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

acquireup

Welcome Packet

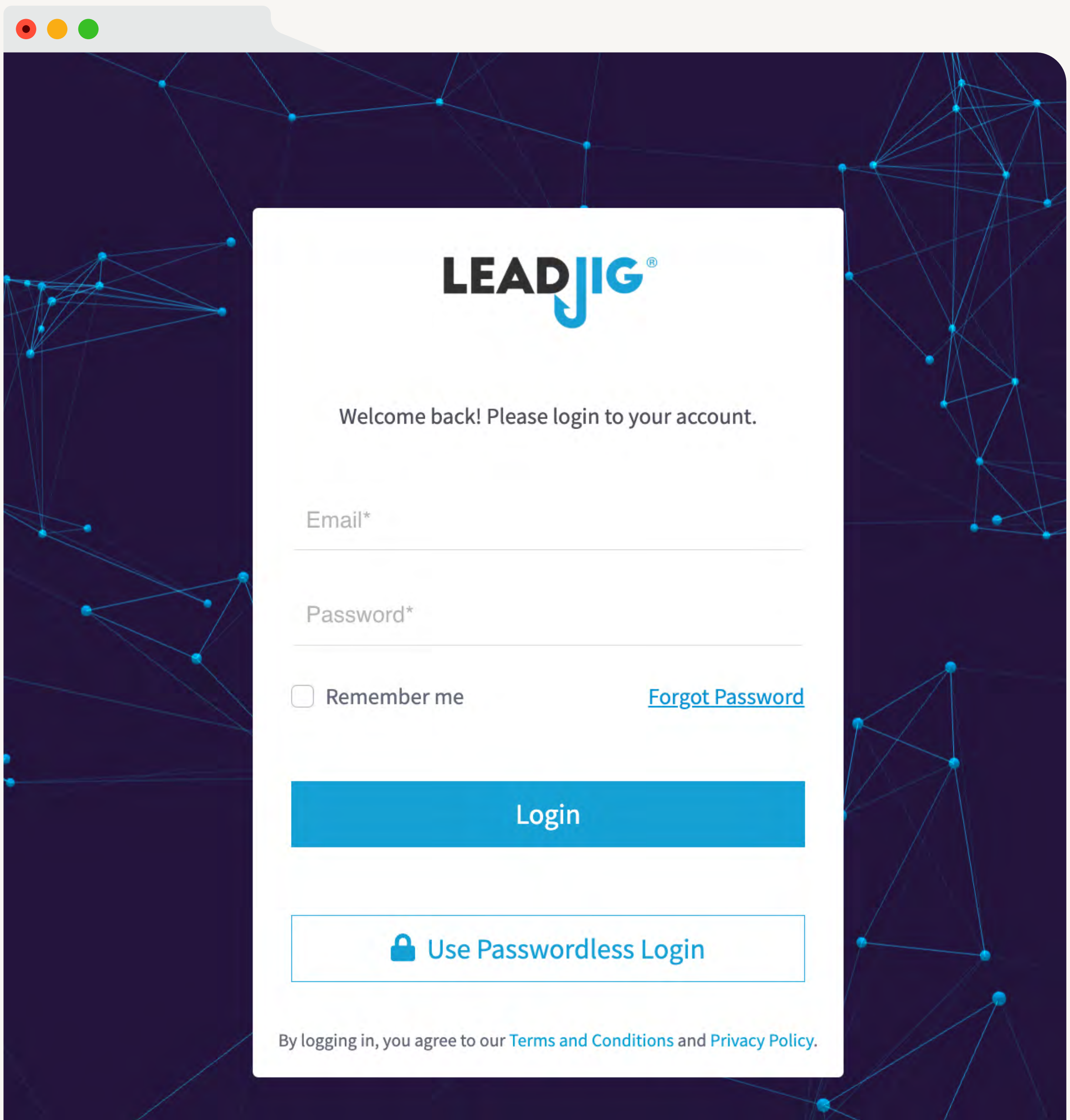
Performance-Based Campaigns

2025

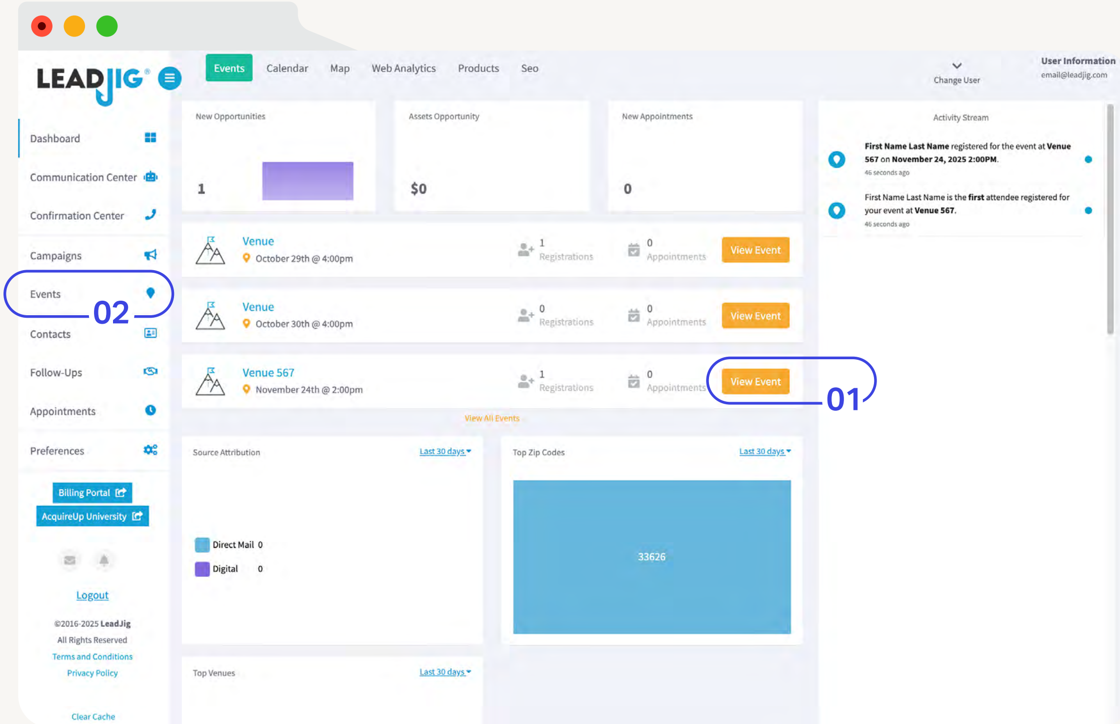
Requirements for the Performance-Based events:

