



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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Exhibitor Management System User Guide

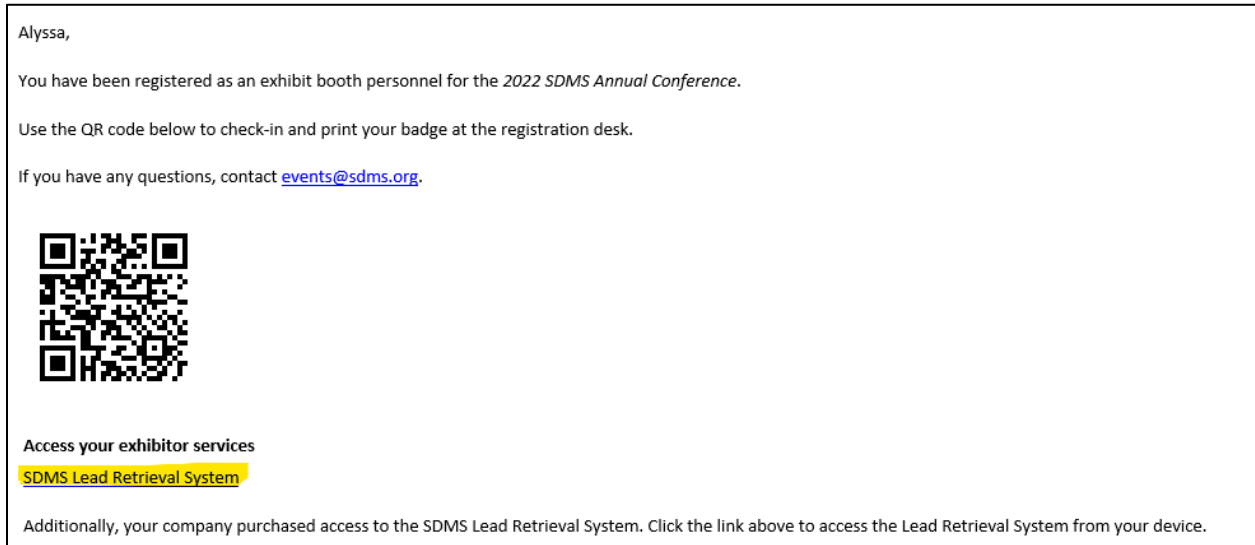
Utilizing the SDMS Lead Retrieval System

This user guide exists to guide SDMS members and non-members to successfully use the SDMS Lead Retrieval System at the *SDMS Annual Conference* through the SDMS Exhibitor Management System.

Accessing the Lead Scanner

All booth personnel from the company/organization can access the SDMS Lead Retrieval System, and capture attendee data. All attendee data will be stored together in one location, even if captured from different individuals. There are two different ways to access the Lead Retrieval System:

1. Visit www.sdms.org/leads/scan
2. Open the SDMS Annual Conference Exhibit Booth Personnel Confirmation email.

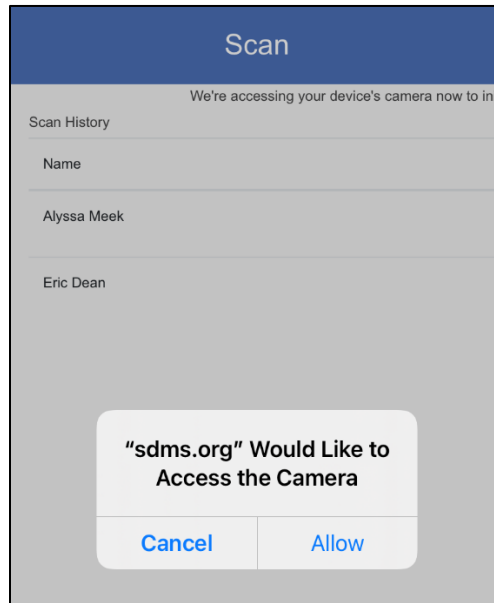


Once you access the link, you will be prompted to enter your full name and the password. The password to access your company/organization's lead service was provided to you in a separate email from SDMS Events. **The password is the same for everyone in your company/organization.**

The screenshot shows a login interface with a blue header bar containing a yellow 'Back' button and the title 'Login'. Below the header, there are two input fields: 'Full Name' with the text 'Susy Sonographer' and 'Password' with a masked password of seven dots. A blue 'Login' button is positioned below the password field.

Scanning Attendee Badges

Once you are logged in, the system will request access to your device's camera, grant the system access to begin scanning the QR code provided on the attendee badge to capture their information.

