



Exhibitor Guide

Scan visitor QR codes at your booth. Visitors get a **stamp**; your booth gets a **lead** you can rate, annotate, and download.

FOR

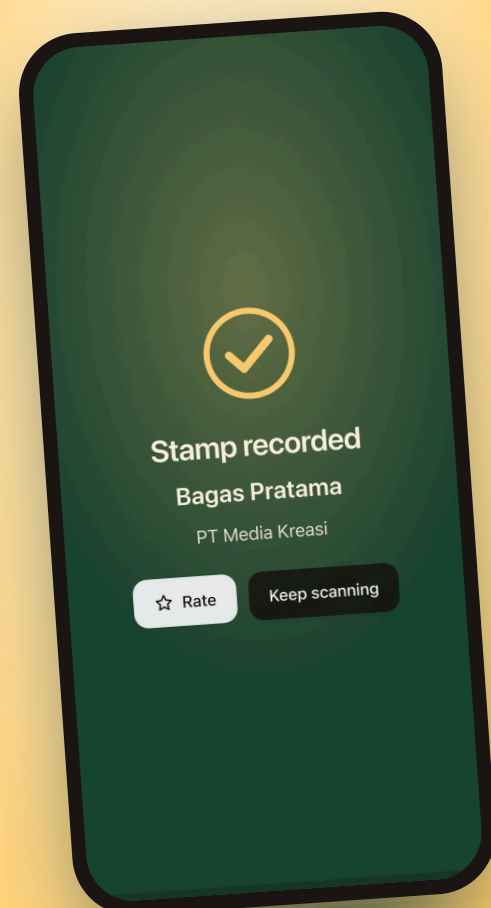
Booth admins & staff (exhibitors/partners)

ACCESS

event.gotika.app

SIGN IN

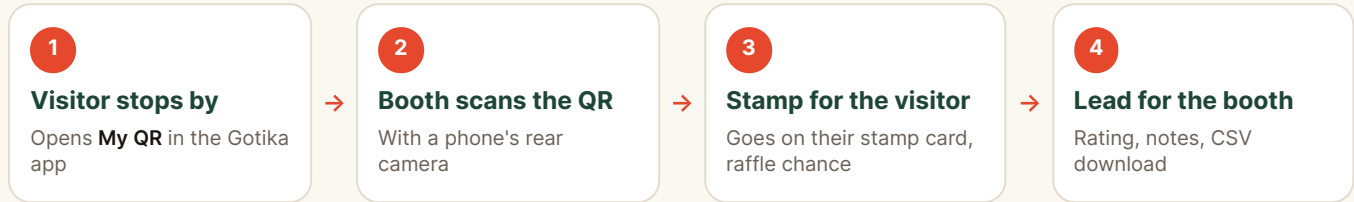
Email + 6-digit code



OVERVIEW

One scan, two wins.

On Gotika, booths scan visitors' QR codes. Each scan gives the visitor a **stamp** for their stamp card and the raffle, and gives your booth a **lead**: the visitor's contact, if they agreed to share it.



BOOTH ROLES

Role	Can do	Invited by
Booth admin	Everything staff can do, plus edit the booth profile and invite/remove staff	Organizer
Booth staff	Scan visitor QR codes, add ratings & notes, view leads	Booth admin

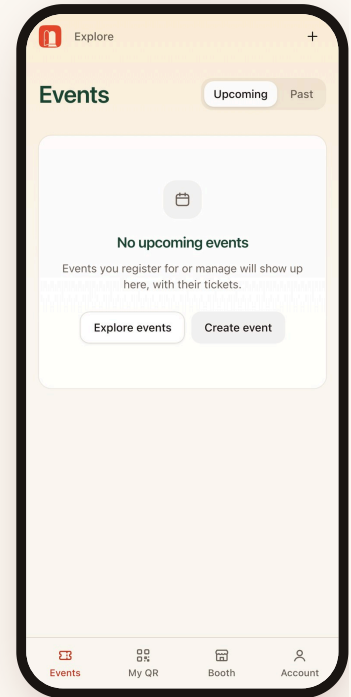
Team size is limited by the booth's quota (for example, 10 seats). Access via event.gotika.app, signing in with the invited email + a 6-digit code.

