

Performance-Based  
Welcome Packet  
This packet covers all  
the steps that need to  
be taken before and  
after Performance  
Based events.

# Welcome Packet

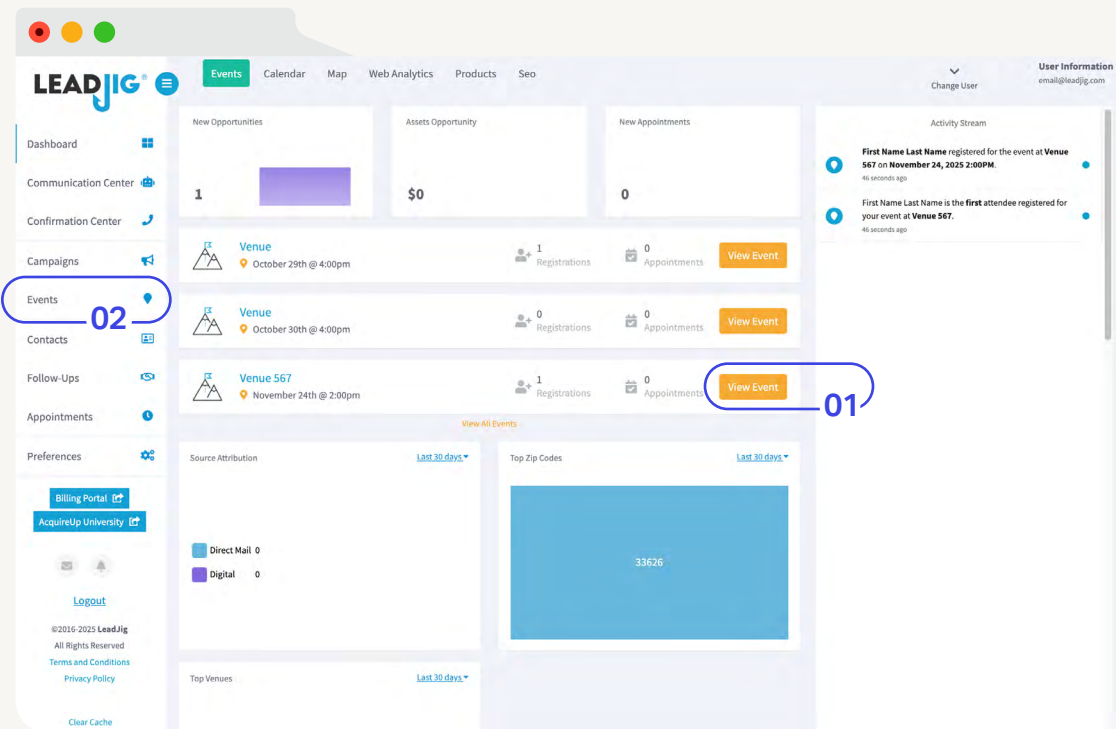
Performance-Based Campaigns

## Requirements for the Performance-Based events:

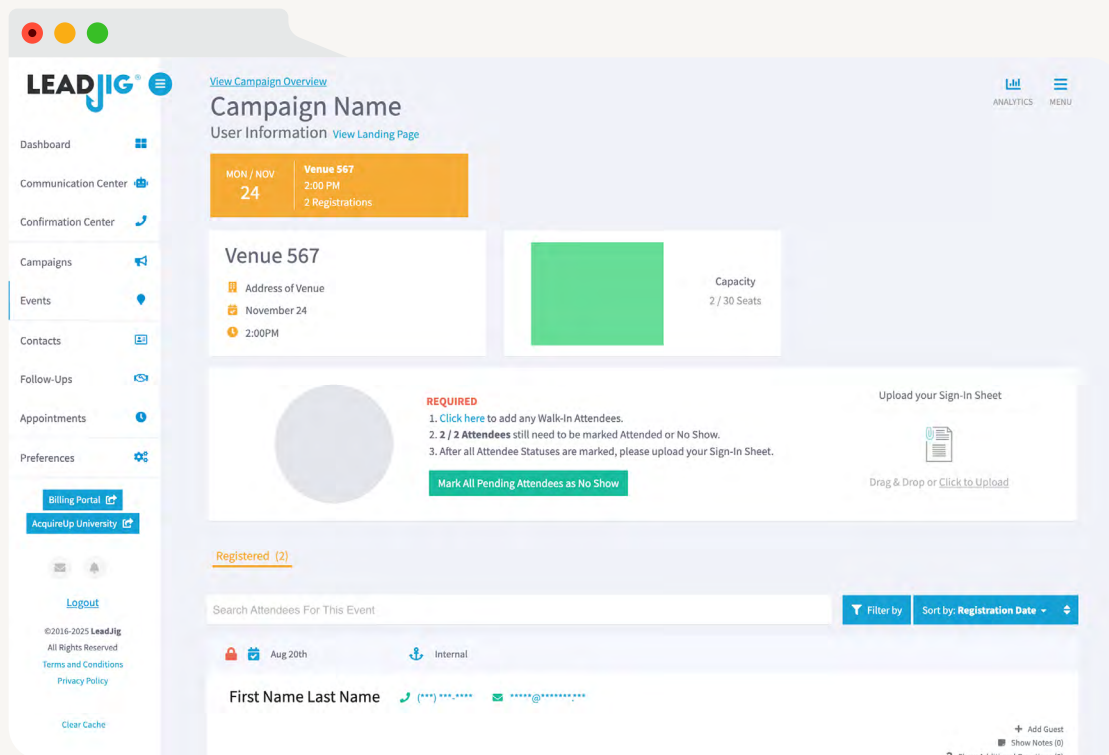
*You must bring a LeadJig sign-in sheet, which can be downloaded directly from LeadJig, to your event and ensure that all prospects sign in. This sheet must then be uploaded into LeadJig. Additionally, attendance must be recorded by 11 am local time the day after the event; failure to do so may result in additional fees.*

To begin, please go to [app.leadjig.com](https://app.leadjig.com). From there, you will need to log in to your LeadJig account.





After accessing the dashboard, you can either click on **View Event (1)** directly on the dashboard, or **select Events (2)** on the left- side if the event is not appearing on the dashboard.



When you open the event, you will be greeted by the event page. This is the page where you will spend most of your time.

You will need to download your sign-in sheet and bring it to your event, as it is required for **Performance-Based events**. To download your sign-in sheet, please go to the menu in the top right corner and click **Menu** (1). From there, you will see an option for **Sign-In Sheet** (2). If you don't see that option, please click on the event date until it is highlighted in yellow. From that menu, you will have a few options, such as printing **Name Tags** (3). There are also options for exporting attendees. There are two different ways of doing this: either exporting them by each event (4) or exporting all the events under that campaign (5). You also have the ability to add walk-ins by clicking on the **Register Attendee** button (6).

[View Campaign Overview](#)

## Campaign Name

User Information [View Landing Page](#)

