
VISITOR USER GUIDE – ADMINS

BUSINESS
TRAVEL
SHOW
EUROPE

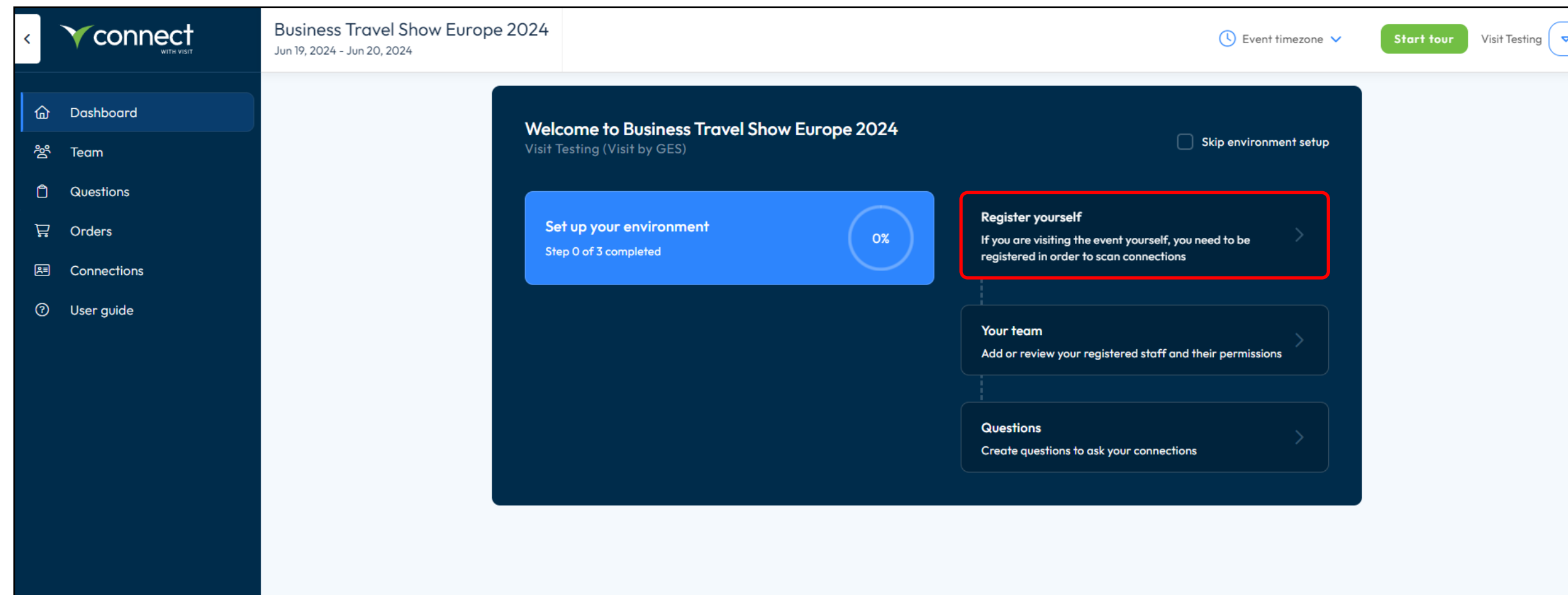
CELEBRATING
30
YEARS

TEAMS
EUROPE

THE
MEETINGS
SHOW

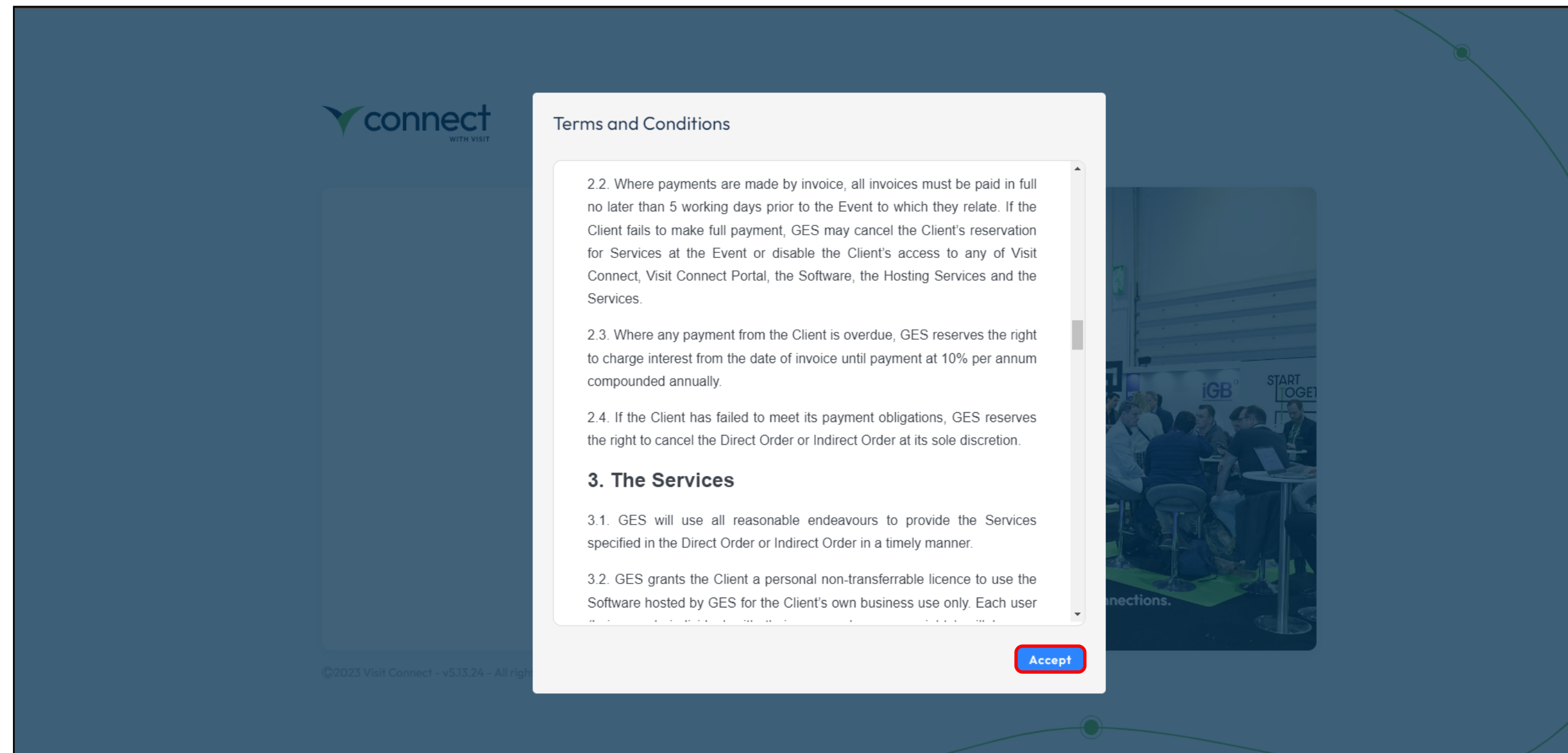
EST.2003 | TRAVEL
TECH
SHOW

- 1 Log in to Connect via the Ezone. Either on the Data Capture page or Exhibitor Badges page – both will take you to Connect.



