



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.

Alyssa,

You have been registered as an exhibit booth personnel for the *2022 SDMS Annual Conference*.

Use the QR code below to check-in and print your badge at the registration desk.

If you have any questions, contact events@sdms.org.



Access your exhibitor services

[SDMS Lead Retrieval System](#)

Additionally, your company purchased access to the SDMS Lead Retrieval System. Click the link above to access the Lead Retrieval System from your device.

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.**

[Back](#) Login

Full Name

Susy Sonographer

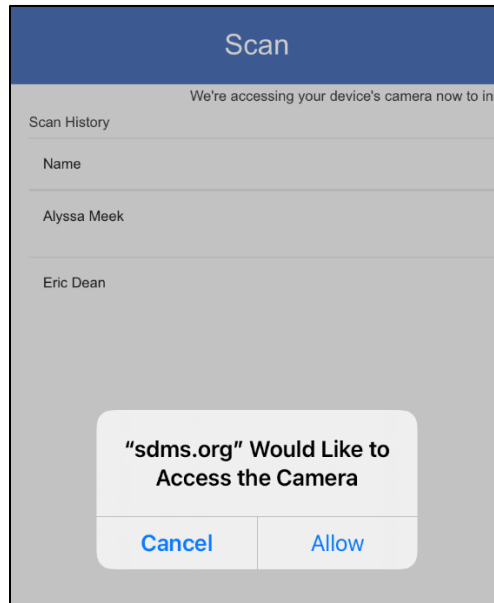
Password

••••••••

Login

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.

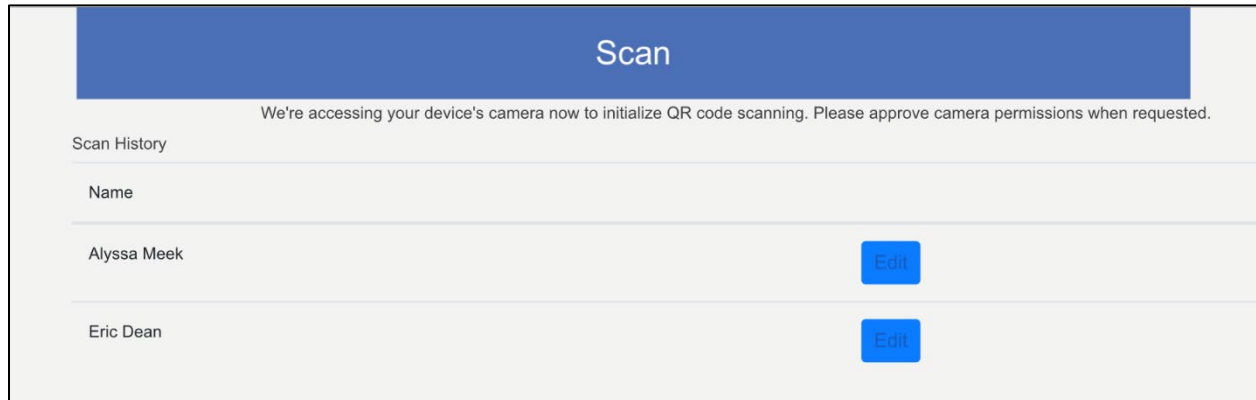


Scan the attendee badge. Once scanned, the attendee name will appear with a form for you to complete for that attendee, including a quick interest box and a notes section.

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 of "Alyssa Meek". The header bar is blue with the name "Alyssa Meek" in the center. On the left is a yellow "Back" button, and on the right is a yellow "Save" button. Below the header, there are two columns of checkboxes. The left column contains: "Interested in Products/Services", "Add to Marketing Emails", and "Follow Up via Phone". The right column contains: "Add to Newsletter Distribution List", "Follow Up via Email", and "Schedule a Demo". Below these 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.

