



MLeads

Mobile App User's Guide



About us



As you know, turning leads into sales is complicated, leads are difficult to capture and organize, follow-ups are difficult and sales cycles are long, ROI is difficult to measure, events are difficult to manage, dependency on support staff is frustrating and so on...

These were the drivers behind the need for an innovation for our company's **Founder and CEO Mr. Manish Gorawala** to develop an easy to use and powerful platform MLeads.

MLeads is a one-stop comprehensive platform for lead and event management automation.

What is MLeads ?



MLeads is a one-stop comprehensive platform for lead and event management automation.

MLeads empowers event organizers, meeting planners, networking organizations to have a tool which can help them from the aspects of managing events to provide value-add to attendees, exhibitors and businesses.

MLeads also platform empowers sales and marketing professionals for lead management automation as part of growing opportunities, reducing sales cycles and increase revenue.



Event management:

- Do-it-yourself (DIY) event management platform providing features like setup online event registration, invite prospective attendees, upload sponsors and event agenda etc.
- Manage services for exhibitors
- Manage sessions and speakers information, manage social media for the event
- Design and create badges with QR codes
- Ability to define custom registration fields, custom email templates for reminders
- BeSocial™ proprietary feature which helps attendees in interacting with other attendees of an event posting text and picture messages in real-time
- Use MLeads as an event app and offer it to attendees and exhibitors
- Keep track of registered attendees and event revenue collection

Steps for event Setup



Set up & Modify Registration

Click the event you like to attend and hit the registration

Manage Service

Service usability via free and paid mode for value added services

Advance option

Customize email template, manage promo code, be –social feature, customized Badge categories ,import prospective attendees

Manage Tickets

Ticket generation through free, paid, donation , discount code

Manage session

Customized session management with free and paid payment mode

Event Help

Manage Walk-in Registration, Print Badge, view & export registered attendees and review collection

Successful Event

Event Management Cycle



Setup Event Registration

Step-2

Go to Main menu on the home page and click on login

Step-1



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Companies Event Organizer Key features How it works? [Login](#)

Recommended web browsers: Latest version of Google Chrome, Mozilla Firefox

Comprehensive platform for Leads and Event Management to help you grow the opportunities and business, The MLeads Way!

Request a Demo

Become an Affiliate

For New User : Click on Sign up and create MLeads account
Current User : Enter User Id and Password
And
Click on Login

CALL US at +1 (267)-263-3178



WELCOME BACK!

support@myleadssite.com

Login

[Can't Access Account?](#)

OR

Don't have MLeads account yet?

Sign Up

Step-3

Main Menu

[Dashboard](#)

[Events](#)

[Lead Groups](#)

[My Leads](#)

[Email Templates](#)

[Email Statistics](#)

[Event Management](#)

[Settings](#)

[Subscription](#)

[Team Management](#)

[Product Qualifiers](#)

[Follow-up Actions](#)

[Lead Qualifiers](#)

[Affiliate Program](#)

[Refer Friends](#)

Menu



Contact Us Support Hi Kashyap, Welcome to MLeads



Comprehensive platform for Leads and Event Management to help you grow the opportunities and business, The MLeads Way!

My Dashboard

Event Name: Test Event

[Click Here for Pipeline Report](#)

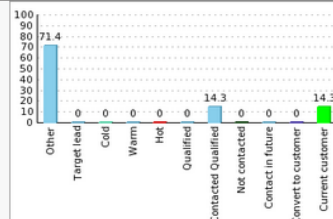
[Click Here for Sales Cycle Report](#)

[Click Here for Converted Lead to Customer](#)

[Click Here for Sales Report](#)

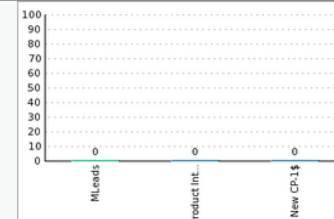
[Click Here for Pipeline Sales Report](#)

% Leads by lead qualifiers



[Click Here for more report](#)

Product Interest by Percentage



[Click Here for more report](#)

of clicks for Sponsors logos

No sponsor

of Leads by attendees

Online Chat

Setup Event Registration



Step-1

Click on Add Event

Team Member: Filter By Event: Filter event From: To:

Event Name	Location	Event Date
Market New York Expo	Jacob K. Javits Convention Center	05/21/2015
Market New York Expo 1	Jacob K. Javits Convention Center	05/21/2015

