

How do I create an exhibitor passport for attendee to track their stand visits?

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Using the Location QR code goal, you could set up a goal for each Exhibitor which includes their name and logo. You then give each exhibitor their unique QR code for attendees to scan.

1. In the **Communications** panel, select the **EventStream** option.
2. Select the **Engage** tab and under **Goals**, select the **Add Goal** option.
3. Enter a name (Exhibitor's name) and description (optional). Then, under **Type**, scroll down and select the **Location (scan QR Code)** option.
4. Add your exhibitor's logo by selecting the **Custom Icon** option under **Icon** and then uploading the correct logo.

The screenshot shows a form for creating a goal. The fields are as follows:

- Name***: Cyber Educators
- Description**: Visit Cyber Educator's stand
- Type***: Location (scan QR code) [Mobile icon]
- QR Code**: A QR code is displayed with a **Copy QR Code** button.
- Icon**:
 - Standard Icon [Select Icon]
 - Custom Icon [Select Image (144x144) Add]
- Icon Color**: [Color selection box]
- Image**: A custom icon of a head with a gear inside is shown with an **Edit** button.
- Points**: 100

5. Next, enter the amount of points for your goal and set the **Personal Limit** to 1. This means each attendee can only scan this goal once.
6. Now Save.

You could also set this as a **Location (using Beacon)** goal type and then to populate your exhibition area with beacons set to a low range. This would work best if your stands are grouped into sections, and you put a beacon in each section.