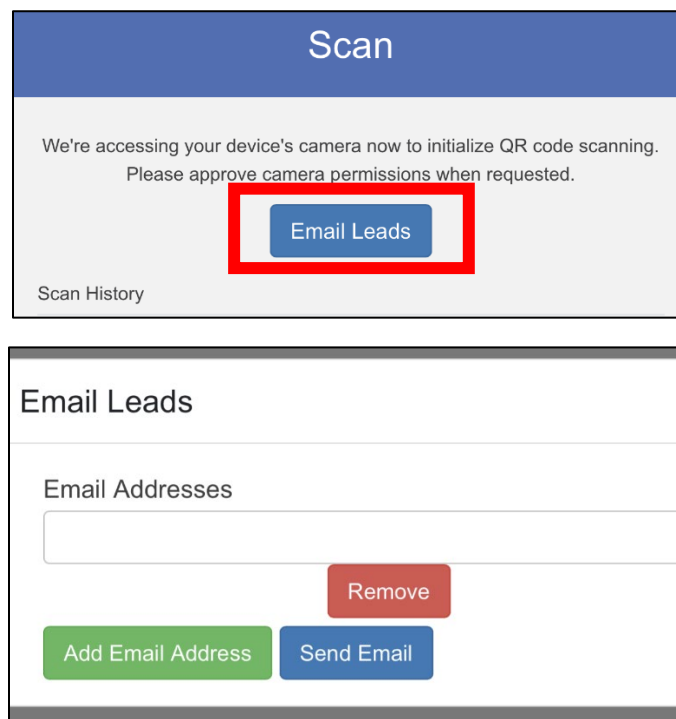


The screenshot shows a mobile application interface titled "Scan". At the top, a blue header bar contains the word "Scan". Below the header, a message states: "We're accessing your device's camera now to initialize QR code scanning. Please approve camera permissions when requested." Underneath this message is a section titled "Scan History" which contains a table of captured leads. The table has two columns: "Name" and "Edit".

Name	Edit
Alyssa Meek	Edit
Eric Dean	Edit

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.

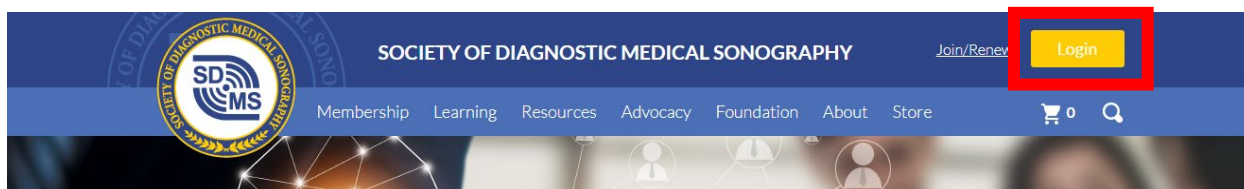


The first screenshot shows the "Scan" interface with the "Email Leads" button highlighted by a red rectangle. The second screenshot shows the "Email Leads" screen, which has a title bar "Email Leads". Below the title bar is a section titled "Email Addresses" with a text input field. To the right of the input field is a red "Remove" button. At the bottom of the screen are two buttons: a green "Add Email Address" button and a blue "Send Email" button.

Accessing Your Captured Leads – Outside of the System

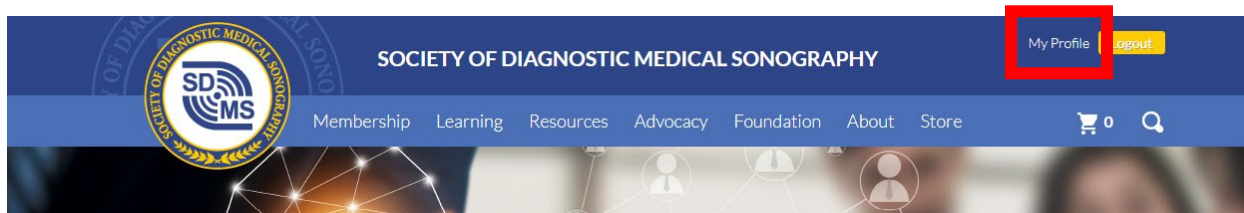
The SDMS Lead Retrieval System exists within the SDMS Exhibitor Management System listed on the Organization profile. The Primary Contact or Exhibits Manager for the organization will have access to view/download captured leads. Follow these steps to access your organization profile.