MON / NOV 24 Venue 567 2:00 PM 2 Registrations

Venue 567

Address of Venue

November 24, 2025 - Monday

2:00PM

Capacity 2 / 30 Seats

**REQUIRED**

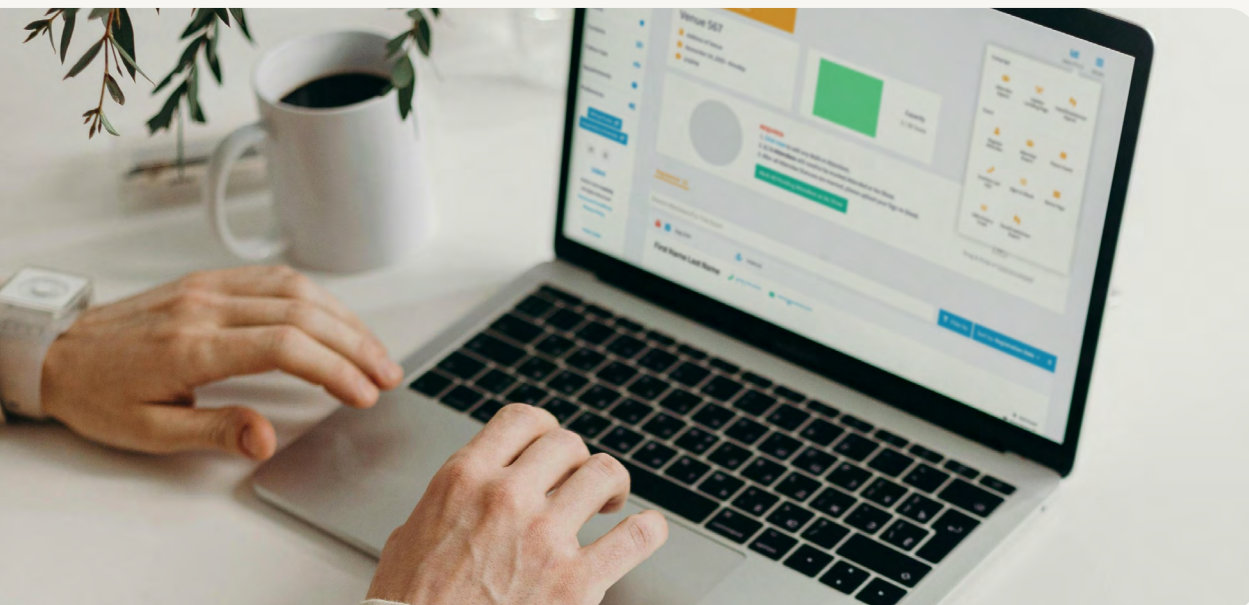
1. [Click here](#) to add any Walk-In Attendees.
2. **2 / 2 Attendees** still need to be marked Attended or No Show.
3. After all Attendee Statuses are marked, please upload your Sign-In Sheet.

[Mark All Pending Attendees as No Show](#)

[Registered \(2\)](#)

Search Attendees For This Event

Filter by Sort by: Registration Date



Once the event is over, you will need to return to the event page and mark the attendance for all prospects, indicating whether they attended or did not attend. **Attendance must be marked by 11 am local time after the event.** Attendance can be marked under each registration, highlighted by the red square shown below. All prospects must be marked to proceed to the next step. Select the green check mark for those who attended and the red X for those who did not.

The screenshot displays the Acquireup event management interface. At the top, there's a header with "Campaign Name" and "User Information View Landing Page". Below this, a date and time summary shows "MON / NOV 24" and "Venue 567 2:00 PM 2 Registrations".

The "Venue 567" section includes details like "Address of Venue", "November 24, 2025 - Monday", and "2:00PM". A green square represents the venue location. To the right, it shows "Capacity 2 / 30 Seats".

A "REQUIRED" section provides instructions for marking attendance: "1. Click here to add any Walk-In Attendees.", "2. 2 / 2 Attendees still need to be marked Attended or No Show.", and "3. After all Attendee Statuses are marked, please upload your Sign-In Sheet." A button "Mark All Pending Attendees as No Show" is present. An "Upload your Sign-In Sheet" section includes a document icon and a "Drag & Drop or Click to Upload" link.

The "Registered (2)" section shows a search bar "Search Attendees For This Event" and filters for "Filter by" and "Sort by: Registration Date". Two attendee entries are listed, each with a "Prospect" status and an "Attended" status box containing a question mark, a green checkmark, and a red X. The "Attended" status box is highlighted with a blue border in both entries.

After that, the option to upload the sign-in sheet will be available. You can either click **Click to Upload** or drag and drop the sign-in sheet into the sign-in sheet field.