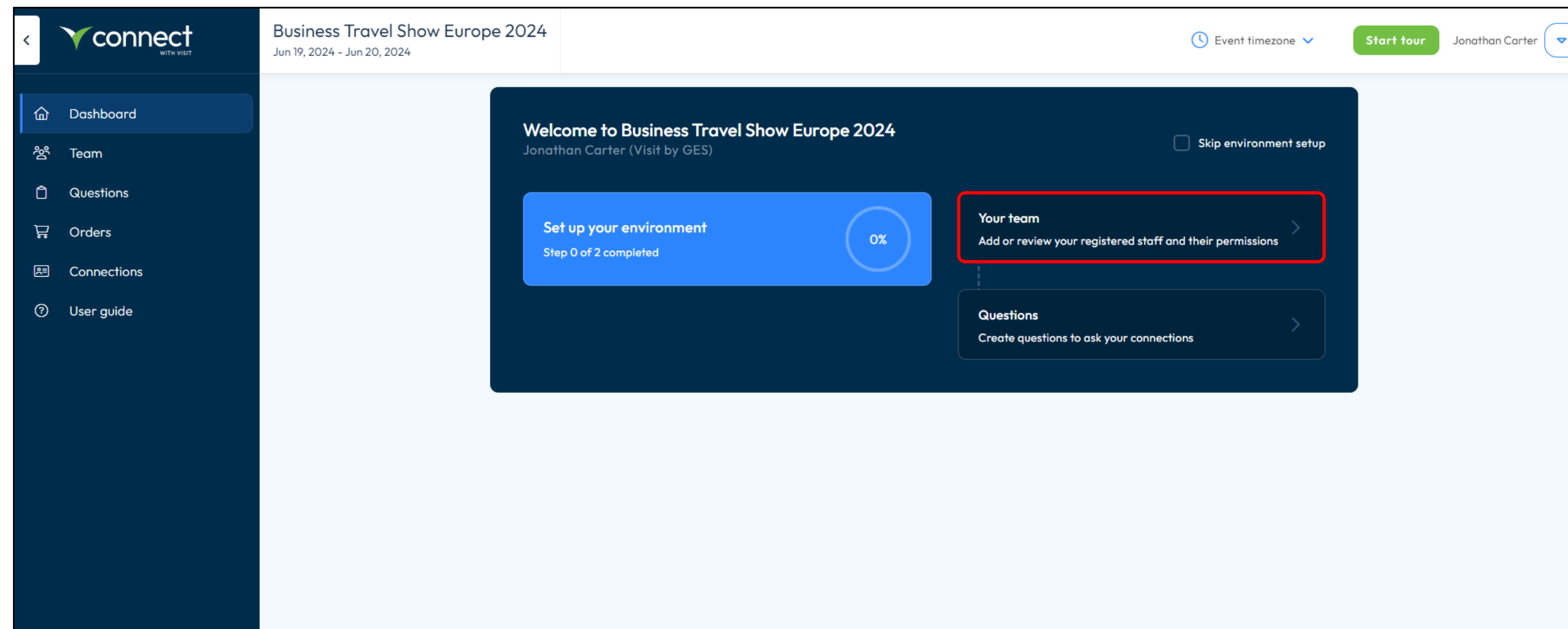
- 2 Once you have logged in, you'll see your dashboard and the 3 steps you need to complete. First, you'll want to register yourself. Click on **Register yourself**. A popup will appear, follow the steps to complete your exhibitor registration.

