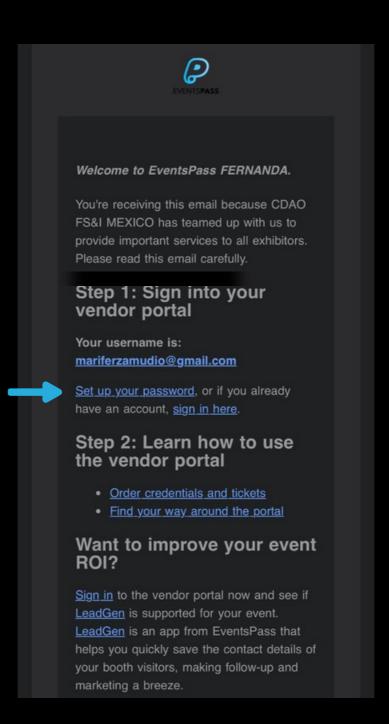


HOW TO ACTIVATE YOUR LEAD SCANNER LICENSE

HOW TO ACTIVATE YOUR LEAD SCANNER LICENSE

Hi, welcome to the Eventspass tutorial for sponsors, here you will find some helpful pictures and information to activate your lead scanner license successfully, please follow the next steps:

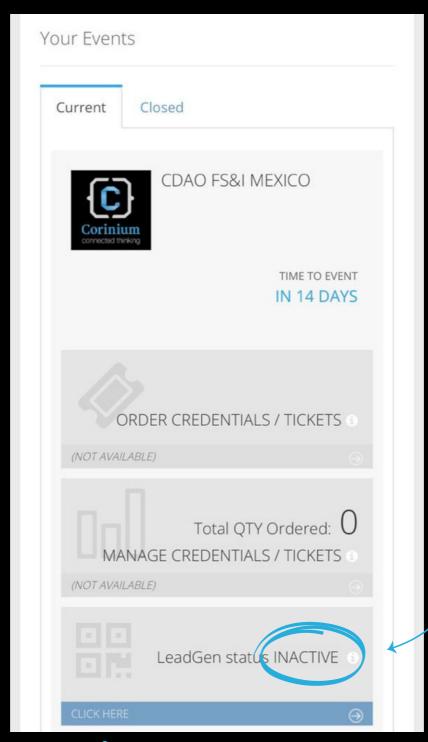
 You must received a welcome email from the vendor support from events pass, it looks like the one below:



Please click in "Set up your password"

Once you click in that link, you will see a screen than the one bellow, (Please set up your password and click the "Set password" button.

After that, you will find the screen bellow:

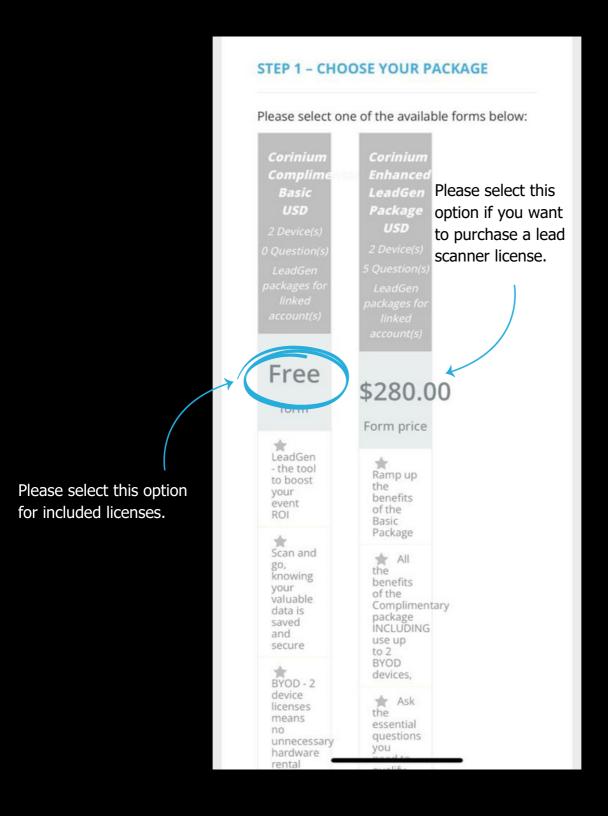


At this point, your license must be inactive.

