

# TUTORIAL

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## HOW TO SCAN A VISITOR'S BADGE AT THE SHOW?

For :

- WINE PARIS
- VINEXPO ASIA
- VINEXPO AMERICAS
- WORLD BULK WINE EXHIBITION

# 3 STEPS TO FOLLOW

1

Download the Vinexposium application or go on the website

2

Go to the 'Badge Scanning' section

3

Lead management



1

2

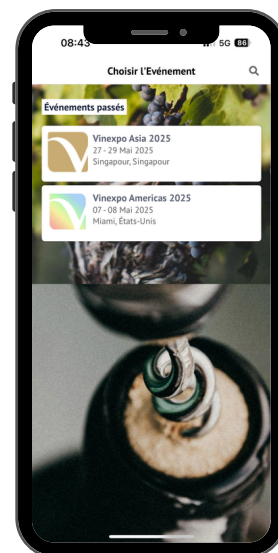
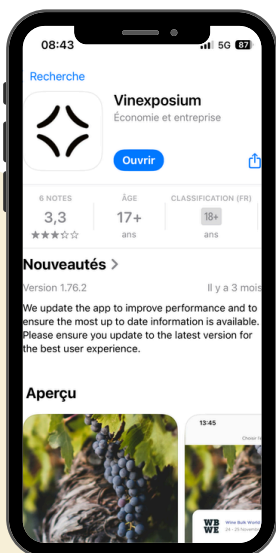
3

# STEP 1

## VIA VINEXPOSIUM APPLICATION

- Download the Vinexposium app from Google Play or the Apple Store (if you already have the app, please delete it and download it again to get the latest version).
- Select the event (Wine Paris / Vinexpo Asia / Vinexpo Americas / World Bulk Wine Exhibition).
- Then log in to the account as a team member.

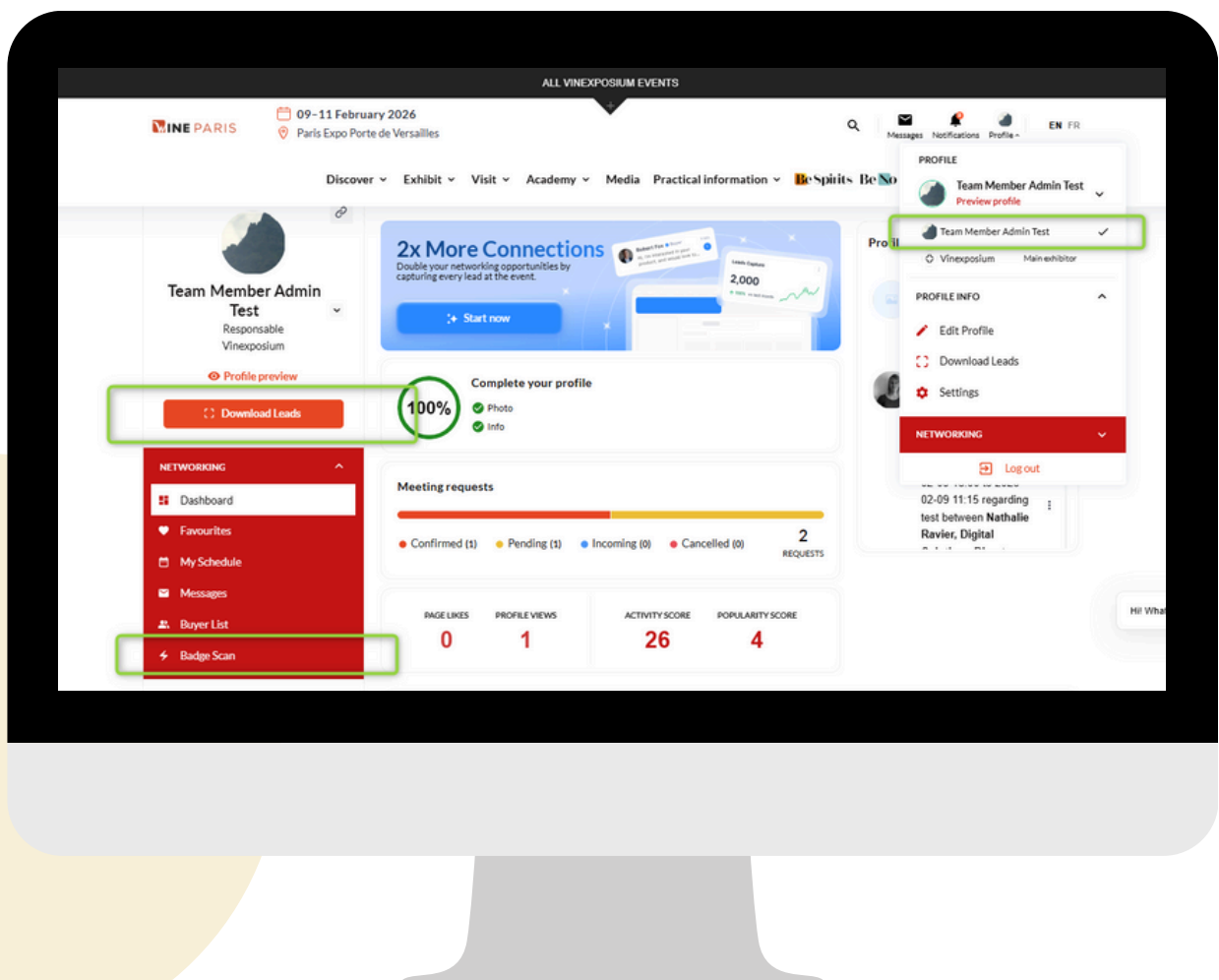
You will be able to purchase the basic package, which allows you to scan the badges of visitors of your choice, or the package with options, which also lets you add custom questions during badge scanning for more accurate lead qualification.