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.

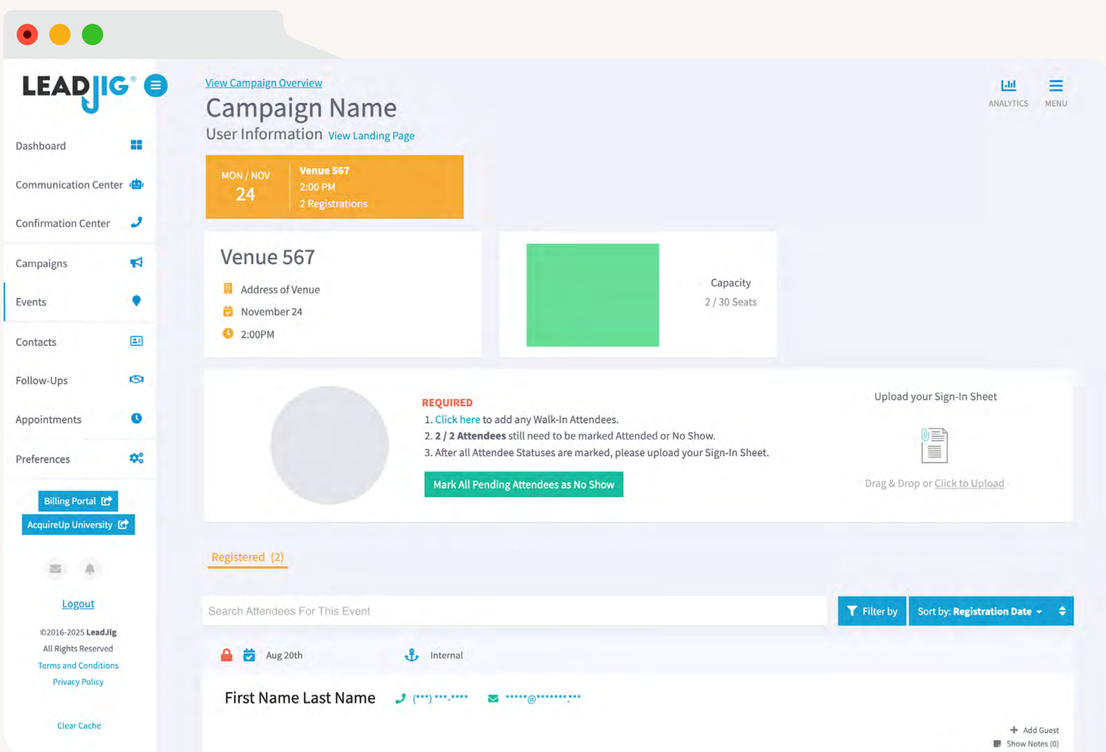
To begin, please go to **app.leadjig.com**. From there, you will need to log in to your LeadJig account.