You can edit, view, delete in event information by click on button

You can import Leads

Step-4

Team Member: Filter By Event: Filter event From: To:

Event Name	Location	Event Date
Test Event	Nearest Location	09/06/2015
Market New York Expo	Jacob K. Javits Convention Center	05/21/2015
Market New York Expo 1	Jacob K. Javits Convention Center	05/21/2015

Step-2

Add Event

Event Name*

Location*

City*

State

Country

09/07/2015

Purpose

Contact person

Phone

--Select Event Type--*

Event Agenda No file chosen

Fill up Event information which is require and click on Add

Step-3

Edit Event

Test Event

Government Test Event

Nearest Location

Lansdale

PA

United States

09/06/2015

Networking

John Smith

99999999

Visible to team members

Event Agenda No file chosen

Event Management



The screenshot shows the MLeads dashboard interface. On the left, there is a vertical 'Main Menu' with several items. 'Event Management' is circled in red. The main content area displays 'My Dashboard' for 'Event Name: Test Event'. It includes various reports and charts such as '% Leads by lead qualifiers', 'Product Interest by Percentage', and '# of clicks for Sponsors logos'. A 'Menu' button is visible on the left side of the dashboard area.

Step-1

Click on Menu
And
Then click on Event Management

Event Management

Event Name

Test Event

Registration Link :: https://www.myleadssite.com/purchase_ticket_new.php?event_id=1434009563

Step-2

Select Setup Registration
And
click on Modify



Modify

Skip

Set up Registration



Event Details (Test Event)

Event Start Date Event End Date
Last Date for Registration Available For Registration By

Event Agenda

Select File

Logo

Select image

Event Description *

File Edit Insert View Format Table
Tools
← → Formats **B** *I* [List Icons]
[List Icons] [Link Icon]

Organizer Details *

File Edit Insert View Format Table
Tools
← → Formats **B** *I* [List Icons]
[List Icons] [Link Icon]

Allow to share contact details among attendees.

Note : Attendees will still have an option to override this feature at the time of registration

Would you like to send any update notifications to attendees

Note : Check this option if you want to send updates to attendees for change in event description .

Create MLeads 30 Day Free trial account, so attendees can network using MLeads.

Note : Check this option if you want to Create User Account For Each Attendee.

Back

Save

Fill up information about the event Like

- Event Start Date
- Event End Date
- Last date for Registration
- Event Agenda
- Logo
- Event Description
- Organizer Details Etc.

Manage Tickets

Event Management

Step-1 Click on the set up tickets

Event Name

Registration Link :: https://www.myleadssite.com/purchase_ticket_new.php?event_id=1434009563



[Back](#) [Manage Tickets](#) [Skip](#)

Step-2 Click on the add button on the topmost left corner



Tickets Added for Event (Test Event)

Search:

Event Name	Badge Category	Price	Type of Tickets	Ticket Description
No Tickets available For This Event				

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Back](#)

Click on the ticket type and just below that choose the Badge category

set the criteria of Max number of tickets to be sold and number of tickets to be allowed per attendee

Step-3 Click on save

Add Ticket Details

Add Ticket Description *

File Edit Insert View Format Table Tools

Formats B I

Save Cancel

Add Ticket Details

Select Ticket Type

Select or Type Badge Category *

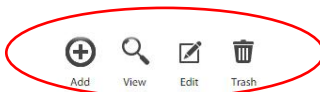
Max. # of Tickets to Sell* # of Tickets allowed per Attendee

Add Ticket Description *

File Edit Insert View Format Table Tools

Formats B I

Save Cancel



Step-4 You can Edit, view and delete

Tickets Added for Event (Test Event)

Search:

Event Name	Badge Category	Price	Type of Tickets	Ticket Description
Test Event	EXHIBITOR	0	Free	Lorem ipsum dolor si

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

[Back](#)

Manage services

Event Name

Registration Link :: https://www.myleadssite.com/purchase_ticket_new.php?event_id=1434009563

Step-1 click on the Manage services



Step-2 Click on the add button on the topmost left corner

[Back](#) [Manage Services](#) [Skip](#)

+ Add

Services Added for Event (Test Event)

Search:

Event Name	Badge Category	Price	Type of Service	Service Description
No Services available For This Event				

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Back](#)

Add Service Details

Select Service Type

Select Badge Category *

of Service to sell * # of Service per attendee *

Add Service Description *

File Edit Insert View Format Table Tools

Formats B I [text alignment icons]

