

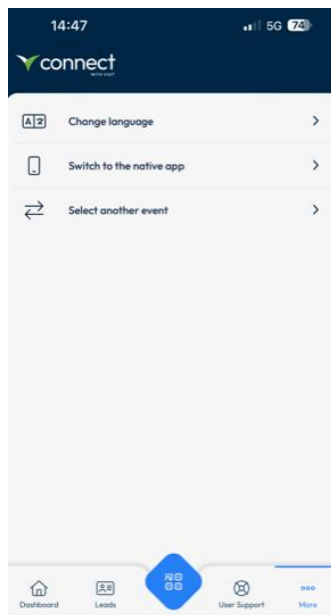


Lead Retrieval Process

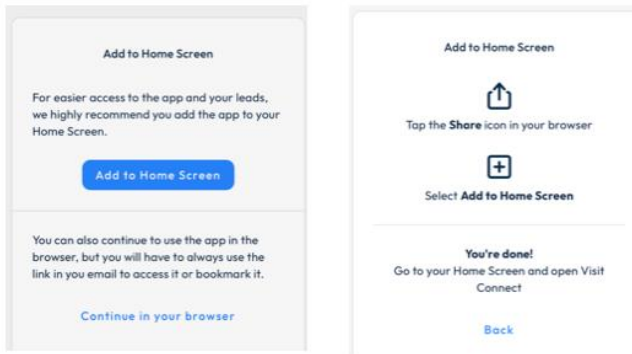
1. Complete the order form. Once completed, you will receive a confirmation of your placed order.
2. An email is sent to Trans Global Events with the order details.
3. TGE will add the order into Visit connect and a confirmation email is sent to the person on the order.
4. The email contains steps that should be followed to get started.
 - a. Download the Visit Connect app to your smart device(s).



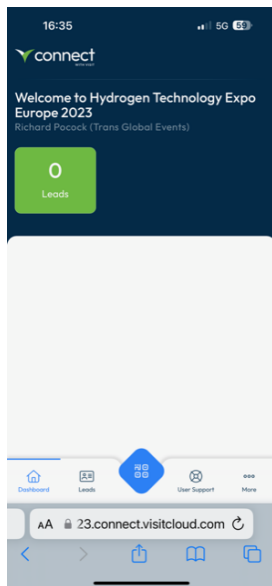
- b. When you open this app, you can scan the QR code in the confirmation email you have received by selecting More at the bottom right of the page



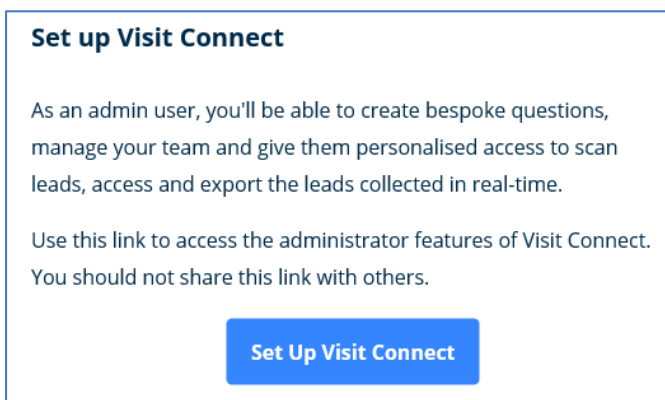
5. You can also share this QR code with your team members who will also be using this service.
6. When you scan the QR code, you will be asked to enter your name and email address
7. Click Login once you have done this and then accept the terms and conditions.
8. Next add the app to your home screen by following the instructions –



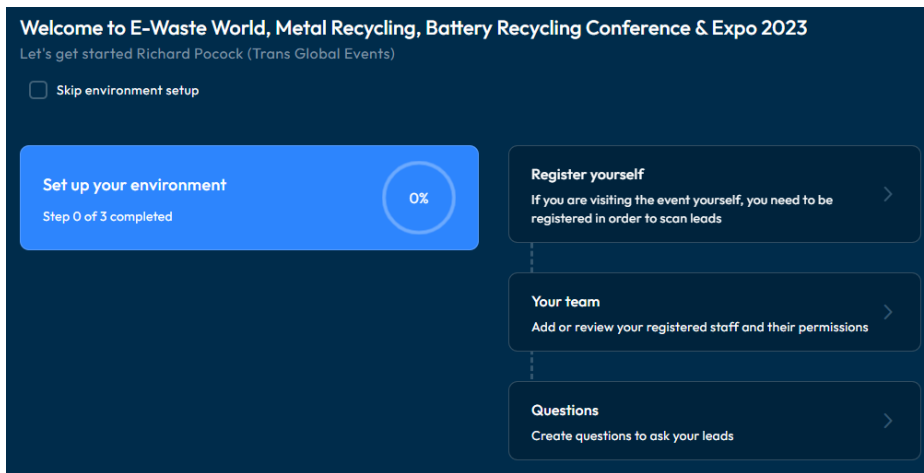
9. The App will look like this once the licence has been activated:



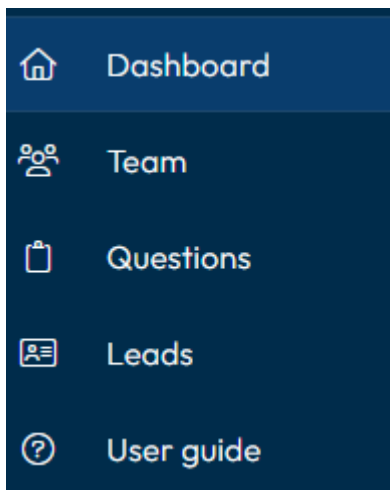
10. To activate your portal, go to the confirmation email. Click on the link that says – [Set Up Visit Connect](#).



11. This takes you to a page where you can register yourself, add team members and add questions.



12. The leads that you collect via the App can be accessed from this page. The Leads option on the left hand of the page will show your leads:



If you have any questions regarding the leads retrieval process, please contact richard@trans-globalevents.com