

## HOW TO PREPARE FOR LEAD CAPTURE + THE BDNY APP SIGN IN:

If you haven't already ordered lead capture, you can place your order [here >>](#) Please check your [invoice page >>](#) to confirm that lead capture has not already been purchased for your company. Our new system allows unlimited users, meaning you only need to make a single purchase for your entire team.

**To ensure the best experience with BDNY's lead capture through the mobile app, please follow these essential steps:**

**1. Register for a Badge:** You must complete your badge registration before you can log in to the BDNY portal. [Register here >>](#) if you haven't done so already.

**2. Log in to the BDNY Portal:** After registering, go to [app.bdney.com](#) using a web browser (not the mobile app) to begin. Log in using your registered email address and badge ID.

**3. Complete Onboarding:** Create a password to log into the app and follow the prompts through the onboarding process until you reach the *Claim Your Team* step.

**4. Claim Your Team:** You must activate your team in order to access your team's lead data, rate leads, and add notes. Click the **MY TEAM** button in the top-right corner to open the team portal.

Your registered staff will be automatically assigned to your team. If staff register after your team is activated, they will be associated with your company, but an admin will need to accept them in the portal. Register staff [here >>](#)

In the **MY TEAM** button you can also manage team meetings, view/export contact data, and access all lead data during and after the show

**5. On-Site App Use:** Download the BDNY mobile app from the Apple App Store or Google Play to scan badges, make connections, and schedule meetings on-site. Ensure your phone's software is up to date for a smooth download and user experience.

## IMPORTANT THINGS TO KNOW:

**Launch:** The lead capture feature will go live **two days before BDNY**.

**Export Lists:** Leads will be available to export through the portal for one month following BDNY.

**Need help?:** Visit the Help Desk onsite or contact us at [events23@emeraldx.com](mailto:events23@emeraldx.com)

**Lead Capture Support Locations:**

**Mobile App Lead Capture:** Visit the BDNY app help desk on the 3rd floor in the Crystal Palace, located by the escalators next to the main registration desk.

**Physical Rental Device Lead Capture:** Visit the Maritz help desk located across from the 3E hangar door, adjacent to the Freeman service desk.

## QUESTIONS? CONTACT US:

**JANA ROESCH**

Sales Director / Key Accounts

770.291.5604

[jana.roesch@emeraldx.com](mailto:jana.roesch@emeraldx.com)

**ADAM MORRIS**

Account Executive / #, A-K

207.716.0004

[adam.morris@emeraldx.com](mailto:adam.morris@emeraldx.com)

**NICOLE PANZECA**

Customer Success Manager

513.964.1789

[nicole.panzeca@emeraldx.com](mailto:nicole.panzeca@emeraldx.com)

**LINDSEY JUDY**

Account Executive / L-Z

770.291.5405

[lindsey.judy@emeraldx.com](mailto:lindsey.judy@emeraldx.com)

