or computer.
2. From the Portal side navigation select Attendee Export ROI (see example image below):



- Here you will see a table of your leads and possibly all attendees (if attendee export is enabled). Your leads will be indicated by the Connection column (first column in the below image).

Attendee Export: ROI

User Export

To sort by multiple columns, click the first column, then hold shift while selecting each subsequent column.

Download CSV Show 25 entries Search: Show/Hide Columns

| Connection | Title | First Name | Last Name | Email | |
|------------|-------------------|------------|-----------|----------------------------|----|
| Yes | Marketing Manager | Erin | Colombo | erin@resultsathand.com | |
| Yes | Programmer | Jonathan | Brown | jonathan.l.brown@gmail.com | |
| No | President | Sherri | Ward | WardSherri@demoemail.com | CA |

- Tap the "Download CSV" to download the table with all contact columns for your leads.