HOW TO EXPORT YOUR SCANS AND LEADS FROM PIZZA EXPO

1. **Using a Web browser, go to https://matchmaking.grip.events/pizzaexpocolumbus2026**
2. **Login using your email and password you used to log into the mobile app.**
3. **Once in, click the "MY TEAM" button in the upper right navigation. (If you did not already claim your team, it will walk you through the steps, then you can click the button).**
4. **A new, horizontal navigation will open across the screen**
5. **First, click the "TEAM MEMBERS" tab to make sure everyone in your booth's leads are in the portal. Look at the top for any pending team members and accept them.**
6. **Click the "EXPORT" tab on the far right. If you don't see it due to screen size click the 3 stacked dots to expose it.**
7. **Click export in the "EXPORT CONTACTS AND BADGE SCANS" section. Select whether you want an XLSX or CSV file.**
8. **The report will take a moment to compile then the button will turn green and change to "DOWNLOAD". Click to download.**
9. **You may export as many times as you wish up until 30-days post-show**
10. **If you require physical addresses for your leads, please send your export to mobileapp@emeraldx.com and we'll send the report back to you with the addresses added.**

If you have any questions or need any assistance please email

mobileapp@emeraldx.com