3 A popup will appear, follow the steps to complete your exhibitor registration.

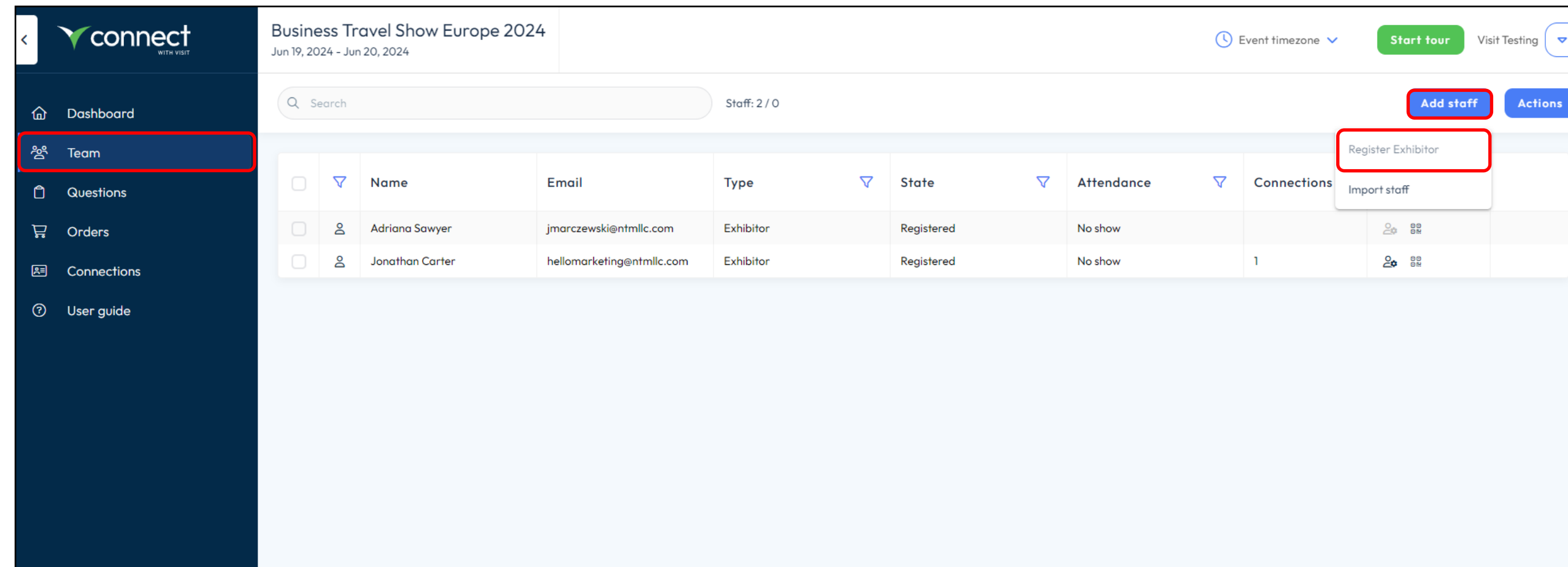


4 Once you've completed the registration form, you'll see a new pop up for the Connect terms. Please review and **Accept** them.

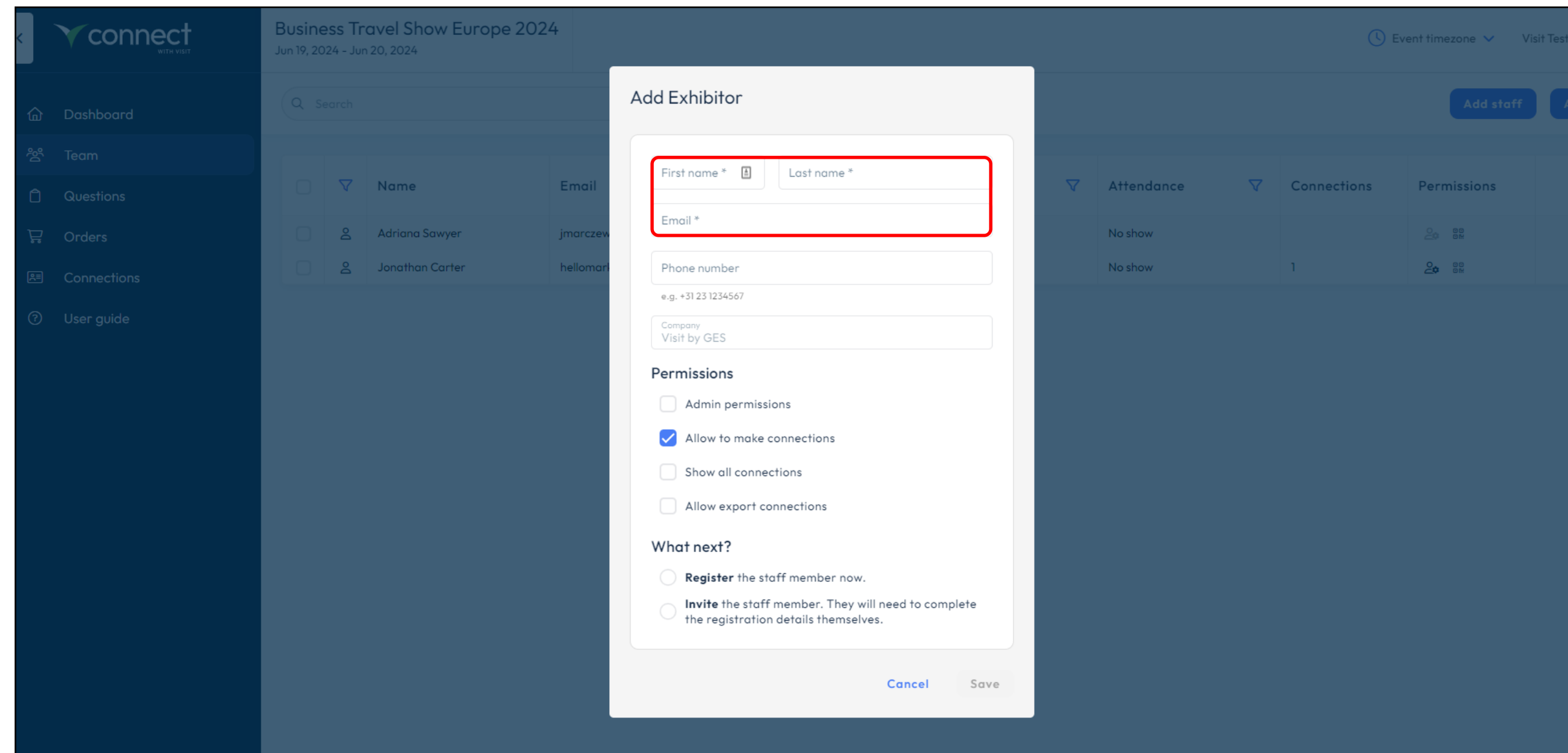
5 The next step is to register **Your team**