# STEP 1

## VIA YOUR BUSINESS AREA

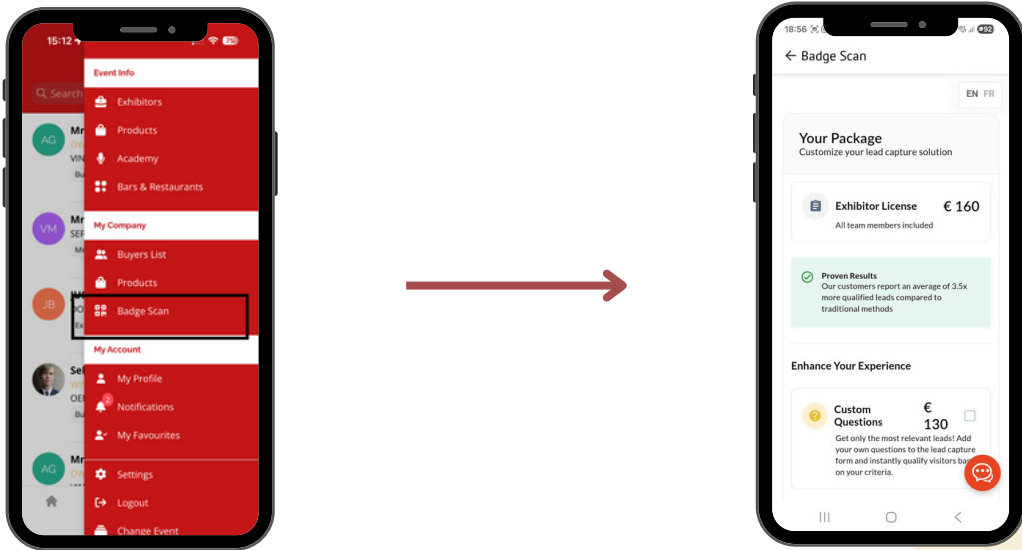
- Log in to your account as a team member.
- From the left-hand menu, you will then be able to access the “Badge Scan” purchase option as well as your scanned contacts.