Once you log in, you will be taken to the LeadJig dashboard.

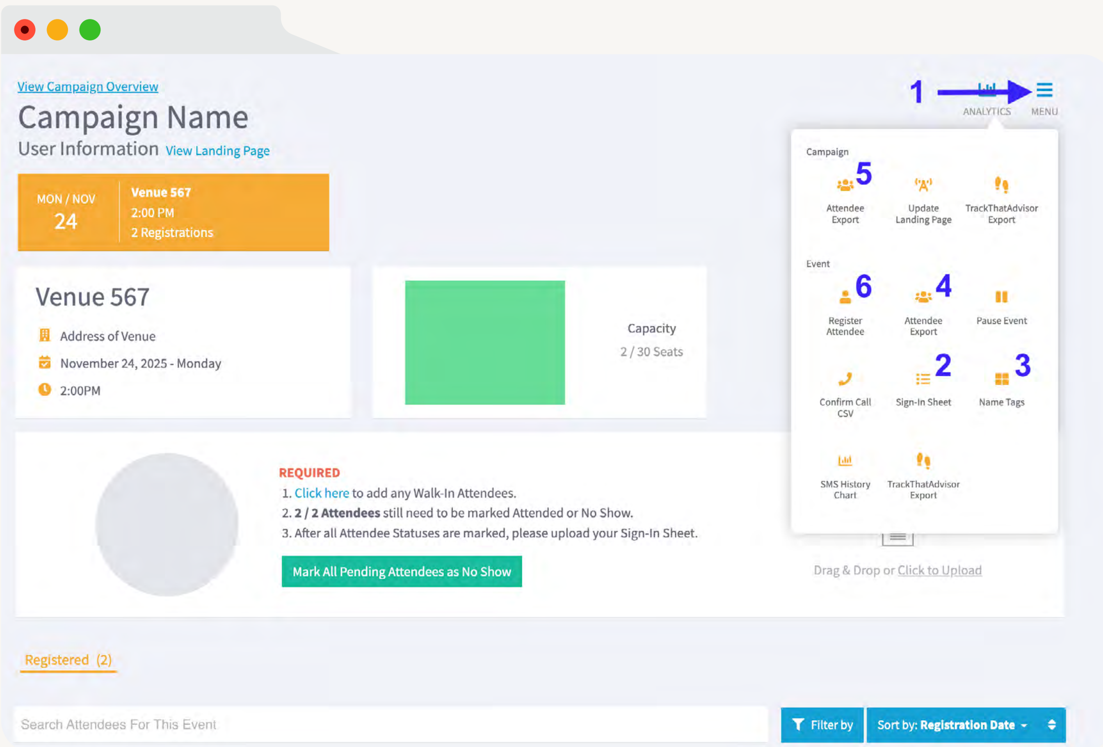


After accessing the dashboard, you can either click on **View Event (1)** directly on the dashboard, or **select Events (2)** on the left- side if the event is not appearing on the dashboard.