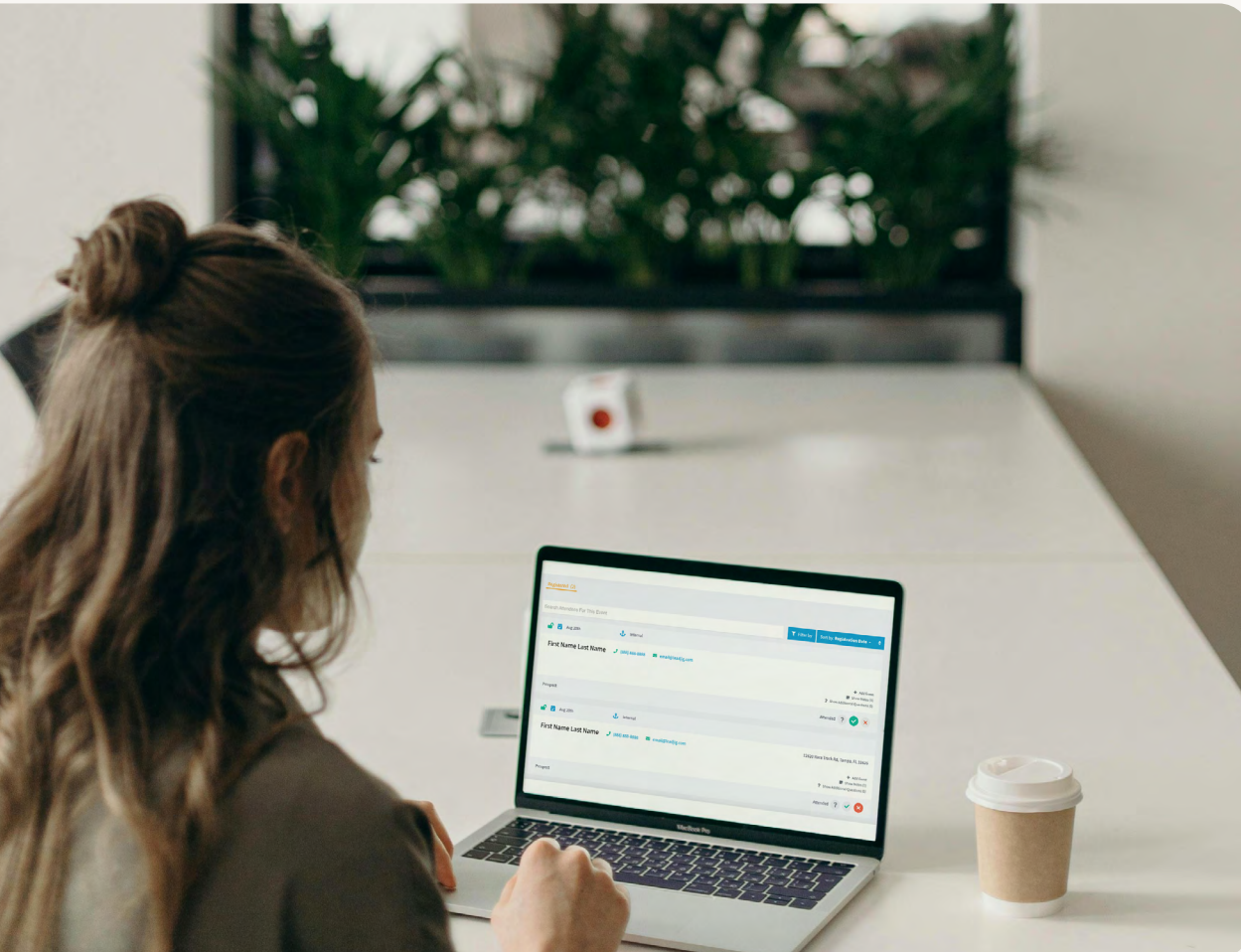
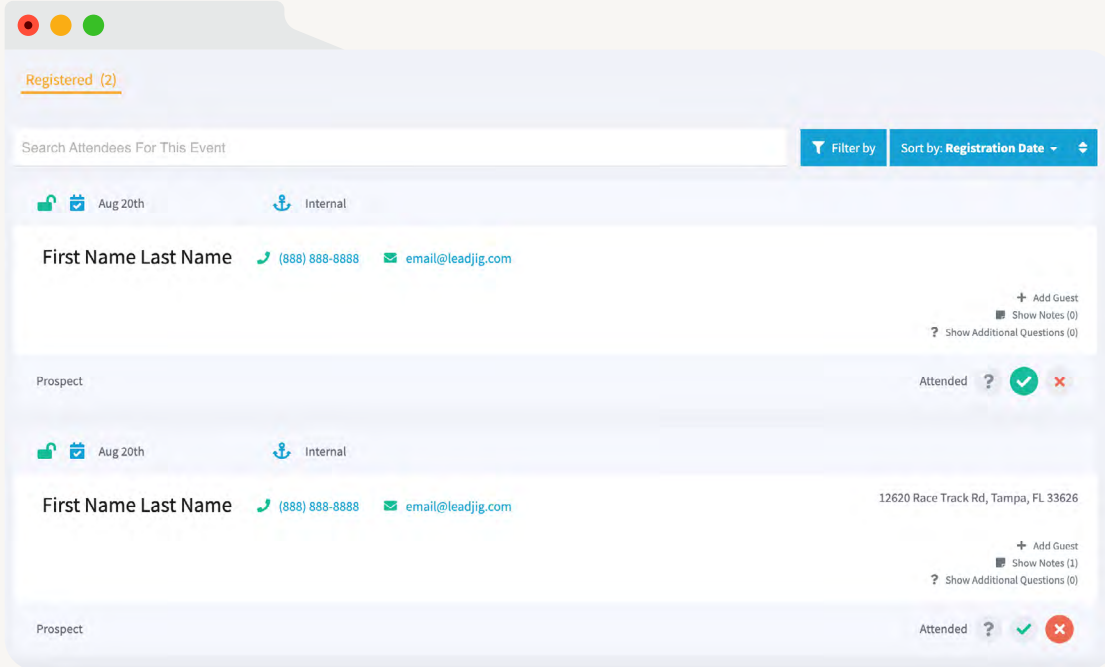
*If the option to upload the sign-in sheet is greyed out and not accessible, you might not have finished marking all attendance. In that case, keep scrolling to ensure all prospects are marked. If all prospects are marked and the option is still unavailable, you may need to click Mark All Pending Attendees as No Show.*