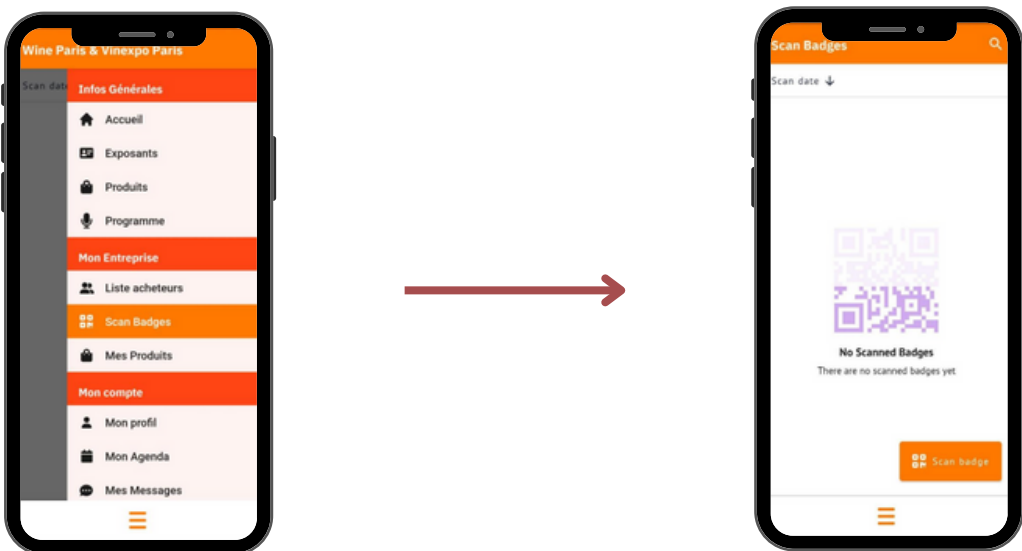
## STEP 2

# SCAN BADGES SECTION VIA THE APPLICATION

If you have not purchased the “Badge Scan” option, go to the “Badge Scan” section to buy the product directly from the app.



Once the product is purchased, you will be able to scan the badges of the visitors whose information you wish to keep.



1

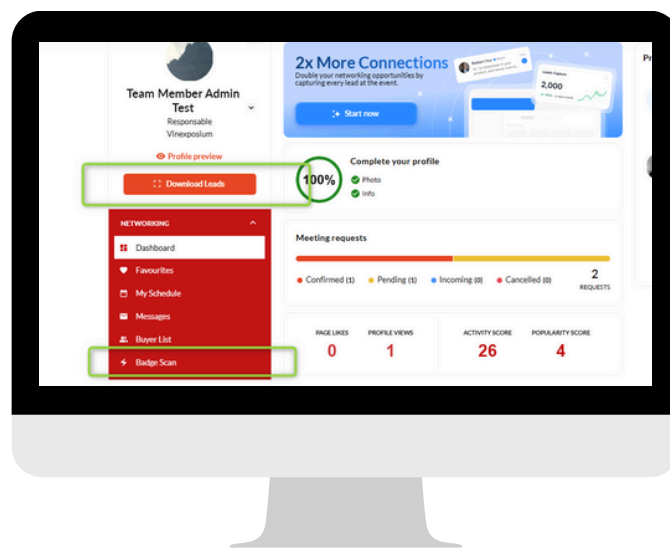
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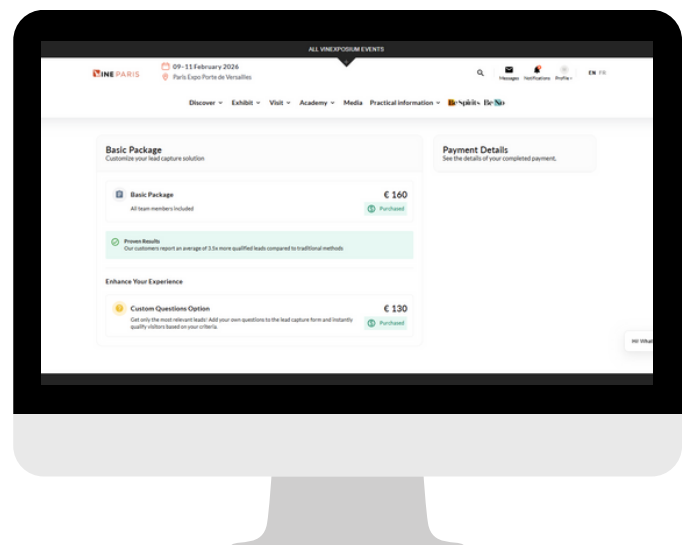
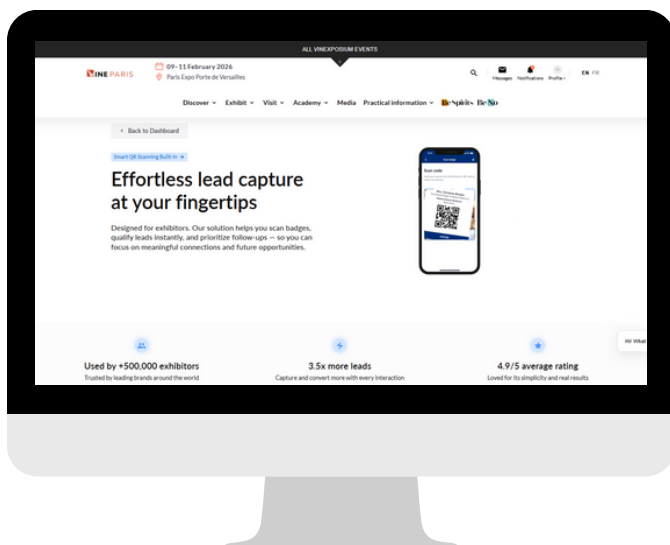
## STEP 2