[Save](#) [Cancel](#)

Step-3

Click on the service type
Just below that choose the Badge category which you like
Set criteria of Max number of services to be sold and number of tickets to be allowed per attendee

Step-4
You can Edit, view and delete

Add Service Details

Free

EXHIBITOR

100 2

Add Service Description *

File Edit Insert View Format Table Tools

Formats B I [text alignment icons]

Save [Cancel](#)

+

Add View Edit Trash

Services Added for Event (Test Event)

Search:

Event Name	Badge Category	Price	Type of Service	Service Description
Test Event	EXHIBITOR	0	Free	Lorem ipsum dolor si

Showing 1 to 1 of 1 entries

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Manage Session

Step-1

click on the Manage Sessions

Event Management

Event Name Test Event

Registration Link :: https://www.myleadsite.com/purchase_ticket_new.php?event_id=1434009563

1 2 3 4 5 6
Setup Registration Manage Tickets Manage Services **Manage Session** Advance Options Event Help

Back Manage Sessions Skip



Add

Step-2

click on the add button on the topmost left corner

Sessions Added to Event (Test Event)

Search:

Session Name	Speaker Name	Start Date and Time	End Date and Time	Type Of Session	Price	Total Attendees
--------------	--------------	---------------------	-------------------	-----------------	-------	-----------------

No Session available For This Event

Showing 0 to 0 of 0 entries

Previous Next

Back

Select the service type

Fill up the necessary details which you want to add to your session

Add Session Details

Select Session Type

Session Name * Speaker Name

Start Date And Time * End Date And Time *

Enter Location * Room No.

of Attendees allowed *

Add Session Description *

File Edit Insert View Format Table Tools

Formats B I

Save Cancel

Step-3

Click on save

Step-4

You can Edit, view and delete

Add View Edit Trash

Sessions Added to Event (Test Event)

Search:

Session Name	Speaker Name	Start Date and Time	End Date and Time	Type Of Session	Price	Total Attendees
--------------	--------------	---------------------	-------------------	-----------------	-------	-----------------

Showing 1 to 1 of 1 entries

Previous 1 Next

Back

Set up value added event management process



Event Management

Event Name

Test Event

Registration Link :: https://www.myleadssite.com/purchase_ticket_new.php?event_id=1434009563



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Advance Options

Skip

Manage Promo Code

Manage Payment Details

Custom Registration fields

Enable Be Social feature

Customize Email Message

Event Sponsors

Import Prospective Attendees

Send Invite email to Prospective Attendees

Customize Badge Category Values

Terms and conditions

Set up value added event management process



Enter the required promo code details like code, validity, discount percentage and more

+
Add

Promo Code for Event (Test Event)

Show 10 entries

Badge Category	Promo Code	Promo Code Type	Discount Amount	Discount Percentage	No. Of Use
No Promo Code available For This Event					

Showing 0 to 0 of 0 entries

Previous Next

Back

Add Promo Code Details

Select Promo Code For *

Enter Promo code *

Date Valid From * Date Valid Till *

No. of Use * Discount By *

Save Cancel

Add Pay pal Link

Add Paypal Details

Event Organizer Paypal Id *

MLeads Platform Fee incurred by:
 Attendee Event Organizer

Submit

Cancel

Set customized custom registration fields as per your requirement

Add Custom Fields

Select Type *

Field Name * Select Field Type *

Optional Mandatory

Save Cancel

Select the value added Be Social feature for attendees or event organizers

Enable BeSocial

Enable BeSocial:

BeSocial feature fee will be charged to:
 Attendee Event Organizer

Save Cancel

Enter event sponsors' information like name, website address, Brand Logo

+
Add

Sponsor for Registration(Test Event)

Show 10 entries

Sponsor Name	Sponsor Website address	Sponsor Logo
No Sponsor available For This Event		

Showing 0 to 0 of 0 entries

Previous Next

Back

Add Sponsor Details

Enter Sponsor Name *

Enter Sponsor Website address *

Sponsor logo *

Save Cancel



Send customized email invites to the particular event attendees



Template Added to Event (Test Event)

Event Name	Template Type	Subject
No Template available For This Event		

Showing 0 to 0 of 0 entries

[Back](#)

Add Email Message Template

Select Email Message T_y ▾

Subject *

Template Body*

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Custom Fields ▾ Formats ▾ **B** / *I*

