



Whova: Exhibitors Guide

Early Years Conference
UBC Faculty of Education

INSTRUCTIONS

Setting Up Your Exhibitor Profile on the Whova App:

1. Once administrators add you to the exhibitor list, you will receive an email to start editing your exhibitor profile.
2. Follow the link provided and add your company/staff information.
3. We recommend using the Whova app for this setup, as it facilitates QR Code scanning during the event.
4. Download the app from the App Store or Google Play or using the link provided to you by email.
5. Sign in with the email you provided to the conference organizers and create a password.
6. Start editing your profile by:
 - Accessing your event's main page. If your event doesn't appear automatically, search for it.
 - Clicking the 'Join' button at the bottom of the event description page and enter the event invitation code sent by the organizers.
 - If you don't have the code, request it by clicking "I don't have the code."

INSTRUCTIONS (CONT.)

Lead Retrieval (QR Code Scanning):

1. During the event, you can obtain and store attendees' information using Lead Retrieval on the app.
2. Go to 'Home,' scroll down to 'Exhibitor Hub,' and click 'Lead Retrieval.'
3. Choose between scanning QR codes or adding leads manually. If an attendee doesn't know where to find their QR Code, instruct them to go to the app, click "Menu" on the top left corner of the "Home" screen, and access "My Contact Info & QR Code."
4. You can export your lead list into a spreadsheet by clicking on the 'Export' button.