Step One: Login to SDMS.org

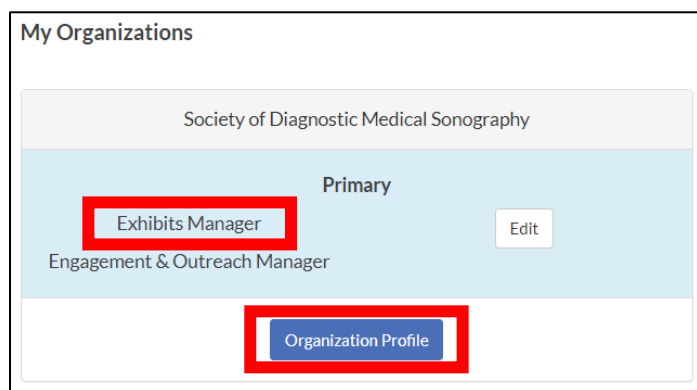


Note: if you currently do not have login credentials, contact events@sdms.org.

Step Two: Click “My Profile”



Step Three: Scroll and Navigate to “My Organizations”

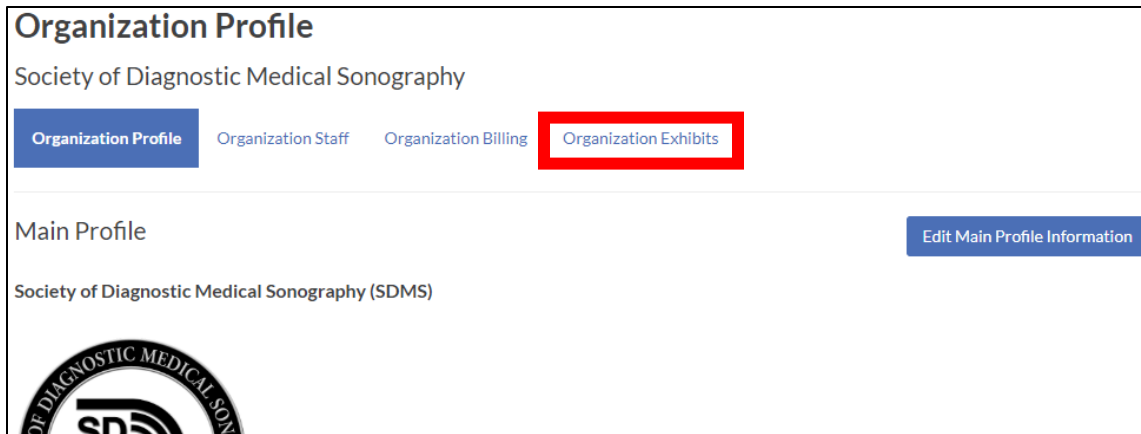


To purchase/manage exhibit booths on behalf of your organization, you will have to be listed as the **Exhibits Manager, Primary** or **Billing Contact**. If you do not have one of these options listed, please contact events@sdms.org.

Click **Organization Profile**.

