

# The Media Insights & Engagement Conference

connect  
with staff

Media Insights 20...  
Feb 3, 2025 - Feb 5, 2025

Start tour Joshua Sinclair TEST

Registered staff: 1 of 4 Scan licences: 2 (unlimited)

Add staff Actions

<input type="checkbox"/>	Name	Email	Type	State	Attendance ...	Permissions
<input type="checkbox"/>	Idit Ginsberg TEST	idit.ginsberg@info...	Delegate - SPEX	Registered	No show	
<input type="checkbox"/>	Josh TEST Sinclair	joshua.sinclair.inf...				

Edit

*ONLY Main Contact + Team Members with Admin Access can complete the following tasks*

- Log into visit portal > Team
- Click on each team member edit to allocate the permission level for this team member.
- Tick all the permissions you would like to allocate to your team members.
  - o Admin permission will allow the team member to view all team member's scans, to add team members to the portal and to export all leads.
  - o Allowing the team member to export leads will give them permission to export their leads post event, not everyone.

## II. Badge Scanning on Site:

- Log into ConnectMe App > Enter *The Media Insights & Engagement Conference* and you will be on the event dashboard
- To Scan Badges of click on the 'Lead Retrieval' button under your name
- Any Leads you have scanned will appear on the dashboard when you click into 'Lead Retrieval'
- Click on the big blue button at the bottom to scan a QR code on a badge

## III. Viewing Leads:

- You can only view your own leads
- ONLY the primary contact of the company will be able to view + export all leads scanned via the visit portal under the 'Leads' tab

[Additional Information on Setting Up Visit Portal for Lead Retrieval](#)

[Additional Information on Lead Retrieval in the ConenctMe App](#)