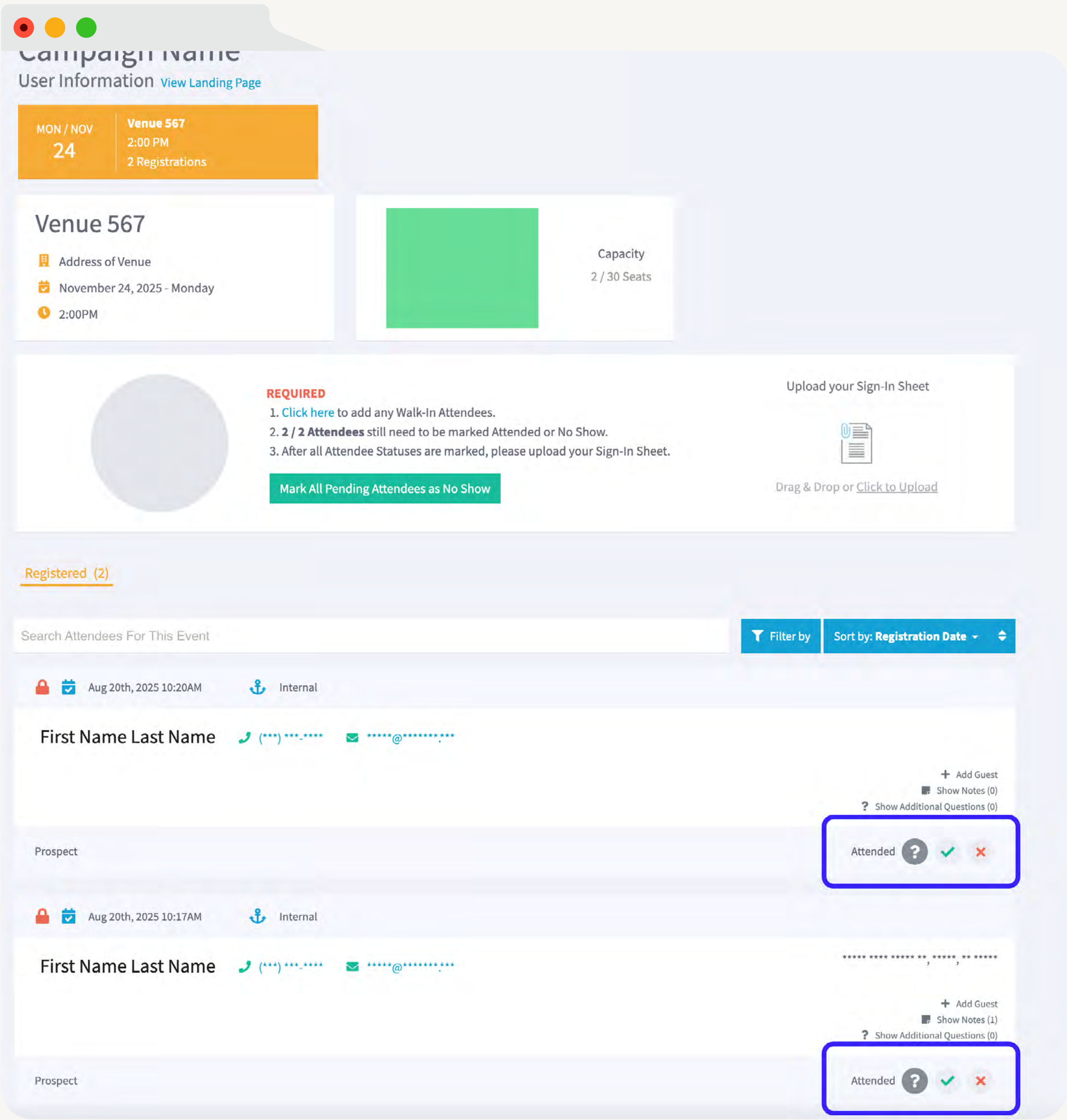


When you open the event, you will be greeted by the event page. This is the page where you will spend most of your time.

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).



