



2025 AALL Annual Meeting & Conference will be using the **Eventdex Event App** to help you capture attendee information and convert it to leads.

Visit the EventDex help guide to learn more about how to scan the leads [Help Guide](#) and [Video](#).

If you have any technical questions about the app, please reach out to support@eventdex.com.

To Purchase License:

1. Purchase your license using the below link:
[LEAD RETRIEVAL LINK](#)
2. **One (1) license allows one (1) registered login email to be used on maximum four (4) devices.**
If you would like to use more devices onsite, please purchase additional licenses accordingly.
3. Once you purchase the license, please follow the below instructions.

Before the Event:

1. **Download the Eventdex app** to your phone either by visiting eventdex.com, or click [here](#) to download from Google Play, or click [here](#) to download from Apple App Store. You can also simply search for "Eventdex".
2. **Log in with the below username and password:**
 1. Username: Your registered email address
 2. Default Password: AALL25
3. You will then click on the **"2025 AALL Annual Meeting & Conference"** event.

During the Event:

Follow the instructions below to scan attendee badges, make notes on leads and view all of your scanned leads.

1. Click on the "Booth Leads" icon. This icon can be found directly under the event banner and above the grey tiles.
2. Select the "Scan" tile and give the app access to your phone camera.
3. Hold the camera over the QR code on the attendee's badge. The attendee's profile will automatically pop up for you to add information and save.
4. Add any information about the prospect or notes you would like to the profile and save the lead.
5. To view the leads you have already scanned, you will click on the "Lead Retrieval" tile.

Here are some helpful links about scanning and qualifying leads within the Eventdex app:

- vimeo.com/262809441
- eventdex.com/support/knowledge-base/how-to-scan-leads/
- eventdex.com/support/knowledge-base/how-to-add-new-questions-for-the-lead-qualifiers/