IN THIS GUIDE

01	Open the booth portal	03
02	Booth home	03
03	Scan visitors	04
04	Leads and CSV download	05
05	Booth profile (admin)	06
06	Booth team (admin)	06
?	Tips and FAQ	07

01 SECTION 1 Open the booth portal

- 1 **Open the invitation**
Open the invitation email from Gotika, or go straight to event.gotika.app.
- 2 **Sign in**
Use the invited email and the 6-digit code from your email.
- 3 **Open the Booth tab**
It's in the bottom menu. The **Events** tab may be empty if you aren't registered as an attendee; that's normal.



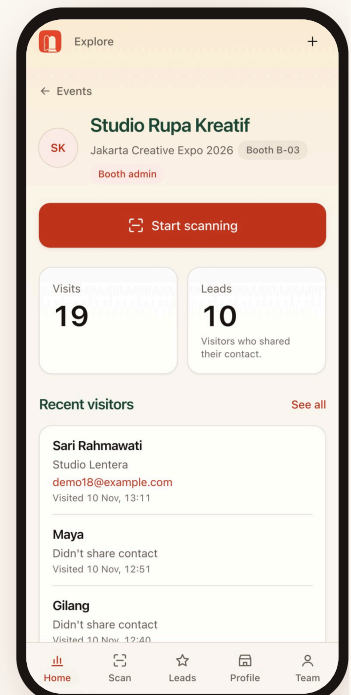
Booth account home

02 SECTION 2 Booth home

The booth home shows the booth name, event, booth number, and your role (*Booth admin* / *Booth staff*).

- **Start scanning:** straight to the camera.
- **Visits:** number of visitors scanned.
- **Leads:** visitors who shared their contact.
- **Recent visitors:** the latest scans; tap **See all** for the full list.

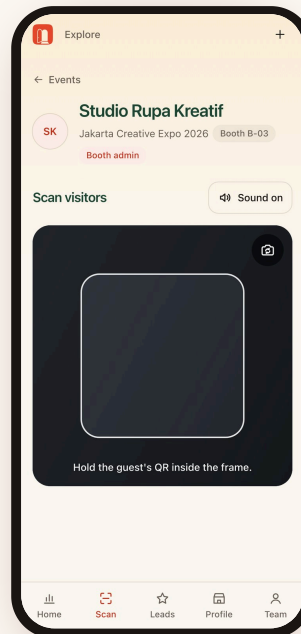
Bottom menu: **Home** · Scan · Leads · Profile · Team.



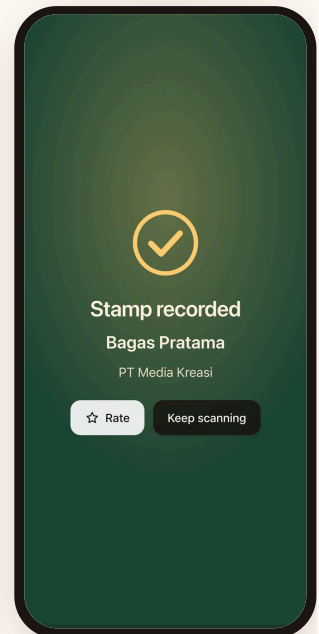
Booth home

03 SECTION 3 Scan visitors

- 1 **Open the scanner**
Tap **Start scanning** or the **Scan** tab, then allow the camera.
- 2 **Scan the visitor's QR**
Ask the visitor to open **My QR** in the Gotika app (or the QR from their email) and hold it inside the frame.
- 3 **Green: Stamp recorded**
The stamp goes onto the visitor's stamp card. Their name and organization show if they share their contact.



1 Scanner ready



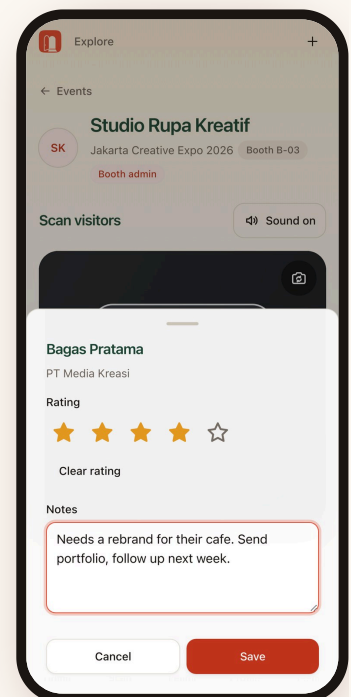
3 Stamp recorded

Add a rating and notes

From the green screen, tap **Rate**. Pick **1–5** stars and write a note, for example product interest or follow-up plans, then **Save**. A *Lead saved* confirmation appears.

