



# cvent | LeadCapture License Set-up

*View directions below to create and manage licenses.*

- 1.) Click the link associated with your event and enter the requested information then hit 'Create Account'



THE 12TH ANNUAL HEDIS® & QUALITY  
IMPROVEMENT SUMMIT [H950]

Enter details to add your company.

Email

Your Company Name

First Name

Required

26 characters remaining

Last Name

Required

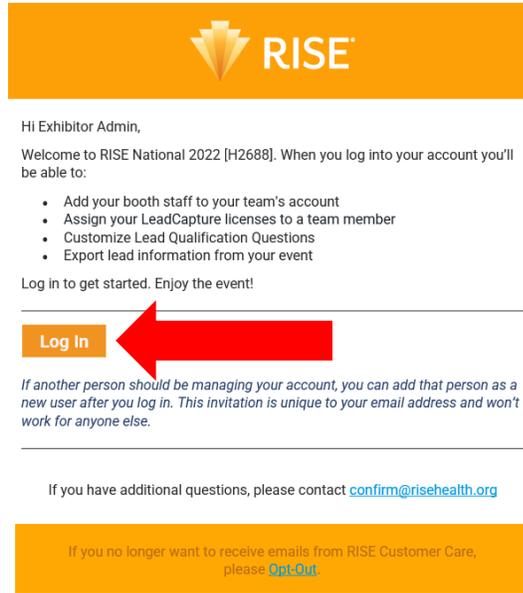
23 characters remaining

Create account

For help on how to use the lead capture tool you can to [take a look at this article](#) or review this video demo [here](#)

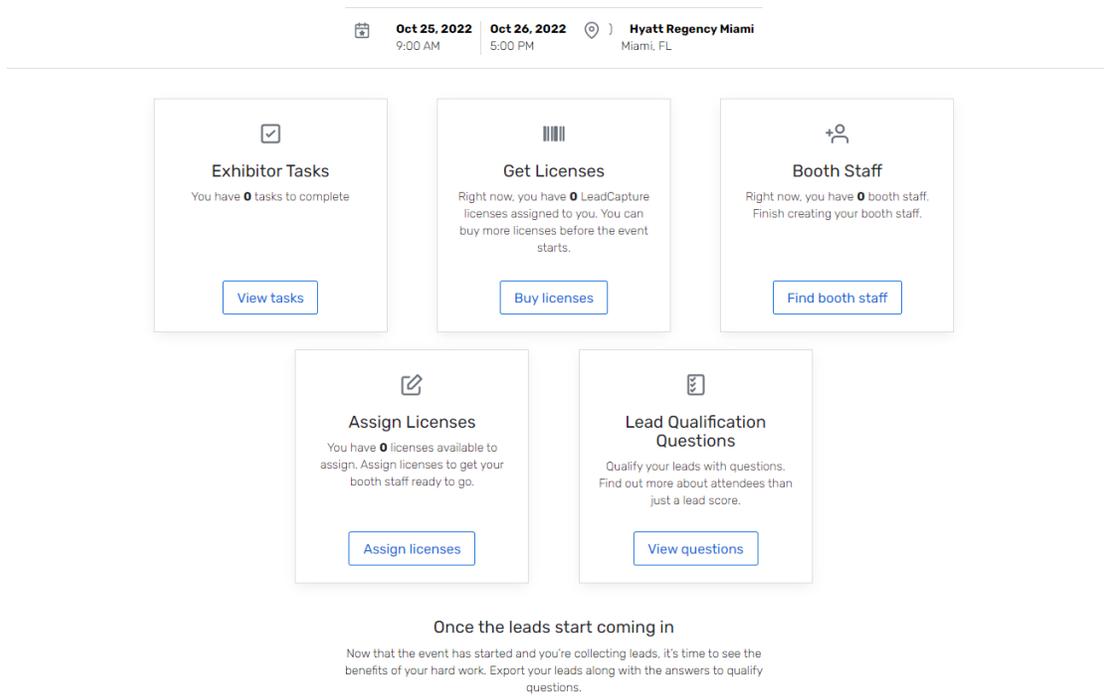
For additional help with lead capture services, reach out to [leadcapture@cvent.com](mailto:leadcapture@cvent.com)

2.) You will then receive an email from our Customer Care team that grants your access to your exhibitor profile for the event. Please note this profile is not outward facing and is only meant for managing lead capture services. Click the Log In Button.



3.) Once you're logged in you can now manage the Admin features for your company, such as adding booth staff, purchasing licenses (Get License), assigning licenses to your booth staff, modifying lead questions and reviewing your leads as they come in.