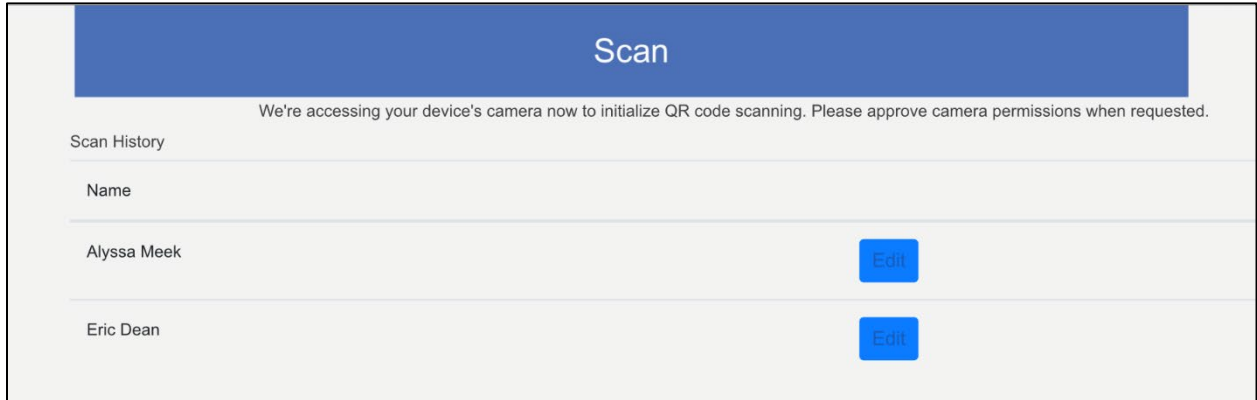


Scan the attendee badge. Once scanned, the attendee name will appear with a form for you to complete for that attendee, including a quick interest box and a notes section.

NOTE: attendees may have opted out of sharing their email address and/or phone number with you. However, if they give verbal permission, you may enter their contact information into the notes field.

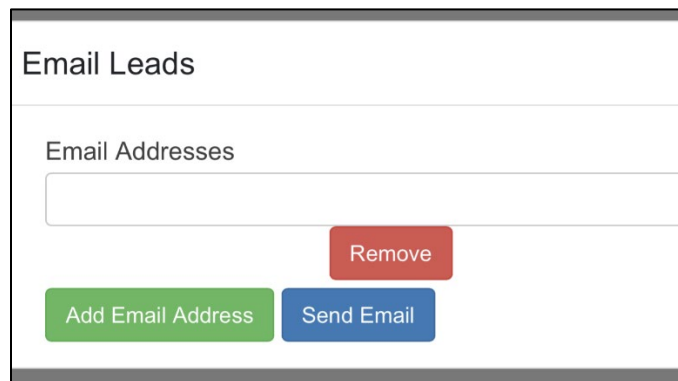
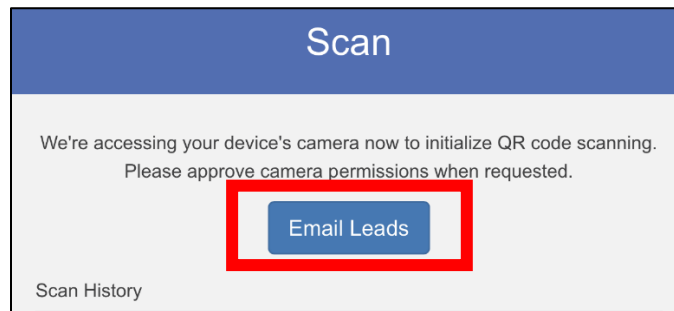
A screenshot of a mobile application interface showing the profile for "Alyssa Meek". At the top, there is a blue header with "Alyssa Meek" in the center, a yellow "Back" button on the left, and a yellow "Save" button on the right. Below the header, there are two columns of checkboxes: "Interested in Products/Services", "Add to Marketing Emails", "Follow Up via Phone", "Add to Newsletter Distribution List", "Follow Up via Email", and "Schedule a Demo". Below the checkboxes is a "Notes" section with a text input field containing the word "Testing". At the bottom, there is a "Contact Info" section with two input fields: "Email Address" containing "ameek@sdms.org" and "Phone Number" containing "(800)229-9506".

After scanning and completing the required fields, **SAVE THE LEAD**. The attendee will now appear in your captured leads.



