

# Conference Tracker - Administrator FAQ / Knowledge Base

This section covers some of the most frequently asked concerns that our conference organizers have had during their use of the Conference Tracker software.

## Frequently Asked Questions by Administrators

### 1. Pre-Order Questions

- [Pre-Order Questions](#)

### 2. How do I import attendees, Exhibitors, and/or Event Staff?

- [KB Article - How do I mass upload Attendees in Conference Tracker?](#)
- [KB Article - How do I mass upload Operators in Conference Tracker?](#)
- [KB Article - How do I mass upload Presenters in Conference Tracker?](#)
- [KB Article - How do I mass upload Moderators in Conference Tracker?](#)

### 3. How do I design and print badges for my conference attendees?

- [KB Article - How to Design Badges in Conference Tracker](#)

### 4. How do my Presenters upload documents to the Sessions for Attendees to download?

- [KB Article - How Presenters upload documents to the sessions social feed](#)

### 5. How do I download the Conference Tracker, Conference Attendee, or Conference Leads app on my mobile device?

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### 6. How can I send a Badge Preview to my Attendees for approval in Conference Tracker?

- [How can I send a Badge Preview to my Attendees for approval in Conference Tracker?](#)

### 7. How can I monitor attendance "at-a-glance" in "real-time" using Conference Tracker?

- [How can I monitor attendance "at-a-glance" in "real-time" using Conference Tracker?](#)

### 8. How do I send an Attendance Summary Report to my Conference Attendees using Conference Tracker?

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## Conference Tracker Knowledge Base

If you still have concerns you can always find more answers, submit tickets, and ask the community here on our Conference Tracker Knowledge Base website:

<https://desk.zoho.com/portal/engineerica/kb/engineerica/conference-tracker-faq>

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