
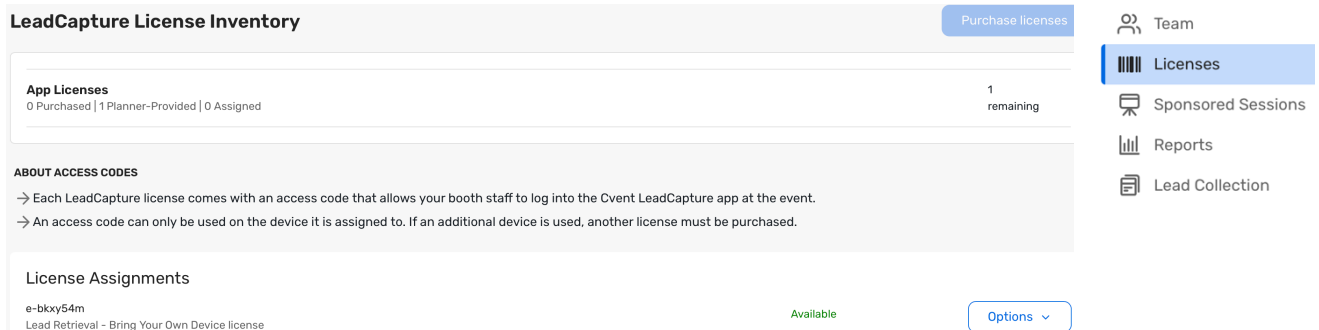


## Assigning LeadCapture Licenses to Your Booth Staff

1. After you have purchased your LeadCapture license(s), you will need to assign them to your booth staff.
  - a. Each LeadCapture license comes with an access code that allows your booth staff to log into the Cvent LeadCapture app at the event.
  - b. An access code can only be used on the device it is assigned to. If an additional device is used, another license must be purchased.

2. Log into the Exhibitor Portal under your Admin account. From the Overview page, click on Licenses in the menu on the left side of the page. 

3. You will be taken to a page that looks like this:



**LeadCapture License Inventory** [Purchase licenses](#)

**App Licenses**  
0 Purchased | 1 Planner-Provided | 0 Assigned 1 remaining

**ABOUT ACCESS CODES**  
→ Each LeadCapture license comes with an access code that allows your booth staff to log into the Cvent LeadCapture app at the event.  
→ An access code can only be used on the device it is assigned to. If an additional device is used, another license must be purchased.

**License Assignments**  
e-bkxy54m Available [Options](#)  
Lead Retrieval - Bring Your Own Device license

4. Click on the “Options” button in the lower right-hand corner of the page to get the dropdown menu containing “Assign License”.
5. After clicking on Assign License, you will get a pop-up containing the name(s) of your attendee(s) that will look something like this\*:

### Assign LeadCapture License

Assign license e-bkxy54m to:

**Charlotte Van Hoorde**  
charlotte.vanhoorde@thermofisher.com

\*You need to have entered your booth staff first.

6. Select the name of the person & click on “Assign License” in the lower right corner of the pop-up.
7. Once assigned, the listing on the Licenses tab will look something like this:

**e-86sm4ft**

Lead Retrieval - Bring Your Own Device license

**Assigned**

to: Matthieu Brand