Email Your Captured Leads

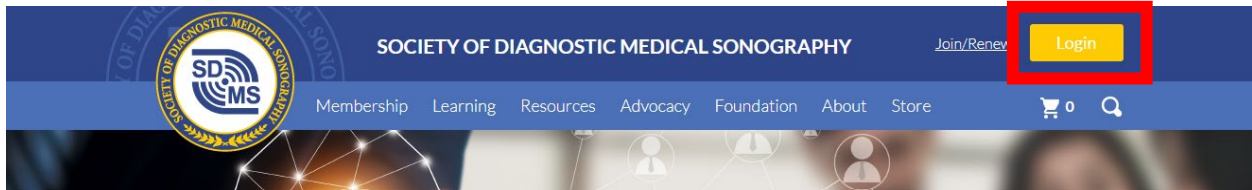
You can email your captured leads to any email address at any time through the **Email Leads** button. An email will be sent with a CSV file of all captured leads.



Accessing Your Captured Leads – Outside of the System

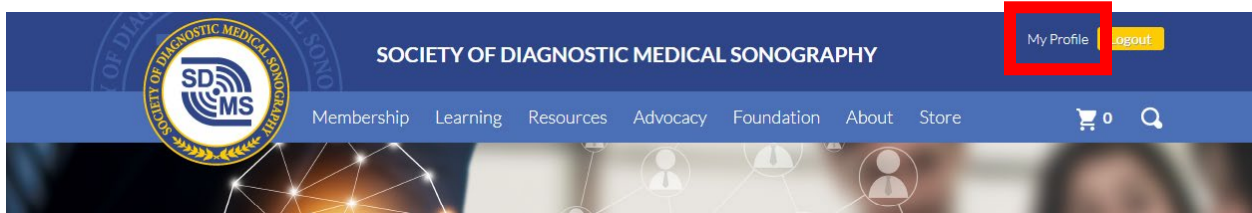
The SDMS Lead Retrieval System exists within the SDMS Exhibitor Management System listed on the Organization profile. The Primary Contact or Exhibits Manager for the organization will have access to view/download captured leads. Follow these steps to access your organization profile.

Step One: Login to SDMS.org

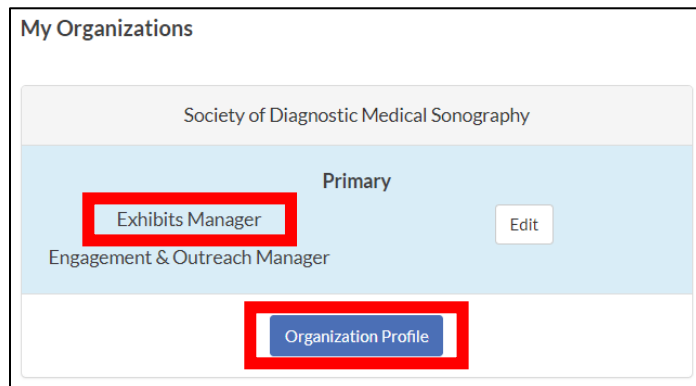


Note: if you currently do not have login credentials, contact events@sdms.org.

Step Two: Click “My Profile”



Step Three: Scroll and Navigate to “My Organizations”

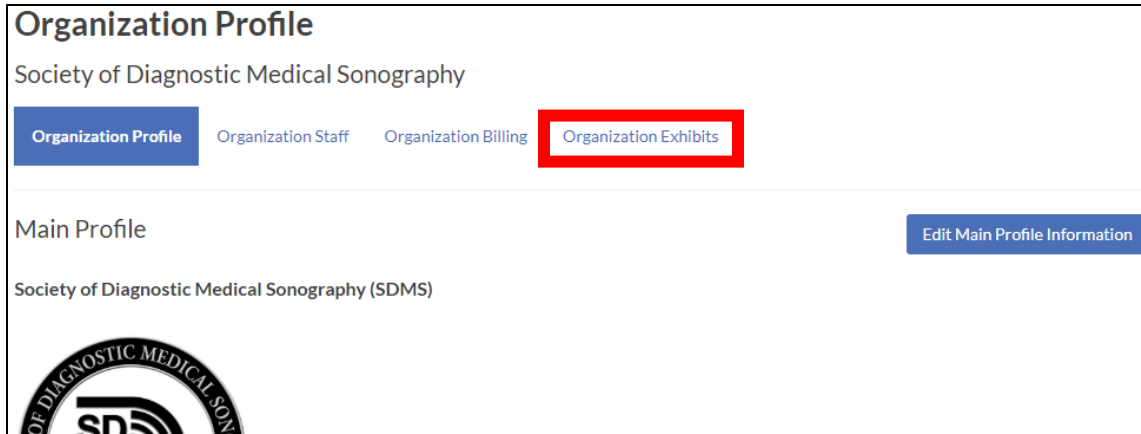


To purchase/manage exhibit booths on behalf of your organization, you will have to be listed as the **Exhibits Manager, Primary** or **Billing Contact**. If you do not have one of these options listed, please contact events@sdms.org.

Click **Organization Profile**.