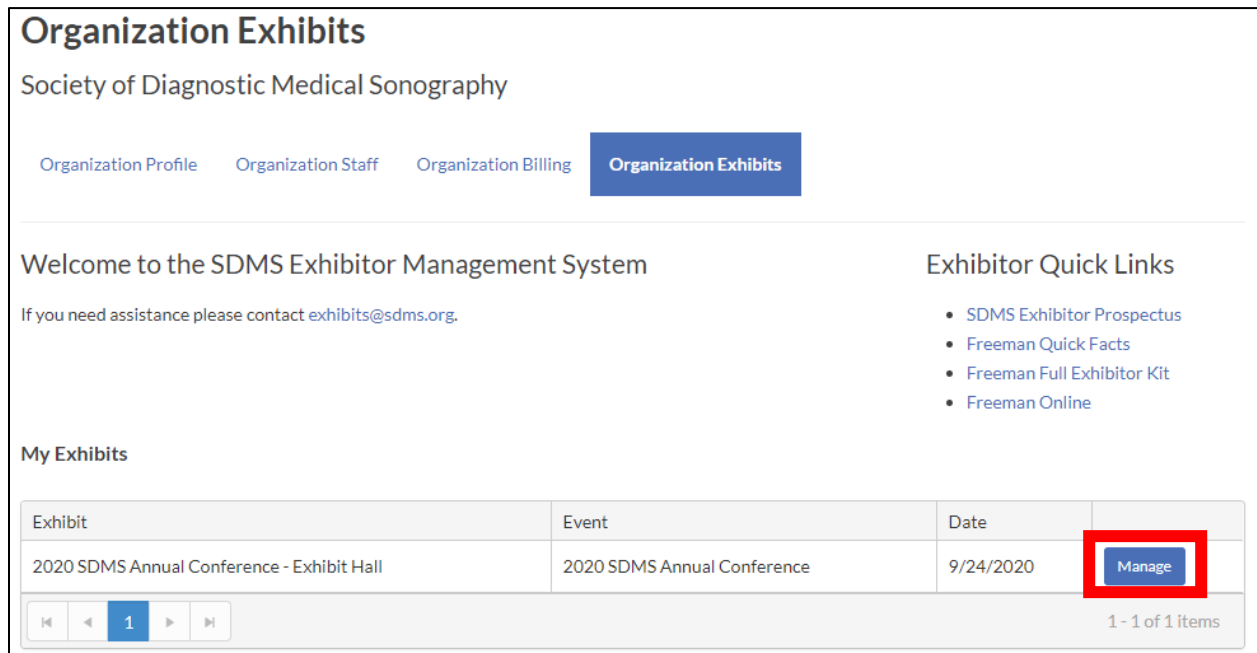
Step Four: Access Organization Exhibits

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 tabs: 'Organization Profile', 'Organization Staff', 'Organization Billing', and 'Organization Exhibits'. The 'Organization Exhibits' tab is highlighted with a red rectangle. Below the tabs, there is a 'Main Profile' section with the text 'Society of Diagnostic Medical Sonography (SDMS)' and a logo. To the right of the logo is a button labeled 'Edit Main Profile Information'.

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



The screenshot shows the 'Organization Exhibits' page for the 'Society of Diagnostic Medical Sonography'. At the top, there are four tabs: 'Organization Profile', 'Organization Staff', 'Organization Billing', and 'Organization Exhibits'. The 'Organization Exhibits' tab is highlighted. Below the tabs, there is a 'Welcome to the SDMS Exhibitor Management System' message and a link to 'exhibits@sdms.org'. To the right, there is an 'Exhibitor Quick Links' section with four links: 'SDMS Exhibitor Prospectus', 'Freeman Quick Facts', 'Freeman Full Exhibitor Kit', and 'Freeman Online'. Below this, there is a 'My Exhibits' section with a table of exhibit purchases. The table has four columns: 'Exhibit', 'Event', 'Date', and an action column. The first row shows '2020 SDMS Annual Conference - Exhibit Hall' for the '2020 SDMS Annual Conference' on '9/24/2020'. The 'Manage' button in the action column is highlighted with a red rectangle. At the bottom of the table, there is a pagination bar showing '1' of 1 items.

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

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	
<div>⏪ ⏩ 1 ⏪ ⏩</div>							1 - 1 of 1 items	