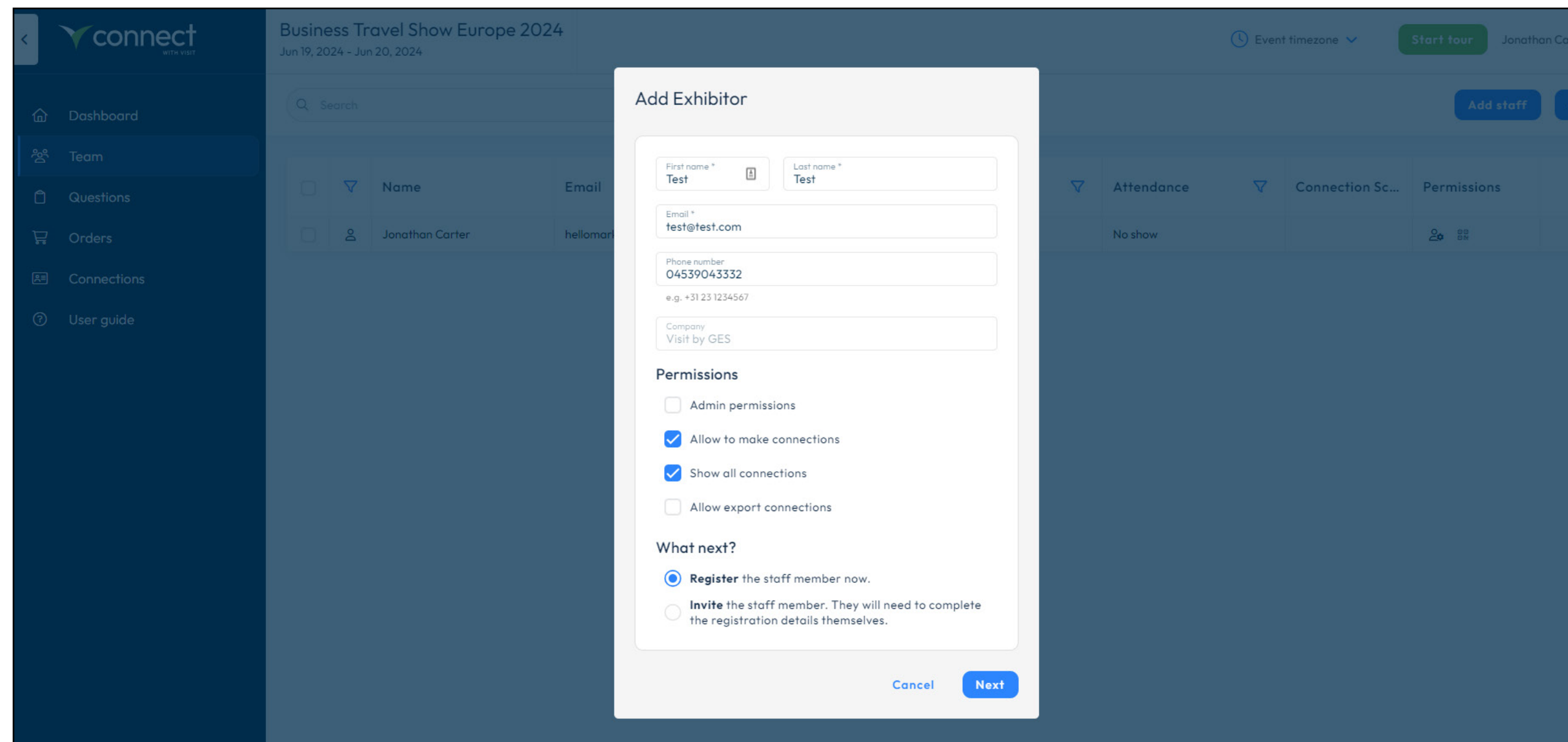
6 You'll be taken to the **Team** section, where you'll see yourself already registered. Select **Add staff**, and then **Register Exhibitor** to start registering your team.