TIP

Write notes right after the chat. A short note like "wants a demo, follow up Monday" helps a lot later.



Rating & notes

Other scan results

Yellow: Already stamped

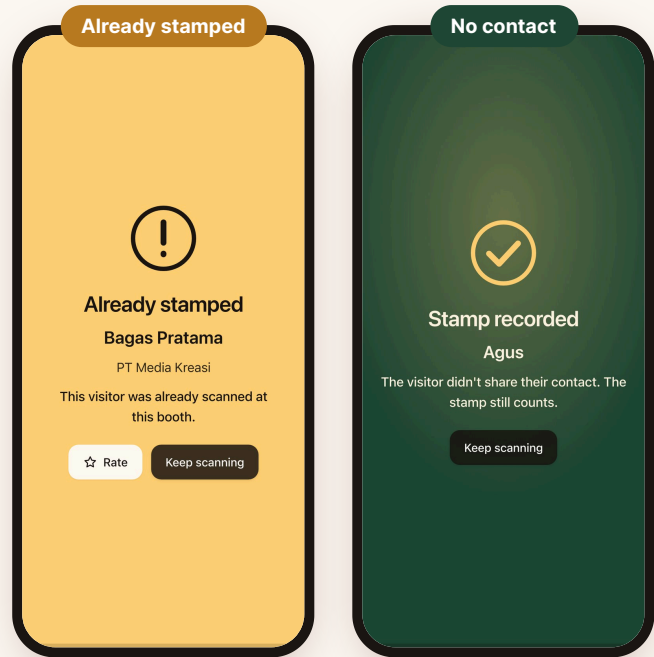
This visitor was already scanned at your booth. No double stamp, but you can still **Rate**.

Contact not shared

The stamp is still recorded, but the booth only sees their **first name** and can't rate them. Their contact details don't go into leads.

OFFLINE?

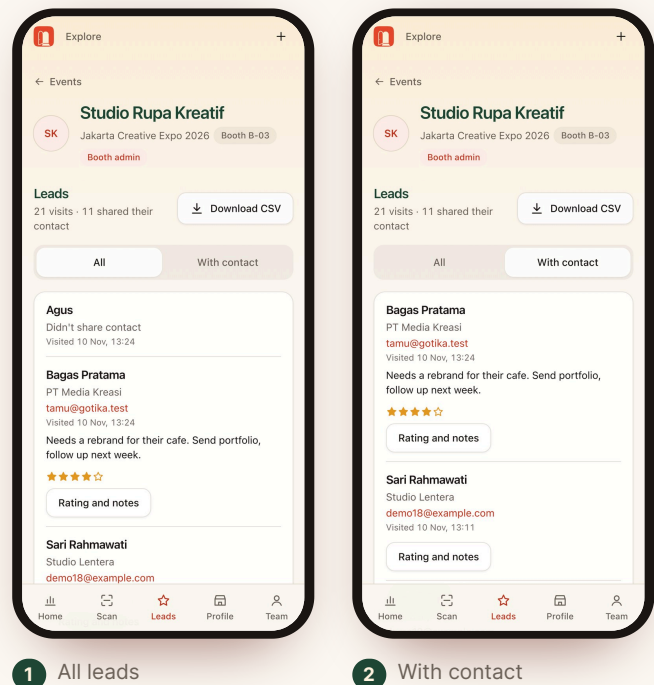
Scans are still accepted. You'll see a message that the stamp will be sent automatically once you're back online. **Don't sign out** before reconnecting.



04 SECTION 4 Leads and CSV download

The **Leads** tab has every visit:

- Summary at the top: number of visits and how many shared their contact.
- Filter **All** / **With contact**.
- Each lead: name, organization, email, visit time, rating, and notes. Tap **Rating and notes** to edit.
- **Download CSV**: export leads for follow-up. Only includes visitors who agreed to share their contact.