Please make sure you are using JPEG, PNG, or PDF file formats, as other formats might not work correctly.

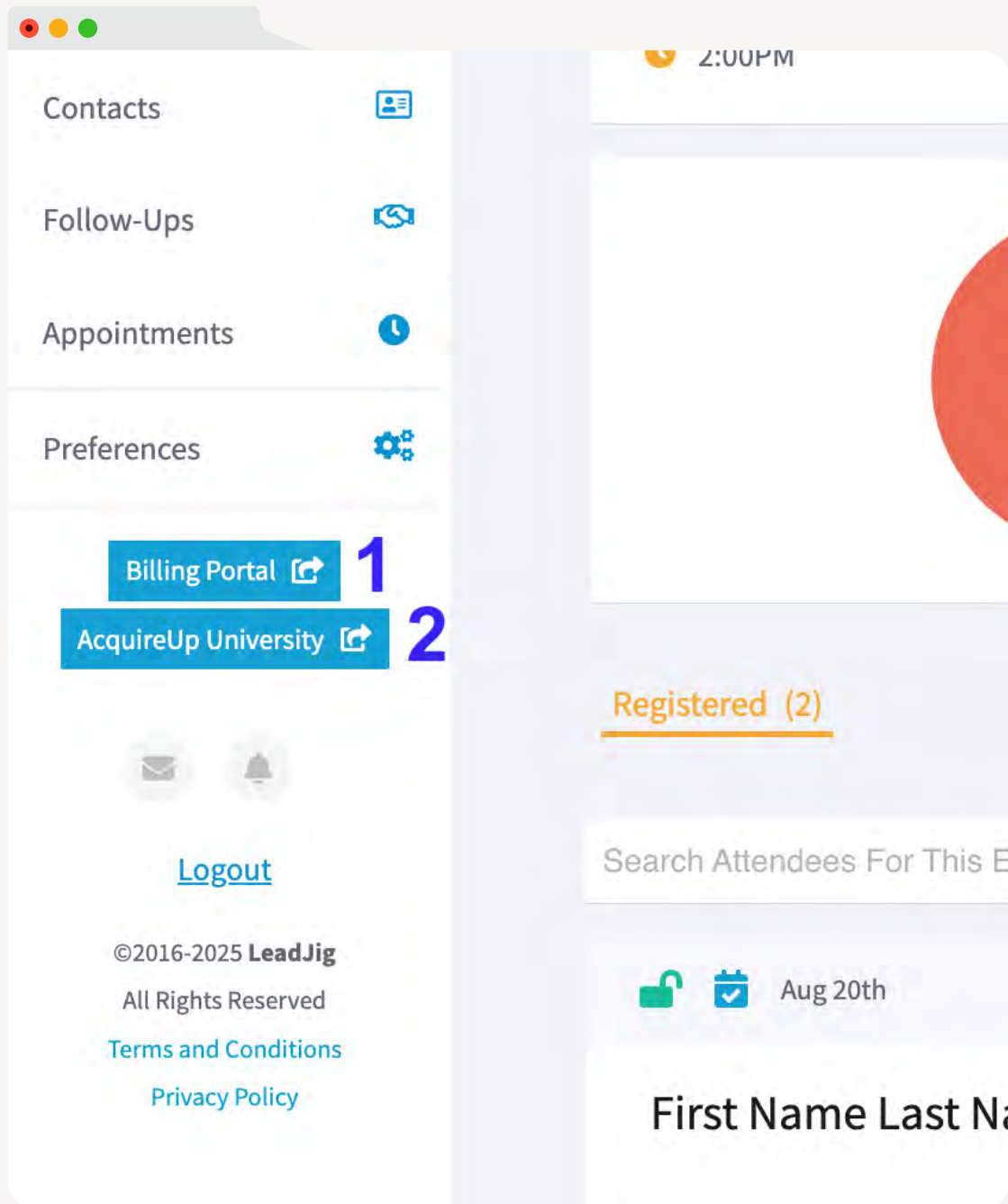
The screenshot displays the Acquireup event management interface. At the top, there's a header with "Campaign Name" and "User Information View Landing Page". Below this, a summary card for "Venue 567" shows the date "MON / NOV 24", time "2:00 PM", and "2 Registrations". A detailed view of "Venue 567" includes its address, date, time, and a capacity of "2 / 30 Seats". A pie chart indicates attendance status, with a note: "All attendees marked as attended or no-show!". A prominent blue box highlights the "Upload your Sign-In Sheet - REQUIRED" section, which includes a document icon and the instruction "Drag & Drop or Click to Upload". Below this, a "Registered (2)" section shows a search bar and filters. Two attendee cards are visible, each with fields for "First Name Last Name", contact information, and a status dropdown menu (currently set to "Prospect"). The status menu includes options for "Attended" (marked with a green checkmark), "Show Notes", and "Show Additional Questions".



After the sign-in sheet is uploaded, all prospect contact information will be unlocked and become accessible and exportable from LeadJig.



If you are looking to pay for any outstanding events, they are located under the Billing Portal (1). If you are looking for any training or performance-based material for your event presentations, they can be found under AcquireUp University (2).