[Save](#) [Cancel](#)

Email Message Preview

Note:Your message will be sent to all the receiver as per below, if you want to edit this message than you can do from Customize Email message Template

Subject
Invitation to register for the event

Description
Dear @@@First_Name@@@,
You are invited to register for the event @@@Event_Name@@@ scheduled on @@@Event_Date@@@ at @@@Location@@@ by @@@EO_Name@@@.
Click below link to register for the event

Register Now

Regards
MLeads Support Team

[Send](#) [Cancel](#)

Import Prospective Attendees [Test Event]

Steps to Import Prospective Attendees:
(1). Please download this sample .csv file.
(2). Please enter First Name* and Email* as those columns are mandatory and save the downloaded file.
(3). Choose and upload this file then click on Start Import button for importing Prospective Attendees into the Event.

Note : Supported File Types are .csv,.xls,.xlsx

Choose File | No file chosen

[Upload File](#) [Back](#)

Import the list of attendees for your different events



Badge Category (Test Event)

Badge Category	Badge Category Icon
No data available in table	

Showing 0 to 0 of 0 entries

[Back](#)

Enter the details for the Badge category

Add Badge Category

Badge Category Name *

[Select Icon](#)

[Save](#) [Cancel](#)

Terms and conditions

Terms and conditions *

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ **B** / *I*

[Save](#) [Cancel](#)

Add Terms and Conditions for Event



Event Management

Event Name

Test Event

Registration Link :: https://www.myleadssite.com/purchase_ticket_new.php?event_id=1434009563

1

Setup Registration

2

Manage Tickets

3

Manage Services

4

Manage Session

5

Advance Options

6

Event Help

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Event Help

View Registered Attendees

Send Remind email to Registered attendees

Enter Survey Links

Social media links

Print badges

Walk-in Registration

Event Collection

More Feature



View complete details of registered event attendees by selecting the option of Badge category

View Registered Attendees (Test Event)

Show 10 entries Search:

First Name	Last Name	Email Address	Select Badge Category	Description	Type	Select Category	Attended
No Registered Attendees Available For This Event							

Showing 0 to 0 of 0 entries Previous Next

Back

Email Message Preview

Note: Your message will be sent to all the receiver as per below, if you want to edit this message than you can do from Customize Email message Template

Subject
Registered Attendees Reminder

Description
Dear @@@First_Name@@@,
Reminder: You have registered to come for the event @@@Event_Name@@@ scheduled @@@Event_Date@@@ at @@@Location@@@ by @@@EO_Name@@@.
Any questions about this event please contact the event organizer at @@@Organizer_Email@@@

Please download the application from Apple, Google or Amazon marketplace by searching the text "mleads" before coming to the event. Once downloaded and installed, please use the account credentials to login to the application. During the event, you will have access all the event details using MLeads.

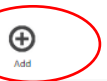
You will have access to your data on multiple platforms including your smart phone, table and computer for 30 days during the free trial period.
Please remember to come to event on time and we look forward to meeting with you and network.

Thank you.
MLeads Support Team

Download Tickets

Send **Cancel**

Send follow up emails to email attendees before few days or a few hours of the event



Survey Link(Test Event)

Show 10 entries Search:

Survey Name	Survey Link	Status
No Survey Link available For This Event		

Showing 0 to 0 of 0 entries Previous Next

Back

Add different social media links to your event

Add Social Links for your Event

Facebook Link

Twitter Link

Linked In Link

Save **Cancel**

You can enter prevent and post event survey link

Add Survey

Survey Name *

Enter Survey URL *

Inactive Active

Save **Cancel**

Select Attendees For Design and Print Badge

Show 10 entries Search:

First Name	Last Name	Email
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Print Badges and QR code of the event attendees