7 You will need to add their **first name**, **last name**, and **email address** to start.



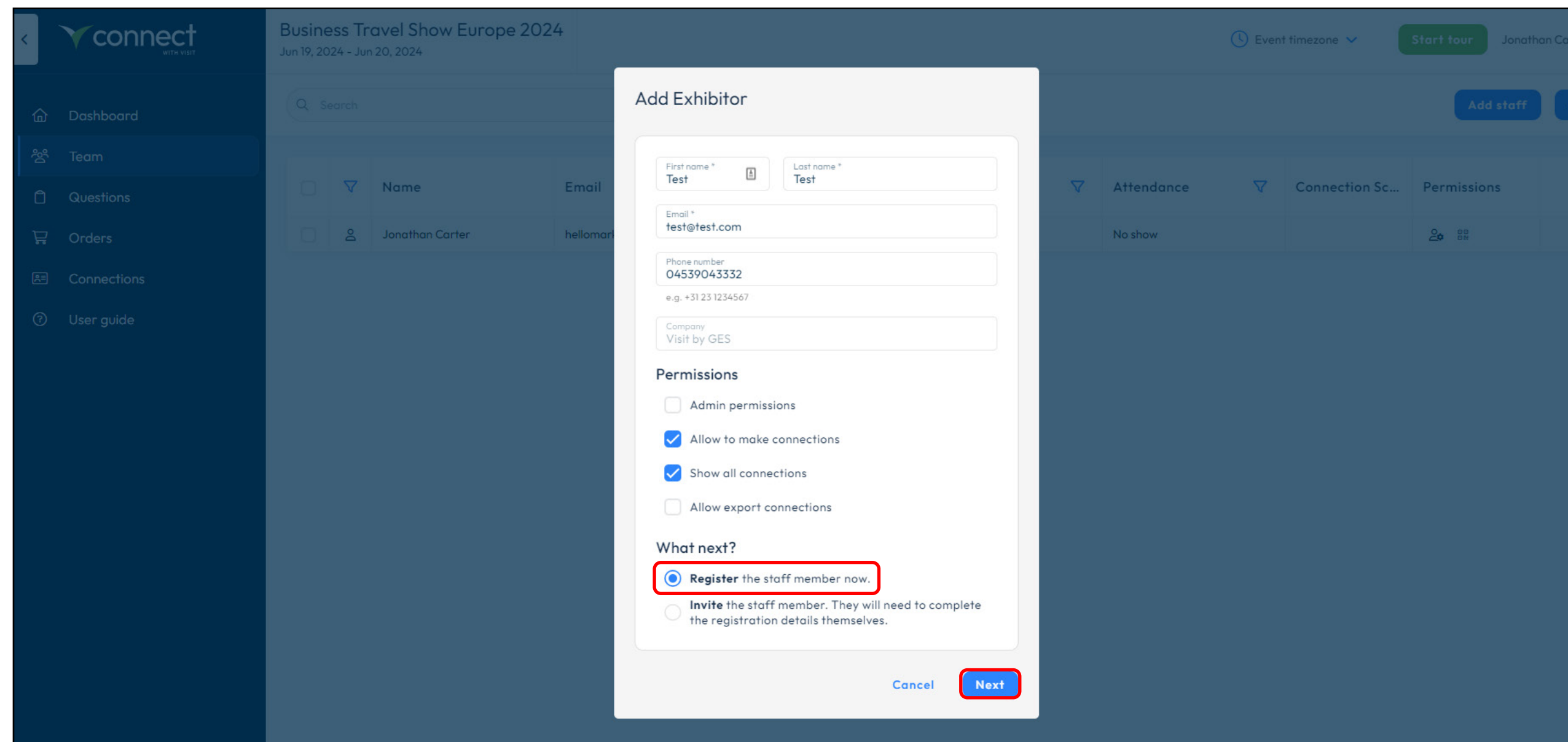
8 Then set the permissions you'd like each team member to have.



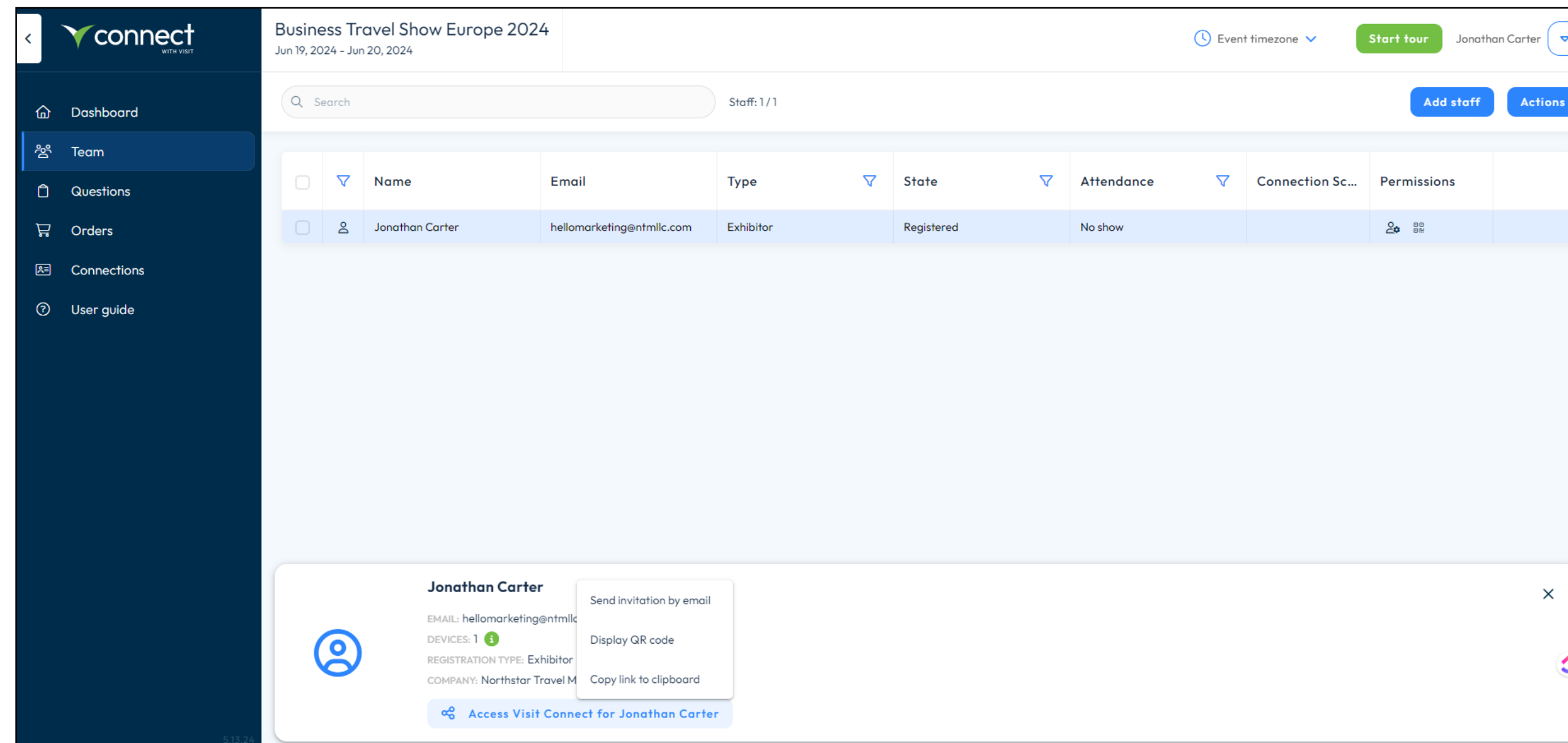
- a. Admin permission – can configure all aspects of Visit Connect (this is the level you have)
- b. Allow to make connections - can scan badges

