Download the GTCF MobileScan App

**Basic App Requirements:**
- iPhone® running iOS 11 or above
- Android device running Android 8.0 (Oreo) or above

GTCF Lead Portal Setup

**Scan This Code for Instructions:**
- Your lead portal may already be setup by you or another admissions representative.

Accessing Lead Data

**Scan This Code for Instructions:**
- Lead data is available immediately once the lead portal is setup.

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1. **Welcome Screen**
   Tap "College Fairs" to access the NACAC version of the app.

2. **Included Scanning Screen**
   Tap "Scanning is included in this fair".

3. **Select "NACAC"**
   Select "NACAC" to see a list of available NACAC fairs.
**4 Select Fair**
Tap the fair you wish to scan.
*Hint: If you don’t see your fair, pull down to refresh the screen.*

**5 Select Your College / University**
Select your institution and tap the ‘Next’ button.
*Hint: If you don’t see your institution, pull down to refresh the screen.*
*Hint: You will be prompted to confirm this information.*

**6 Profile Screen**
Enter “Name” & “Email” This will be used to identify the individual who scanned the students.
*Hint: Instant Connect is not enabled for NACAC fairs so you do not need to upload a profile image or enter your phone number.*
*Hint: You will be prompted to confirm this information.*
**Home Scanning Screen**

When you are ready to scan a student, tap the scan icon.

*Hint: You can see the total scans collected and uploaded for your fair on this screen.*

*Hint: Online Mode and Scan With Qualify Mode are enabled by default.*

**Ready to Scan**

The app will automatically scan the barcode when it is placed within the scanning brackets.

*Hint: If the scan was captured, you will get an audible notification and the app will return to the "Home Scanning Screen".*

**Rank Lead and Take Notes**

Upon successful scan, you will have the option to take notes and rank the lead if "Scan With Qualify" is enabled.

Otherwise, you can view leads any time and update ranking and notes.

*Hint: Notes and rankings can only be seen by the institution.*
**Issue:**
I am only seeing non-NACAC fairs.

**Solution:**
You are logged in with an access code or another included fairs listing. Log out and start again. The app will remember your season access code for use at non-NACAC fairs.

**Issue:**
I am receiving a network error.

**Solution:**
You do not have internet access. Please check to ensure you are not in airplane mode or connected to a network without internet service.

*Hint:* you may need to restart the application once an internet connection is established.

**Issue:**
I don’t see the person’s name. I only see a barcode number.

You are in offline mode. If you want to see the name of the person you are scanning, toggle the switch to “Online”.

*Hint:* you will only see the names of people you scan if you scanned them while in “Online Mode”.