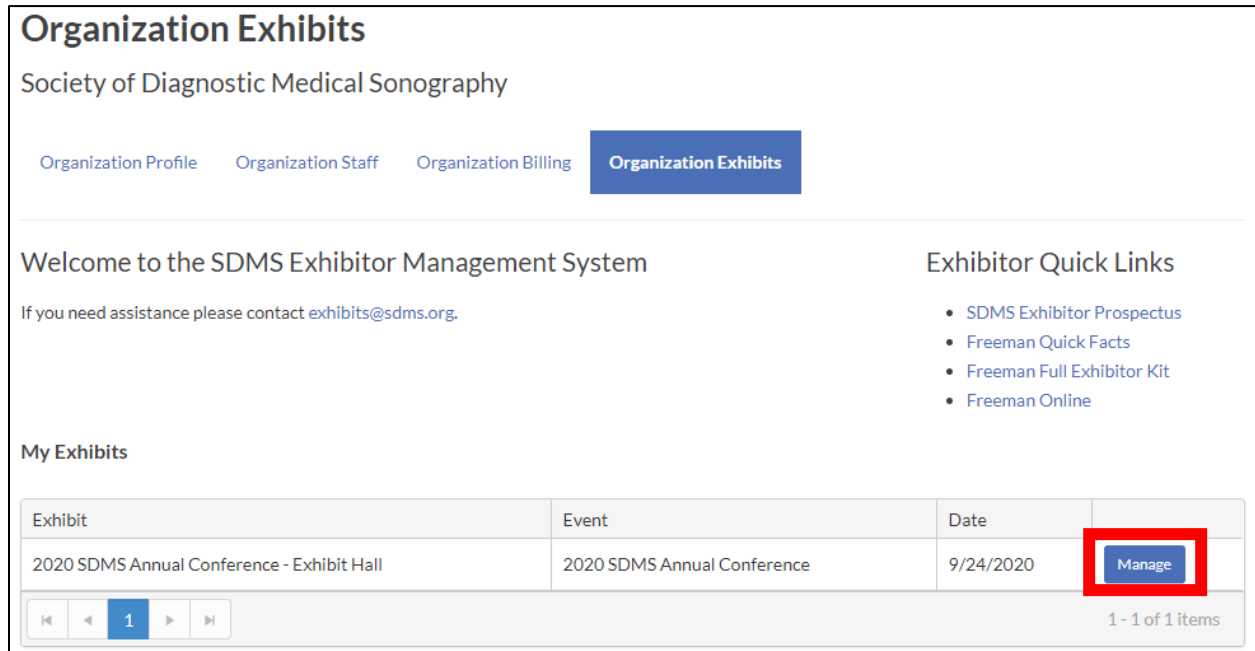
Step Four: Access Organization Exhibits

Navigate to the **Organization Exhibits** tab to access the SDMS Lead Retrieval System.



The screenshot shows the 'Organization Profile' page for the Society of Diagnostic Medical Sonography. At the top, there are four navigation tabs: 'Organization Profile', 'Organization Staff', 'Organization Billing', and 'Organization Exhibits'. The 'Organization Exhibits' tab is highlighted with a red box. Below the tabs, there is a 'Main Profile' section with a blue 'Edit Main Profile Information' button. The profile name is 'Society of Diagnostic Medical Sonography (SDMS)' and a logo is visible at the bottom left.

You should see your exhibit purchase under the **My Exhibits** section. Click **Manage** to access your purchase.



The screenshot shows the 'Organization Exhibits' page. At the top, there are four navigation tabs: 'Organization Profile', 'Organization Staff', 'Organization Billing', and 'Organization Exhibits'. The 'Organization Exhibits' tab is highlighted with a blue background. Below the tabs, there is a 'Welcome to the SDMS Exhibitor Management System' message and a 'My Exhibits' section. The 'My Exhibits' section contains a table with the following data:

Exhibit	Event	Date	
2020 SDMS Annual Conference - Exhibit Hall	2020 SDMS Annual Conference	9/24/2020	Manage

Below the table, there is a pagination control showing '1' and a '1 - 1 of 1 items' indicator. The 'Manage' button in the table is highlighted with a red box.

Step Five: Navigate to the Leads Section

Under the Leads section, you should see a list of all the captured leads collected onsite at the SDMS Annual Conference. To download a spreadsheet of all captured leads, click on the **Download All Leads** button.

Leads							Launch Scanner (Requires a camera)	Download All Leads
First Name	Last Name	City	State	Interests	Email Address	Phone Number	Notes	
Eric	Dean	Plano	TX	Interested in Products/Services, Schedule a Demo			This is a test note	

« ‹ 1 › » 1 - 1 of 1 items