

CAPTELLO BADGE SCANNING SETUP

It's easy to set up Captello for badge scanning at your events by following the process below.

1 CONTACT EVENT ORGANIZER

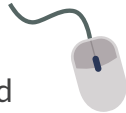


Contact the event organizer and purchase an API Kit. It may also be called a Software Developer's Kit, or SDK.

2 SEND API KIT

Use the link below to send the API Kit to Captello at least **30 days** before the event: **DEV KIT SUPPORT** API Kit should contain test badges.

3 CREATE FORM



Create your Event Lead Capture Form in Captello.

4 ALERT CAPTELLO



Using the same support ticket from Step 2, notify Captello when your form is ready at least **two weeks** before your event.

5 INTEGRATION



Captello will integrate the badge provider with your form. You'll be notified when your form is ready.

6 TEST



Do a scan using your test badge.

7 EVENT-SPECIFIC INSTRUCTIONS



Follow any additional event-specific instructions from support.

8 TEST PRODUCTION BADGE



If possible, obtain a production badge from the event organizer as early as possible and do a scan.

9 TEST PRODUCTION BADGE, AGAIN



At a minimum, scan your badge a day before your event using the actual badge issued to you when you check-in at the event.

CAPTELLO

BADGE SCANNING SETUP

FAQ'S

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WHAT IF THE SHOW PROVIDER DOES NOT OFFER A DEVELOPER'S KIT?

Captello also offers automatic post-show data merge, also known as post-show reconciliation. This method may be used when lead retrieval providers do not offer a Developer's Kit for integration.

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HOW CAN I TEST THE BADGES?

The lead retrieval provider should provide a test badge and a production badge. If the lead retrieval provider only provides a test badge, then you'll need to provide Captello with a production badge at least 24 hours in advance. Typically, you will get your production badge by mail or during the check-in process.

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WHAT BADGE TYPES DO YOU SUPPORT?

Captello supports badge scanning for barcodes, QR codes, and even NFC (Near Field Communication) badges!

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WHICH PROVIDERS DO YOU INTEGRATE WITH?

Captello integrates with any provider that has an API kit. We currently integrate with: Cvent, Experient, Conexsys, Expo Leads, iLeads.com, ExpoBadge, CompuSystems, Convention Data Services, Experient, ATS, ITN, and more. *Note: Even if you see your show's provider on this list, you still need to follow the process above. API documentation can change from show to show. It is important you send us everything you receive from the show organizer.