- a. Show all connections – can see all the scans for your company in Visit. As standard they will only see the leads they have scanned.
- b. Allow export connections – can export data from Visit Connect. We recommend you limit this to the admin only.

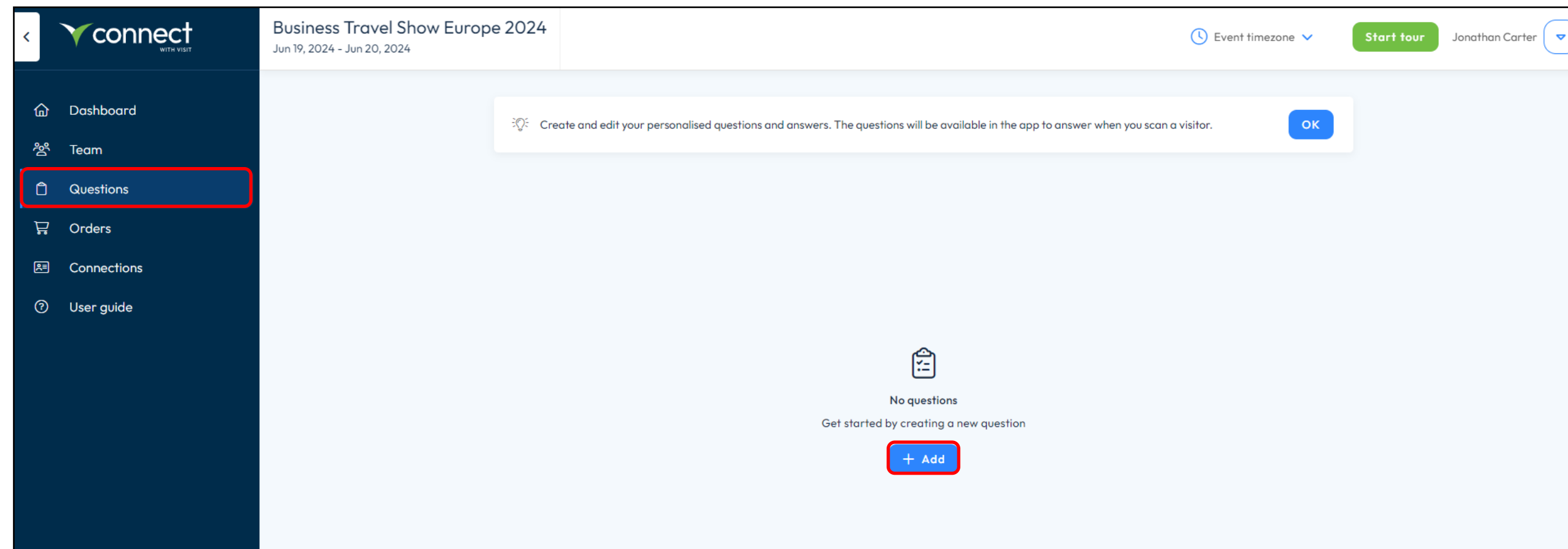
9 The you want to select **Register**, and then **Next**. And follow the registration process as before. And repeat for all your stand staff.