Back **Next**

Event Collection



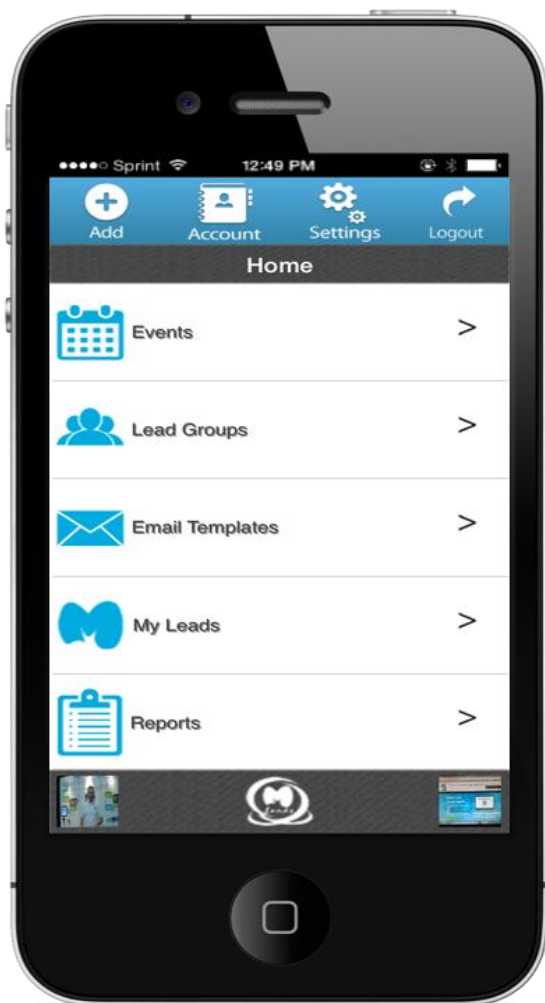
View complete details of revenue collection for your event

Event Collection for Event (Test Event)				
Ticket Details				
Ticket Description	# of Tickets for Sale	# of Ticket(s) Sold	Price (Original / Discount)	Transferred to Paypal
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	100	0	0/No	0
Service Details				
Service Description	# of Services for Sale	# of Service(s) Sold	Price (Original / Discount)	Transferred to Paypal
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	100	0	0/No	0
Session Details				
Session Description	# of Sessions for Sale	# of Session(s) Sold	Price (Original)	Transferred to Paypal
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	1	0	0	0
Back				

MLeads Support



For more in-depth features information, Log on www.myleadssite.com



MLeads

Business Center, of Lansdale

650 North Cannon Avenue, Lansdale, PA 19446

Phone:(267)263-3178 Fax: (267)-200-0026

Email : info@myleadssite.com

Support@myleadssite.com

Important Links

How It Works? :

<https://www.myleadssite.com/howitworks.php>

Instant Support:

<https://www.myleadssite.com/support.php>

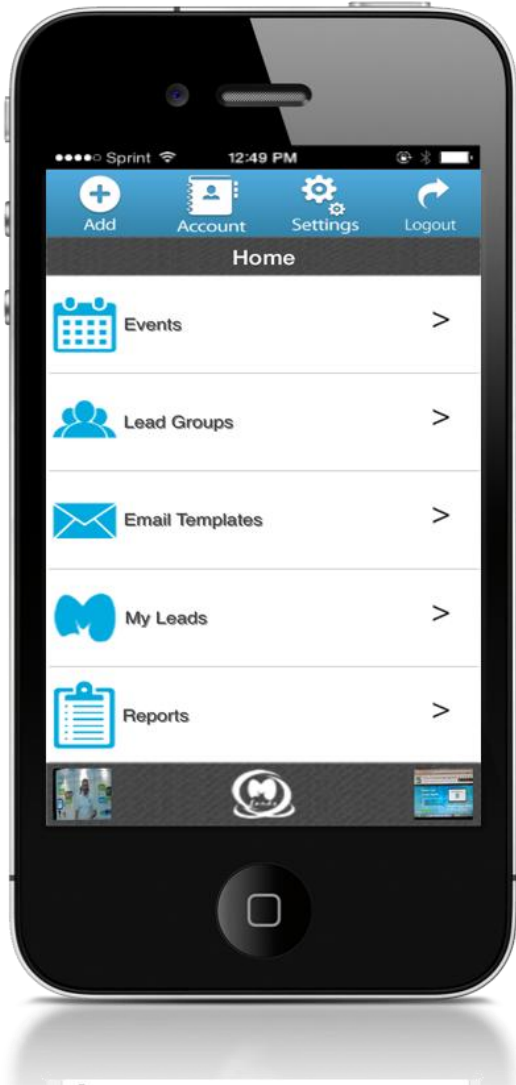
Demo and Training online :

<https://www.myleadssite.com/webinars.php>

FAQ :

<https://www.myleadssite.com/faq.php>

Special Thanks from MLeads



MLeads 30 days free trial

Download app from Apple, Google or Amazon app store
Search for “**MLeads**”



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