*The next pages outlines the timeline for Performance-Based events.*



# Performance-Based Follow-Up Sequence

Action Legend

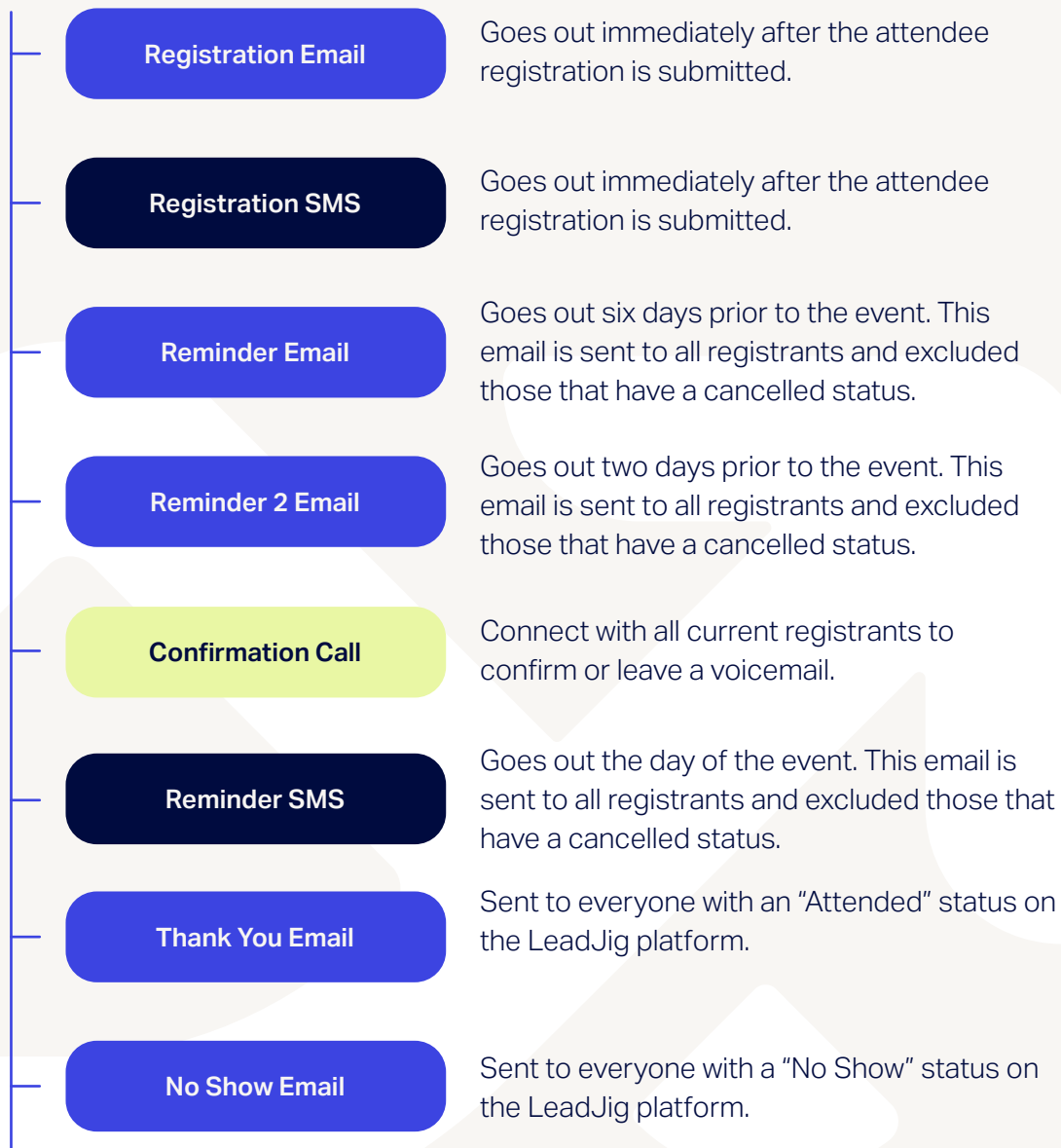
Emails

SMS

Call

## Best Practices

### Seminar Follow-Up Sequence Workflow





If you have any questions about your event results, billing, updating your order details, changing the target areas, or starting a new order/event, we recommend reaching out to your sales representative at AcquireUp. If you are unsure who your sales representative is, you can contact us at **(800) 771-9898**, and we will be happy to put you in touch with them.

If you have any questions about using the LeadJig platform, you can contact **[support@leadjig.com](mailto:support@leadjig.com)**



Welcome to *AcquireUp*.