# SCAN BADGES SECTION VIA THE WEBSITE

If you have not purchased the “Badge Scan” product, go to the “Badge Scan” section in the menu to purchase it from your account in your Business Area on the website.



Then, you will need to purchase the product before being able to use it in the Vinexposium app, while logged in with your Team Member account.



Step 3



1

2

3

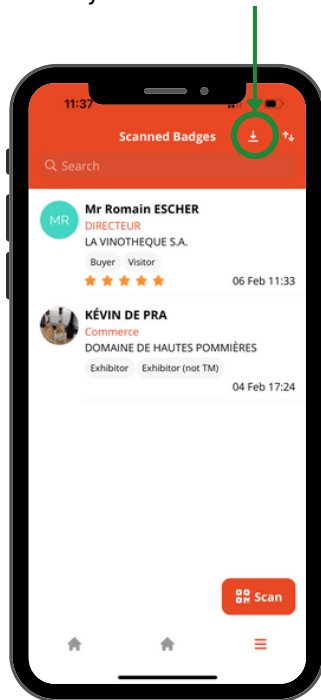
## STEP 3

# LEADS MANAGEMENT

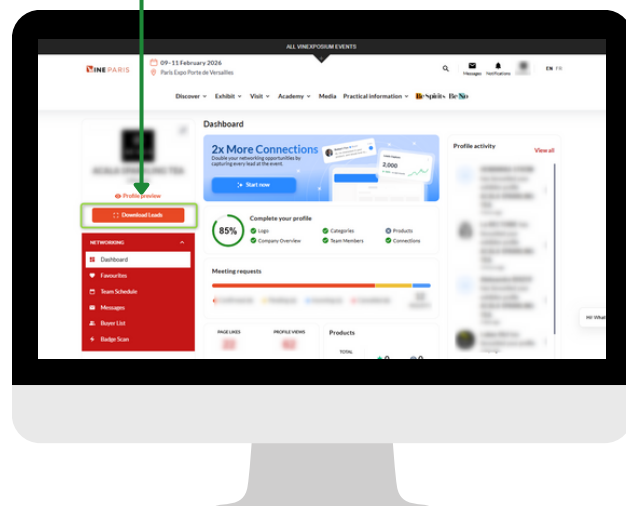
While logged in via the app or the website, you can:

- Rate the scanned contacts,
- Download the scanned badges and receive the file by email (sent to the email address associated with the Team Member account).

Download your leads from the app.



Download your leads from the website.



Digital or printed badge: stay close enough to scan it properly (if you are scanning a digital badge, make sure the phone's brightness is set high enough). If the scan is successful, the person's name will appear on the screen.

# CONTACT

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**For any technical information concerning your stands or the organisation of the show, please fill out the form at this address:**

<https://www.vinexposium.com/en/contact/>

**For all sales enquiries, please contact:**

<https://www.vinexposium.com/en/contact/>

**For any question related to invoicing:**

<https://www.vinexposium.com/en/contact/>