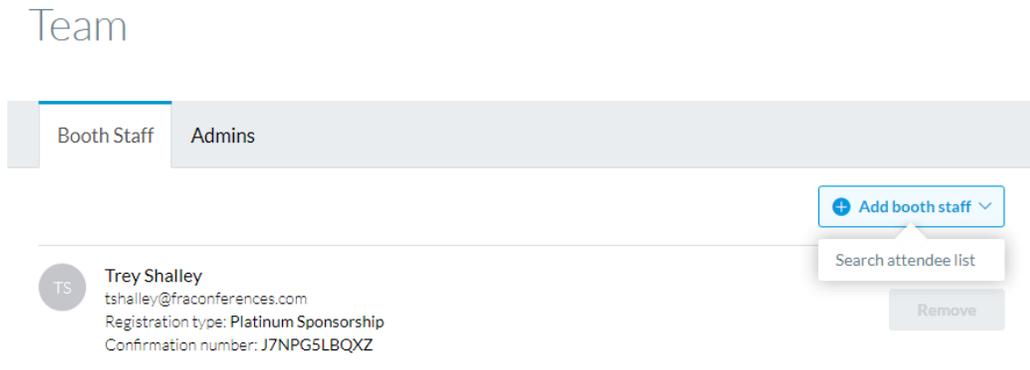
## Welcome to The 12th Annual HEDIS® & Quality Improvement Summit [H950]



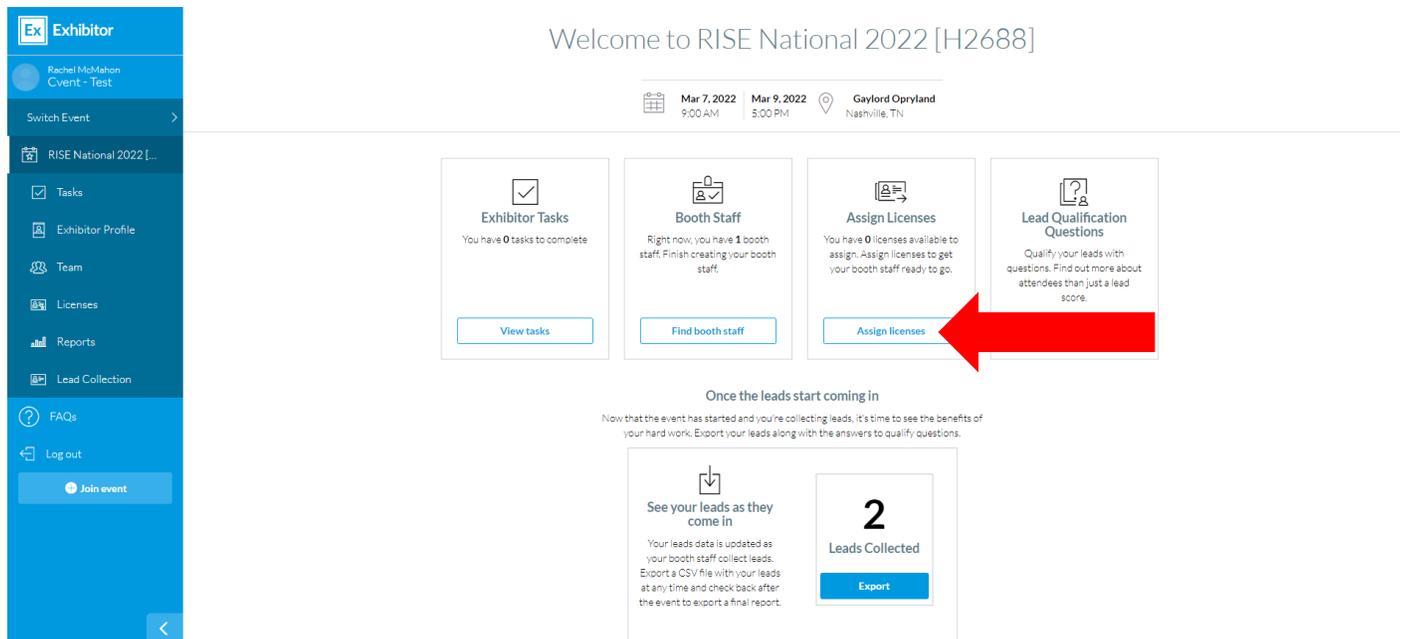
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- 4.) To find your booth staff click on the button 'Find Booth Staff' button and you should see this prompt screen. Select the add booth staff button on the top right and search the attendee list for your team members. **When searching make sure that you're using the email that your team members entered when registering for the conference. You can also search with their confirmation code.**