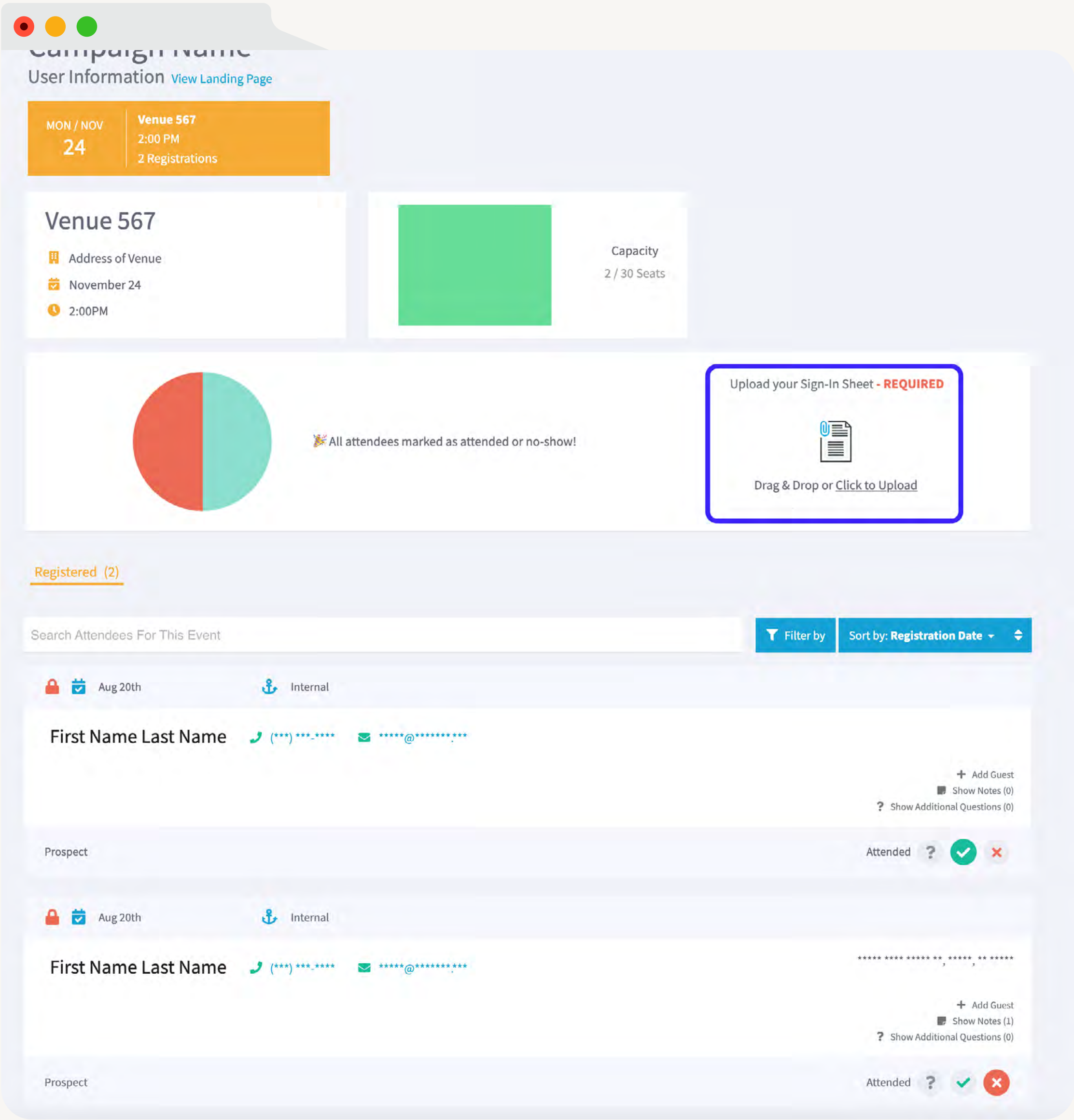
Once the event is over, you will need to return to the event page and mark the attendance for all prospects, indicating whether they attended or did not attend. **Attendance must be marked by 11 am local time after the event.** Attendance can be marked under each registration, highlighted by the red 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.