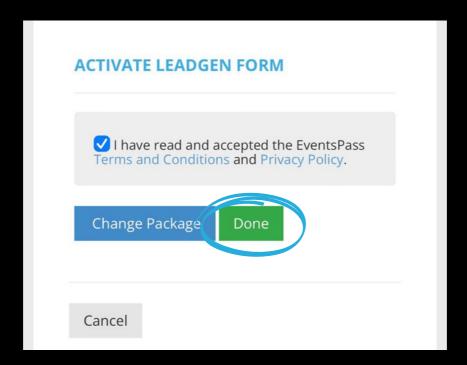


Please click here to continue

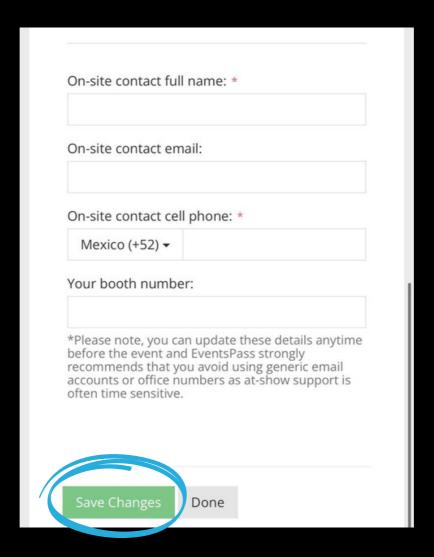
Now, if you have the lead scanner license included in your contract, you must select the free package option, if you don't have it included you can purchase one in this point.



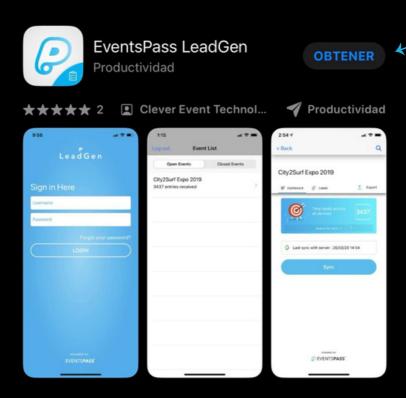
Please read and accept the eventspass terms and conditions and click "done"



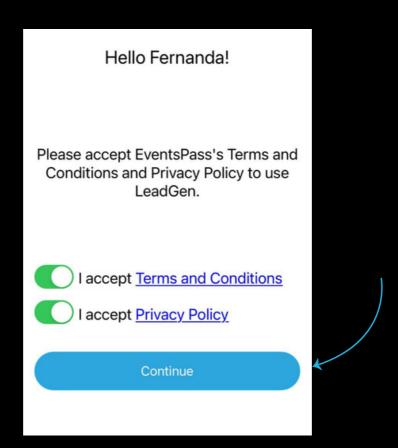
Please provide all the on site contact information requested and click the button "Save changes"



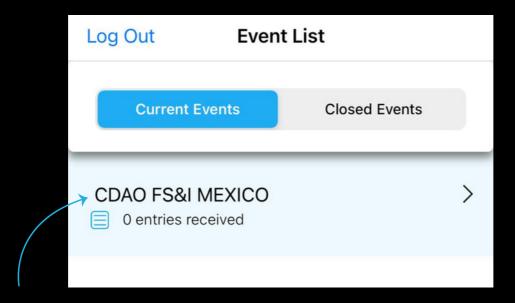
Now, please go to you App Store and download the "Eventspass LeadGen" app.



Now that you have downloaded the app, please insert your username and password to sign in, you must accept the eventspass terms and conditions and click "continue."



Please open the event you are sponsoring:



Ready! Now your lead scanner license it's activated, and you will be ready to start scanning on site.