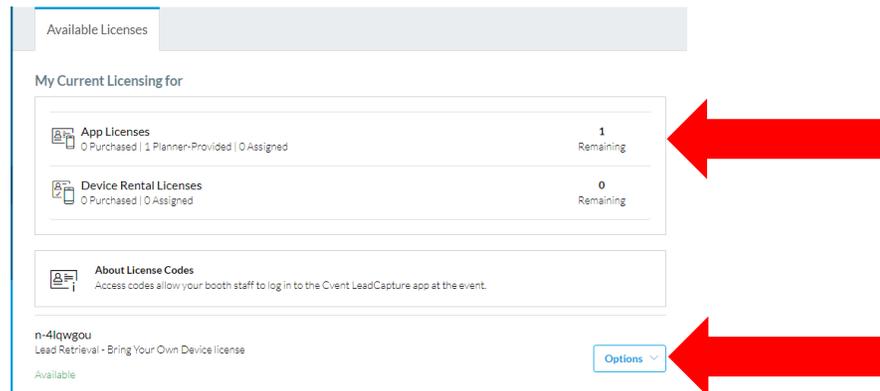
- 5.) You are also able to add Admins to help manage the Exhibitor Portal on the Admin tab in the image above. You'll just need to fill out their first name, last name and email address and they should receive the same email found in Step 1 on this document.
- 6.) In order to begin scanning for leads, you'll need to assign your license(s) to your booth staff. Select the 'Assign Licenses' feature of the homepage of the Exhibitor Portal



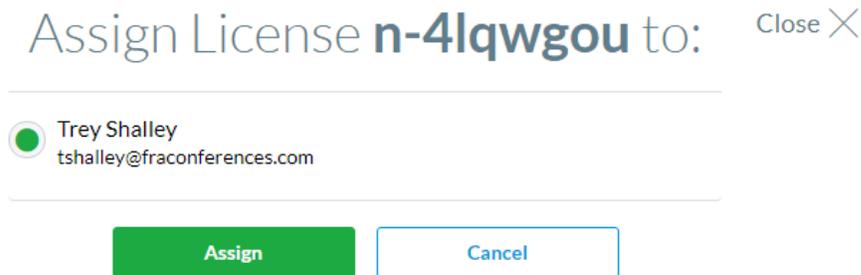
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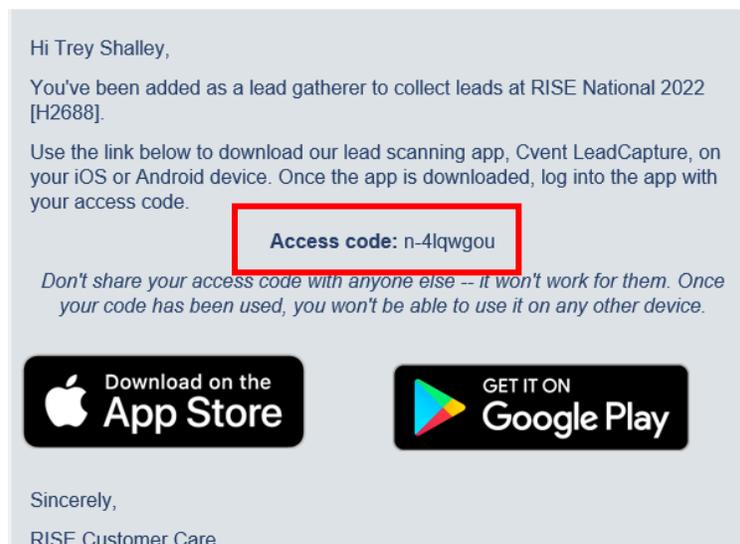
- 7.) You should see the correct amount of App Licenses listed in your profile on the page. In the options button for each license, you have the ability to assign those licenses to team members that are booth staff. You can also unassign and reassign the licenses as well during the event if the Capture Service need to change between staff. **Please note that once a license has been activated on a device and used, it cannot be transferred.**



- 8.) You must add booth staff in order to assign the license. When you go to assign the license(s) all booth staff should appear in that window to select from



- 9.) Once your licenses have been assigned, your Booth staff receiving them should receive an email our Customer Care team prompting them to download the cVent Lead Retrieval app from the Apple Store or Google Play. An access code to activate the capture tool is found within the email as well.



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