10 When you've finished, you'll see all your team in the list.

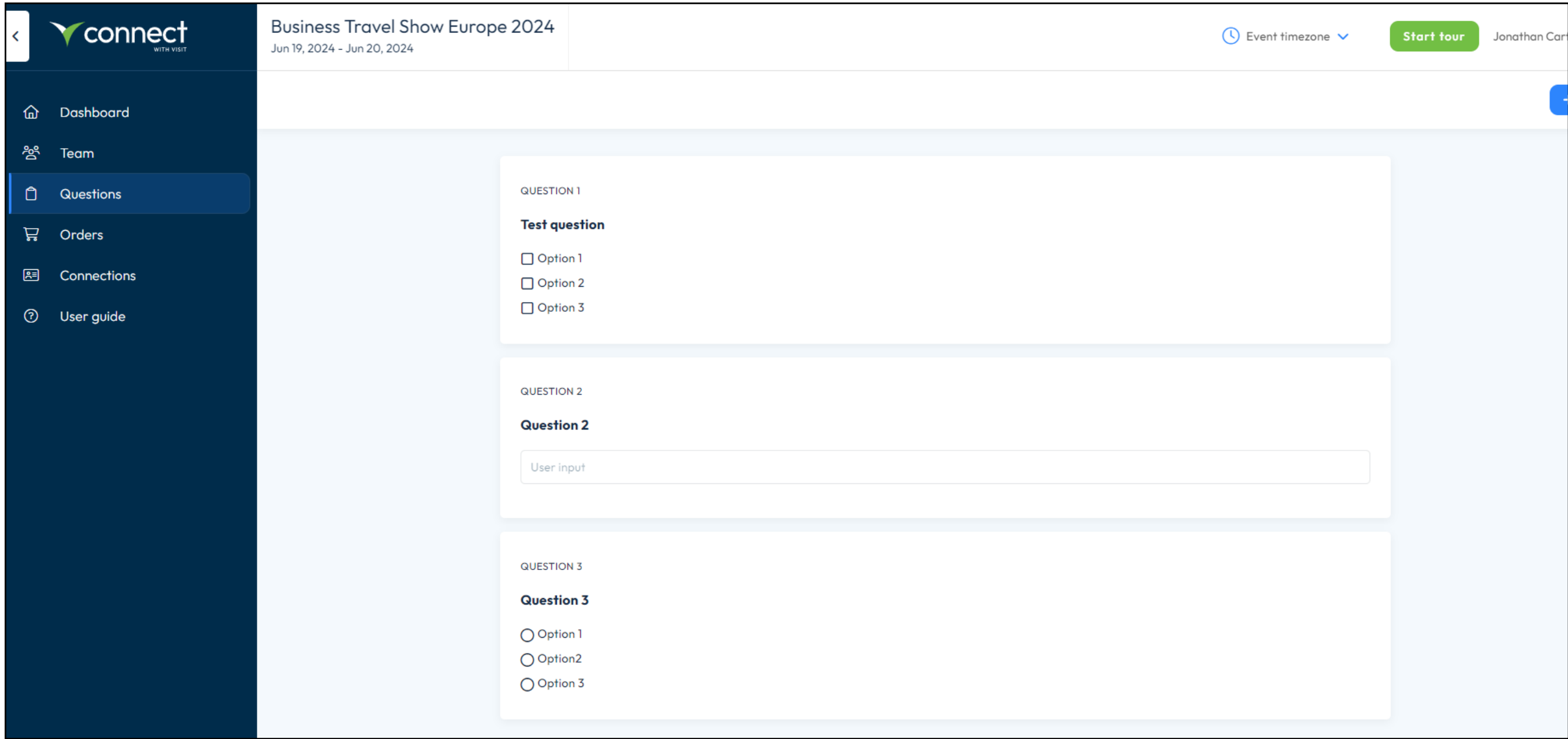


11 Next, you'll want to set up your Questions. Do this by going to the **Questions** menu on the left hand side. Simply click on **Add** to start setting up your questions. Questions can be multiple choice, single choice or a text box for your team to ask while scanning lead.

