BigRedVirtual

Virtual Sponsor Rep Dashboard Guide

Sponsor Booth Rep Dashboard

As a Booth Representative for your company, you will always want to keep your Sponsor Rep Dashboard open during the event. Your Sponsor Rep Dashboard allows you to see who is in your booth in real time, who has registered in your booth by virtual badge scan.

IMPORTANT TIPS: Have a Booth Strategy to Sell and Engage

1. Have a team of "greeters" in your booth who chat with attendees who enter the booth and direct them to the appropriate people.
2. Have compelling offers to generate leads and get people into the sales funnel.
3. Have sales and support on standby to do instant video chats and meetings, as well as scheduled consults.
4. Have GREAT marketing materials available for download that sell.
5. For additional tips, reference your Booth Best Practices Guide.

How To Access Your Sponsor Rep Dashboard

After logging into your event portal, select Exhibitor Booth: Your Company.

Booth Visits Example

Booth Visits page allows you to see who is in your booth in real time. This page shows you if an attendee is currently in your booth. The list also includes those attendees who previously visited your booth along with the date and time of their visit. You can see which booth visitors have registered by virtual badge scan within your booth.

AbTech Industries
Exhibitor Booth
Overview Booth Visits Booth Registrations Attendee Interaction Summary Report

Booth Visits

Location: AbTech Industries

	Name / Company / Job Title	Last Visit	Online Now	Badge Scan?
	Matt Egan Big Red Media Booth Representative	Sep 17, 2020 11:51 AM US/Pacific	Online	
	Michelle Galvez City of Huntington Beach Environmental Specialist	Sep 17, 2020 11:39 AM US/Pacific	Offline	
	Dan Duncan City of Santa Clarita	Sep 17, 2020 08:08 AM US/Pacific	Offline	
	Bev Manzano Beverly Catil Design – CASQA Contractor Independent Graphic Design Professional Booth Representative	Sep 16, 2020 11:57 PM US/Pacific	Online	
	Emmanuel Gilbert Citygreen Booth Representative	Sep 16, 2020 05:40 PM US/Pacific	Offline	
	Rachael Keish Keish Environmental CEO	Sep 16, 2020 05:11 PM US/Pacific	Offline	Registered
	Garik Iosilevsky County of Santa Clara	Sep 16, 2020 04:59 PM US/Pacific	Offline	Registered

Booth Registration Example

Booth Registration page provides you with a list of all attendees who have virtually scanned their badge within your booth. Virtual badge scans allow attendees to share additional contact information with the Booth Representatives.

AbTech Industries
Exhibitor Booth
Overview Booth Visits Booth Registrations Attendee Interaction Summary Report

Registrations

Name	Phone / Email	Address	How To Help
Matt Katzer Partner KAMIND IT, Inc	(50... mi........ind.com	23...oro OR 97...	Interested in becoming a data partner. what is the process

Attendee Interaction Summary Report

The Attendee Interaction Report will give you a listing of every attendee at the event who interacted with your booth in any way. This report includes a list of attendees who have entered your booth, indicates if the attendee had their virtual badge scanned, and their contact information. The report also provides details as to what links, videos, documents, etc. the attendee clicked on while visiting the booth.

AbTech Industries
Exhibitor Booth
Overview Booth Visits Booth Registrations **Attendee Interaction Summary Report**

Reports

This attendee interaction report will give you a listing of every attendee of the event who interacted with your booth in any way. Because some of the column titles contain file names and URLs, it is helpful to expand them with word-wrapping enabled to be able to read their potentailily multi-line contents.

⬇ Attendee Interaction Summary Report

How To Create Your Profile

Create a profile by selecting "My Account" from the upper right-hand corner of your screen. It is important to select your time zone since it translates from your user profile into your meeting agenda. Your photo, company name, and job title will show up on your chats.

My Account   👤 Holly Williams   ⚙

Holly Williams
My Account
Account Picture Login

10000050

Change My Profile Picture

General Information   ✏ Edit

Name:	Holly Williams
Company Name:	Technology Marketing Toolkit, Inc.
Job Title:	Sponsor Engagement Manager
Work Phone:	
Mobile Phone (for SMS):	
Email:	holly@bigredmedia.com
Website:	
Time Zone:	US/Central

Billing Address   ✏ Edit

Shipping Address   ✏ Edit

123 Street Dr.
City State Zip
Country