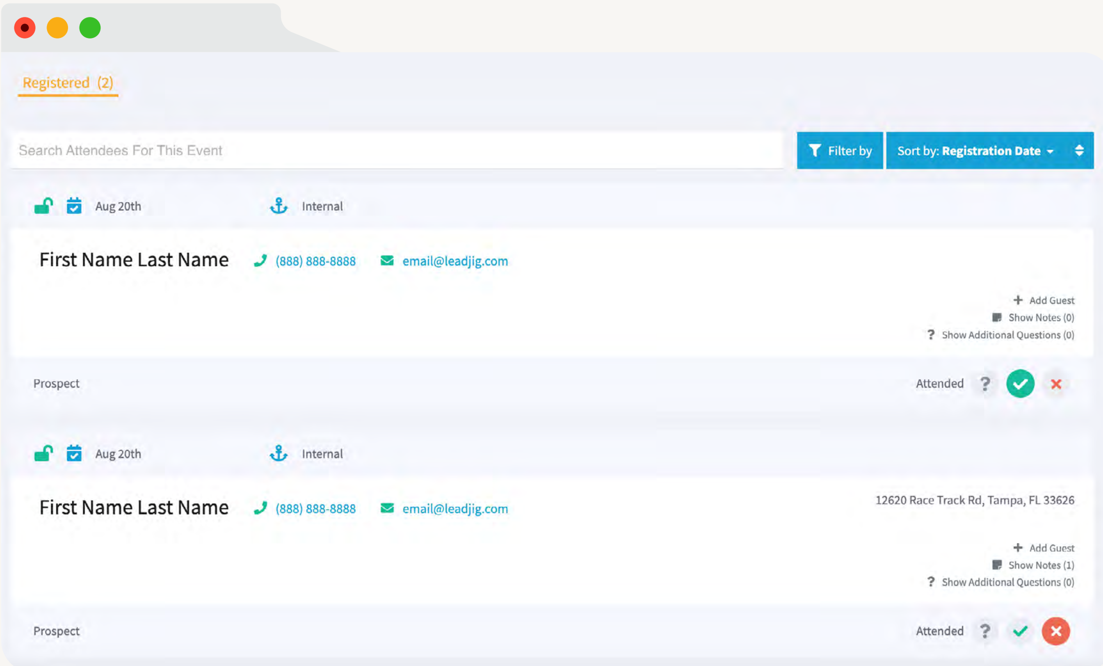
After that, the option to upload the sign-in sheet will be available. You can either click **Click to Upload** or drag and drop the sign-in sheet into the sign-in sheet field.

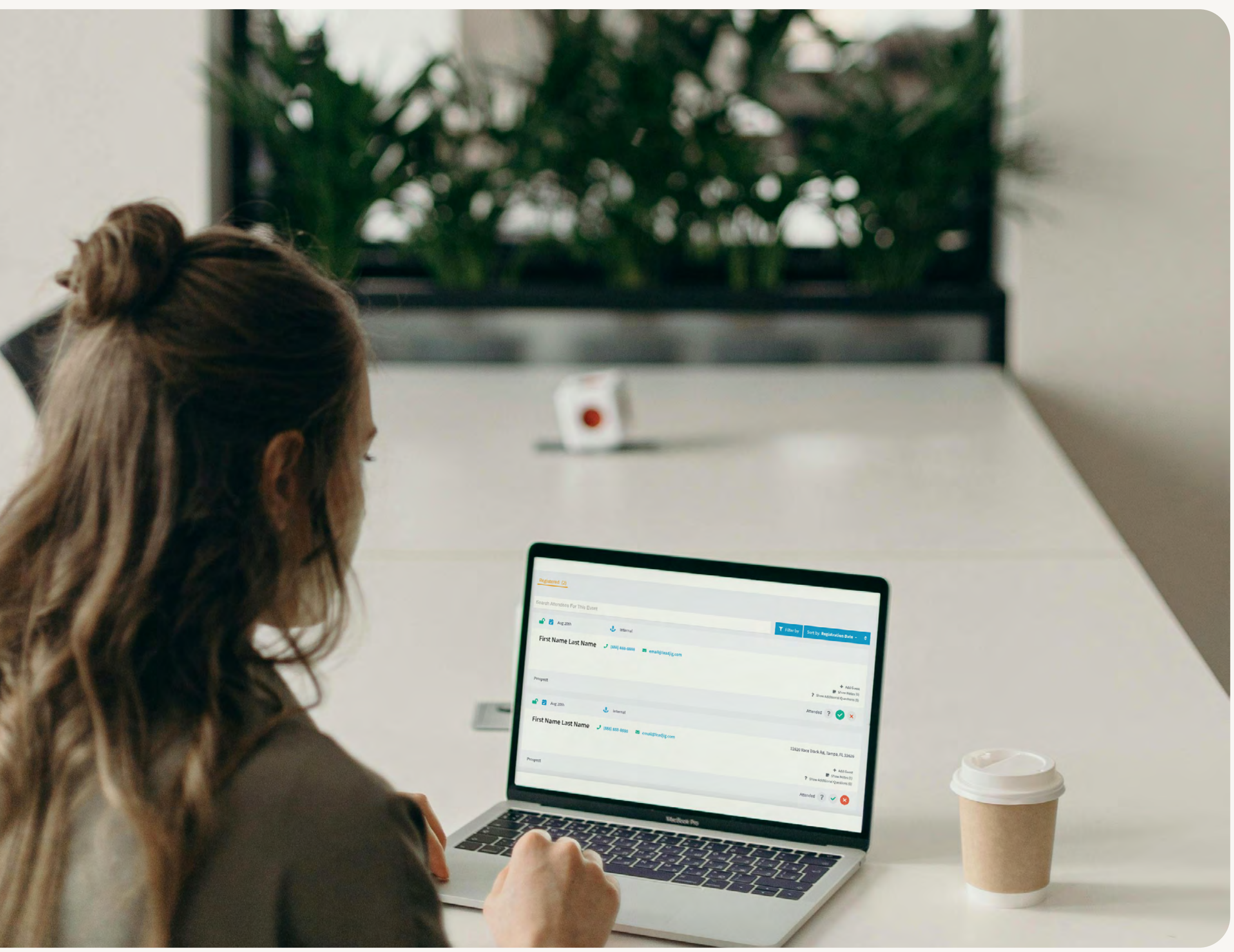
If the option to upload the sign-in sheet is greyed out and not accessible, you might not have finished marking all attendance. In that case, keep scrolling to ensure all prospects are marked. If all prospects are marked and the option is still unavailable, you may need to click Mark All Pending Attendees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

