

This guide is designed to support exhibitors who have purchased lead capture services. Please follow the steps below for a seamless experience in managing your leads.

## NEED LEAD CAPTURE SERVICES OR ASSISTANCE?

If you have not yet purchased lead capture and would like to please visit [bdny.com/lead-capture](https://bdny.com/lead-capture).

If you need assistance with anything else, please visit our Lead Capture Help Desk located on the 3rd floor in the Crystal Palace, by the escalators next to the main registration desk or contact us at [events23@emeraldx.com](mailto:events23@emeraldx.com).

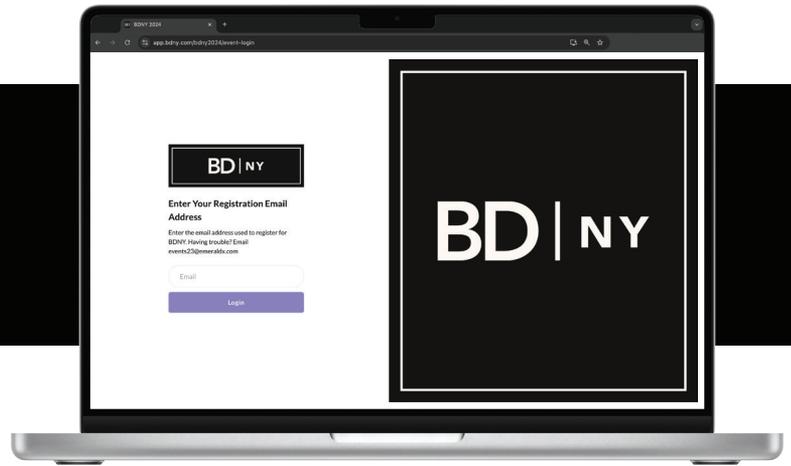
- 1. Log in to the BDNY Portal:** First time logging in? Go to [app.bdny.com](https://app.bdny.com) to begin. Log in using you registered email address and badge ID.
- 2. Complete Onboarding:** Create a password to log into the app and follow the prompts through the onboarding process until you reach the Claim Your Team step.
- 3. Claim Your Team:** You must claim 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.

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

# AFTER THE FAIR

## How to export leads



1. **Go to: [app.bdney.com](https://app.bdney.com)** (on desktop, not in the mobile app)
2. **Log into your account** using the email you used to register and the password you created for the BDNY app.
  - If your team hasn't already been claimed, you will see mid-screen some onboarding dialog boxes. Click next to go through the steps to Claim Your Team.
  - If you don't see the dialog boxes, your team has already been claimed, go to the next step.
3. **You will have a "MY TEAM" button** in the upper right corner nav.
5. **Under MY TEAM there is export** on the far right. You can export to XLS or CSV. (Tip: If you try to export into Excel and it isn't working, try CSV format)
6. It will bring all of the **exhibitor's team members data** together.
7. **If any are missing**, click under Team Members and see if there are any people who did not get accepted to the team. Their data will flow in automatically once accepted.

If you have any issues and require assistance after the fair, please reach out to [events23@emeraldx.com](mailto:events23@emeraldx.com)