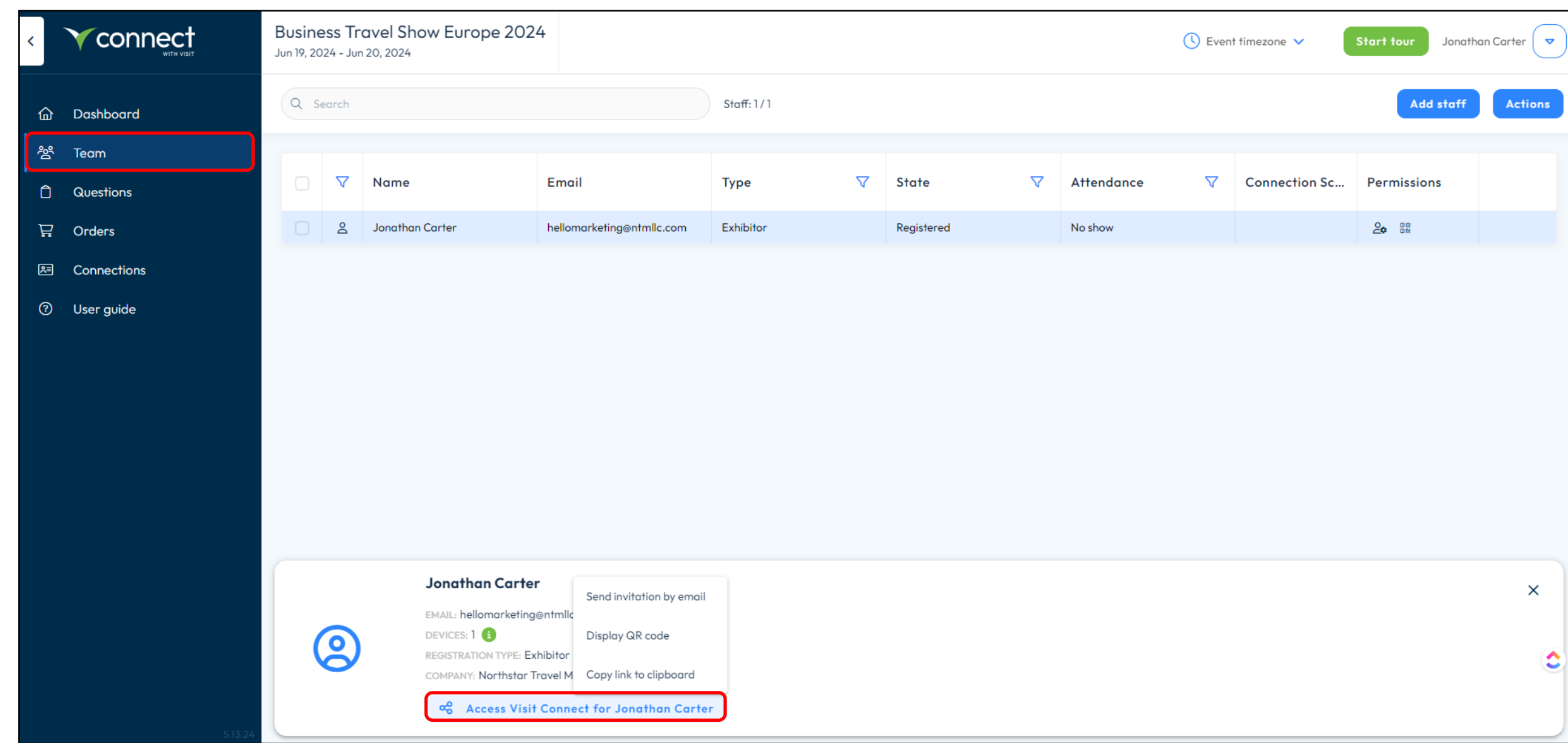


Questions can be multiple choice, single choice or a text box for your team to ask while scanning lead.

Here's an example.

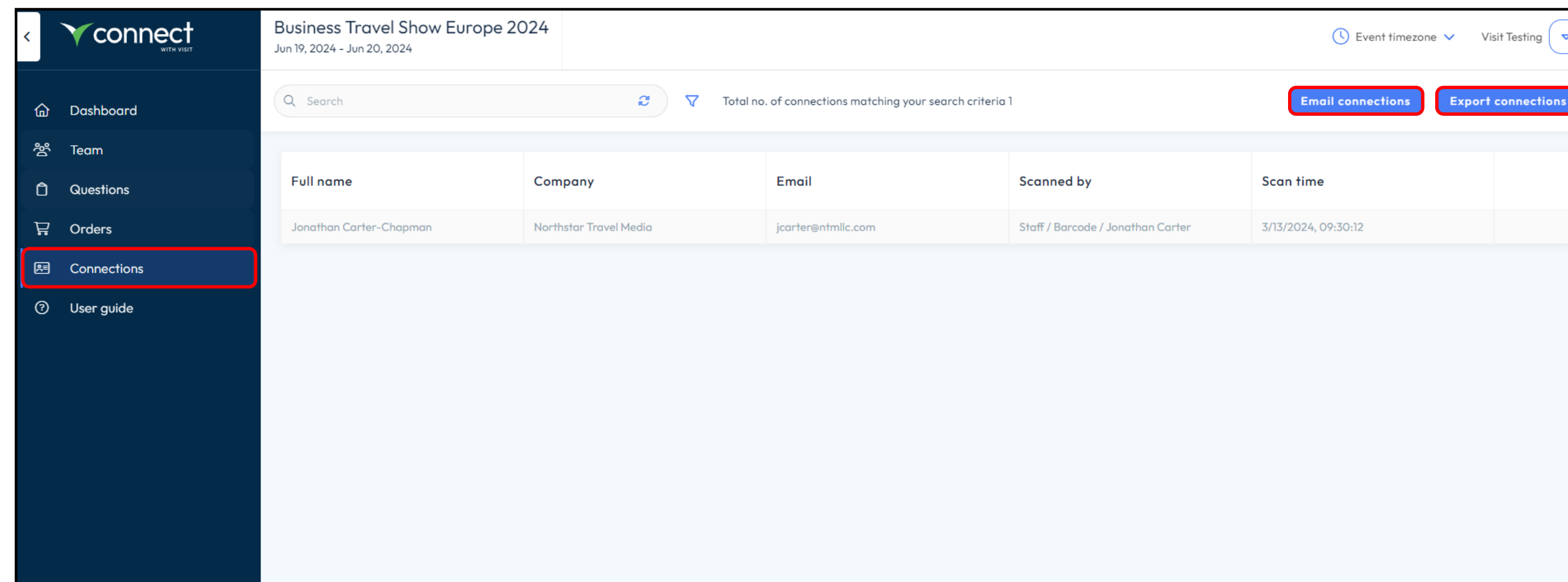


12 Then you'll want to give your team access to Connect. To do this, go back to **Team** and select the person you want to have access. At the foot of the page you'll see a white box appear. Click on **Access Visit Connect for [Name]** and a pop up will appear.



13 You now have 3 options. You can send an invitation email to the person, this will go to the email address you used when you registered them. You can display the QR code, that will show their access QR code on your screen. Or you can copy link to clipboard to share separately. Whichever method you choose, you must ensure the team member can access it on the device they'll be using for scanning.

14 As the admin, you'll have access to all the leads (Connections) the team make using Connect. Simply go to **Connections** on the left.



15 From here you can **email all your collected leads to an email address** or you can **export them as a .xlsx**

16

You can also go into each contact and review their contact information, answers to your set questions, registration questions and notes.

The screenshot displays the 'connect' CRM interface for the 'Business Travel Show Europe 2024' event (Jun 19, 2024 - Jun 20, 2024). The left sidebar contains navigation options: Dashboard, Team, Questions, Orders, Connections (highlighted), and User guide. The main content area shows the 'Contact' profile for Jonathan Carter-Chapman, with tabs for 'Contact', 'Your questions', 'Registration questions', 'Notes', and 'Stages'. The profile is divided into three sections: Personal details, Company details, and Address details. The 'Personal details' section includes fields for Gender, Title, Initials, First name (Jonathan), Last name prefix, Last name (Carter-Chapman), and Suffix. The 'Company details' section includes fields for Company (Northstar Travel Media), VAT number, CoC number, Department, Job function (Marketing Director), Phone 1 (07944483853), Phone 2, Fax, and Email (jcarter@ntmlc.com). The 'Address details' section is currently empty. A 'Back' button and a 'Save' button are located at the top right of the contact profile.