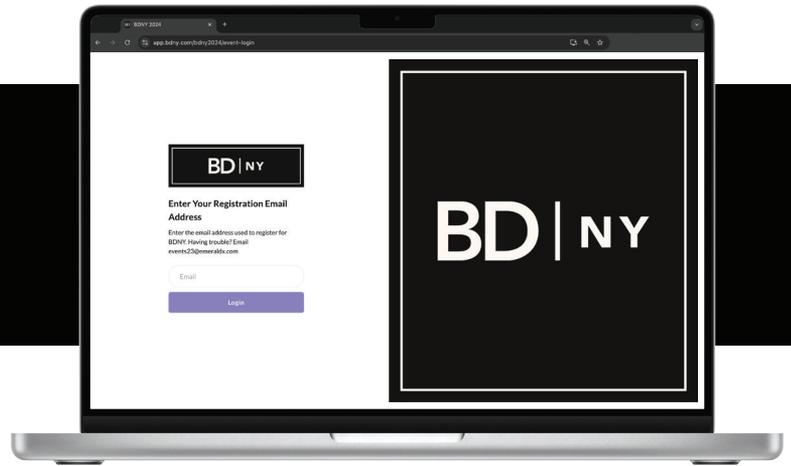


AFTER THE FAIR

How to export leads



1. **Go to: 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