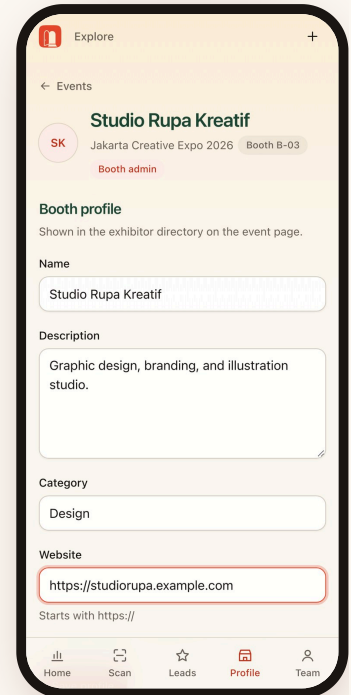
05 SECTION 5 Booth profile (admin)

The profile appears in the exhibitor directory on the event page. Fill in, then save:

- Name
- Description
- Category
- Website (starting with `https://`)

INFO

The **Visits** and **Leads** numbers on the home screen go up with every successful scan.

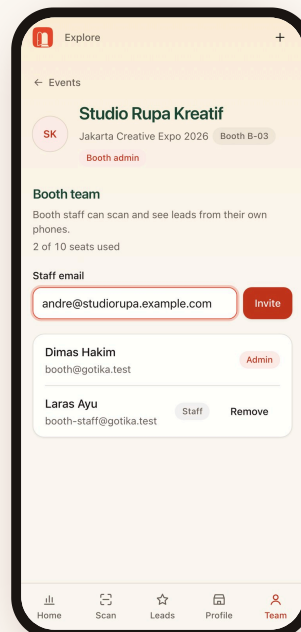


Booth profile

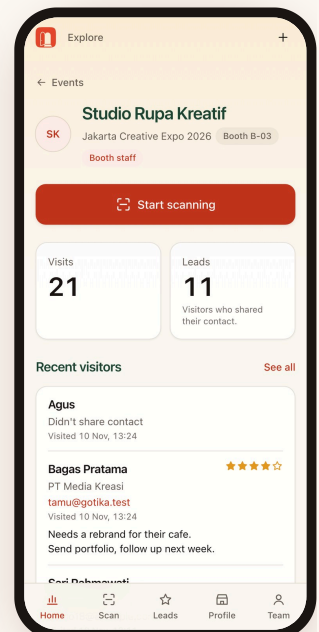
06 SECTION 6 Booth team (admin)

- 1 **Open the Team tab**
It shows how many seats are used.
- 2 **Invite staff**
Enter a **Staff email** and tap **Invite**. They get an invitation email and sign in with that email.
- 3 **Revoke access**
Tap **Remove** next to their name.

Booth staff see the same portal labelled *Booth staff*; their main jobs are scanning and leads.



1 Booth team



2 Staff view

HELP ? Tips and FAQ

PREPARE YOUR PHONE

Add the app to your home screen so it opens fast and copes with weak signal.

NOTE IT NOW

Write notes right after the chat, while it's fresh.

REQUIRED BOOTHS

Required booths on the stamp card get busier. Have two phones ready to scan.

QR WON'T SCAN

Ask the visitor to turn up screen brightness.

Question	Answer
No Booth tab after signing in	Make sure you signed in with the invited email. Ask the booth admin or organizer to check the invitation.
Why do some visitors have no full name?	They didn't agree to share their contact. Their stamp is still recorded.
Scanned twice, double stamp?	No. The second scan shows yellow "Already stamped".
Team quota is full	Remove staff who aren't on duty, or ask the organizer to raise the booth quota.
When can leads be downloaded?	Any time during and after the event, via Download CSV on the Leads tab.



See you on the day.

- Sign in with the invited email.
- Scan every visitor who stops by.
- Rate and add notes while it's fresh.
- Download your leads CSV for follow-up.



Gotika

Exhibitor Guide · Gotika

All screenshots use the fictional demo event "Jakarta Creative Expo 2026". Names, emails, venue, and QR codes are made up.