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

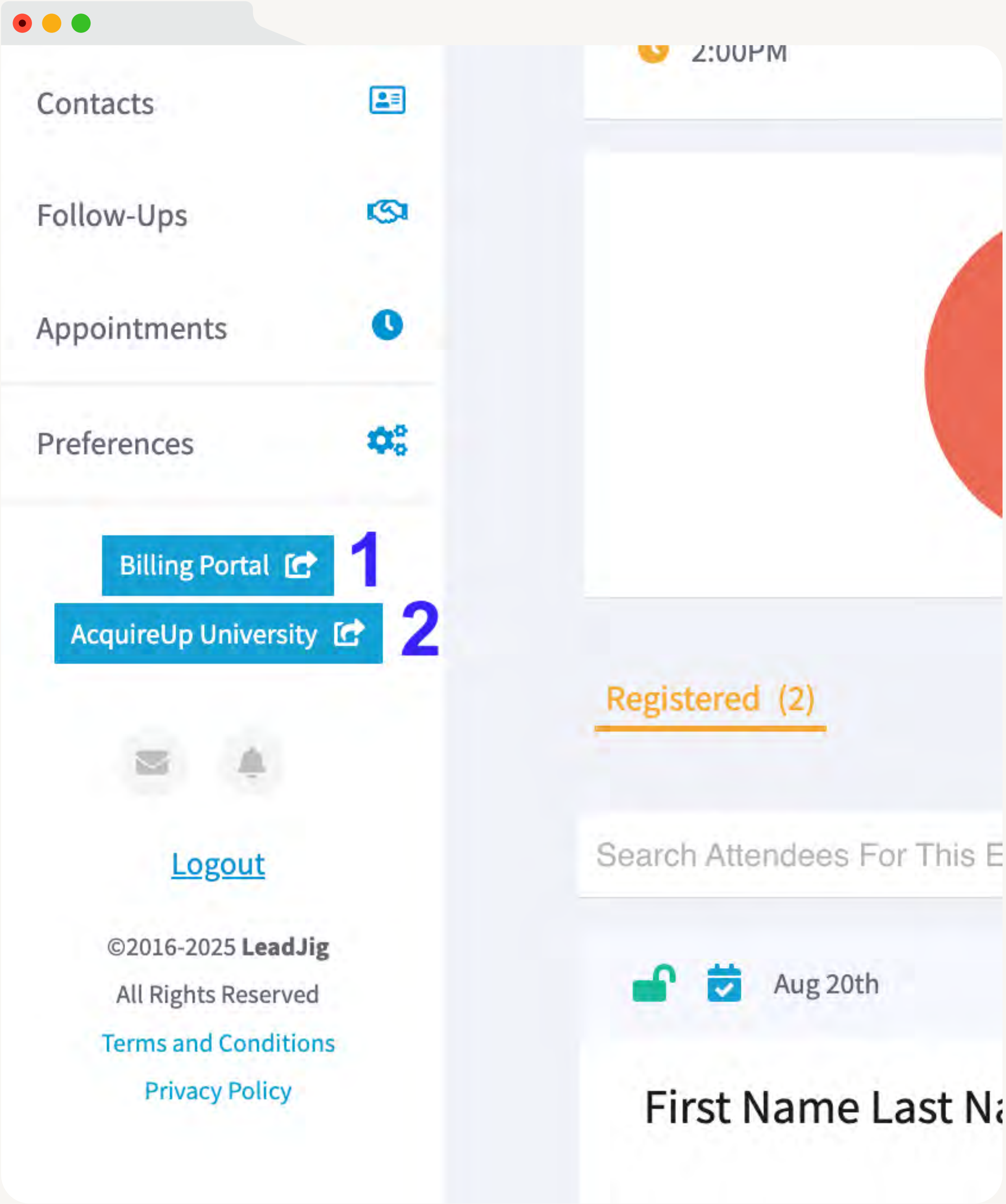


After the sign-in sheet is uploaded, all prospect contact information will be unlocked and become accessible and exportable from LeadJig.

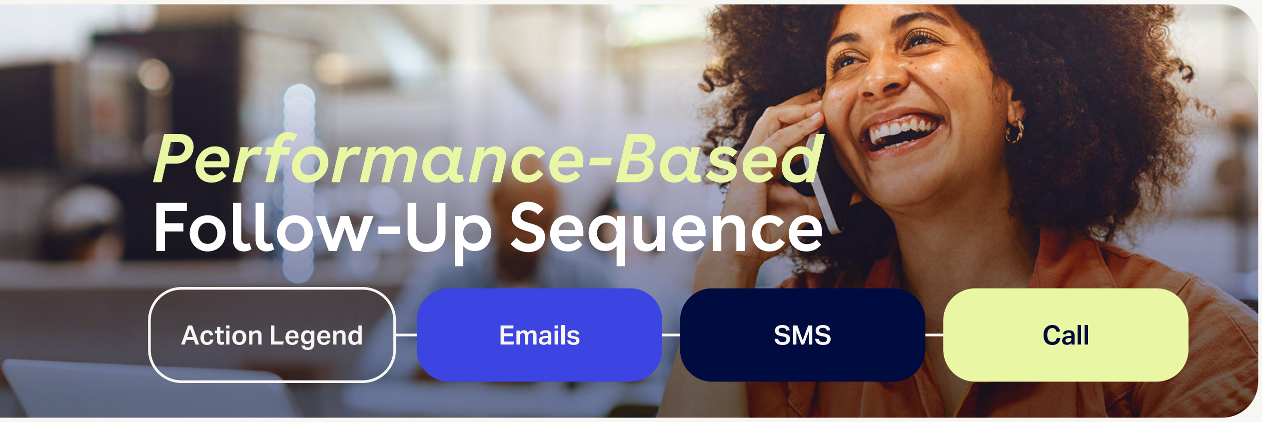




If you are looking to pay for any outstanding events, they are located under the Billing Portal (1). If you are looking for any training or performance-based material for your event presentations, they can be found under AcquireUp University (2).



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

Registration Email	Goes out immediately after the attendee registration is submitted.
Registration SMS	Goes out immediately after the attendee registration is submitted.
Reminder Email	Goes out six days prior to the event. This email is sent to all registrants and excluded those that have a cancelled status.
Reminder 2 Email	Goes out two days prior to the event. This email is sent to all registrants and excluded those that have a cancelled status.
Confirmation Call	Connect with all current registrants to confirm or leave a voicemail.
Reminder SMS	Goes out the day of the event. This email is sent to all registrants and excluded those that have a cancelled status.
Thank You Email	Sent to everyone with an "Attended" status on the LeadJig platform.
No Show Email	Sent to everyone with a "No Show" status on the LeadJig platform.

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**

Welcome to *AcquireUp.*

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