

Whova Lead Retrieval Instructions



Step 1: Download and log-in to the Whova app

- Download the Whova Event app via this QR code or visit:
https://whova.com/portal/cbaac_202406/?source=download_page
- You must have a valid registration and be attached as a booth staff to your Exhibitor Profile.
 - If you need assistance with this connection, contact convention@cbaa.ca
- Sign-in with your unique email address and create a password if asked.



Step 2: Collecting Lead Information

- After reaching the event “Home,” scroll down to find the “Exhibitor Hub” section.
- Click on “Lead Retrieval.”
- Ask attendees to show you the QR code on their Whova app.
 - *To access your own QR code, click “Menu” on the top-left corner of the event “Home” screen and go into “My Contact Info & QR Code.”*
- You can also add and record leads manually as desired.

Step 3: Reviewing and Downloading your Lead List

- The list of your leads is shown on the “Lead Retrieval” page.
- You can export your lead list into a spreadsheet at any time by clicking on the Export button.

For a detailed Help Guide, visit: <https://whova.com/resources/how-to-guide/leadgen-tutorial/>