# VISITOR QUICK START GUIDE



Three days of brand new content from the comfort of your home.



If you have any other questions contact our Help Desk accessible via the main menu.



Make sure you turn on your notifications for session reminders and connection requests.



### **5 STEPS TO GET** STARTED

Login to the platform

Build and edit your profile

**Browse our** sponsors

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Start connecting and networking

### View sessions and bookmark them



## **STEP 1: LOGIN**

- 1. Your CPC Live! 2021 conference account has already been created and pre-populated with the information you provided at registration. You should have received an email\* with a button directing you to a login page. The email is sent from CPC Live! 2021: noreply@swapcard.com
- 2. After you enter your email you will be prompted to create a **password**\*\*.
- 3. Once you login you will be brought to the conference **Home Page**.

\* If you did not receive an email, please check your spam/junk.

\*\* Please be sure to retain this password for the remainder of the conference.

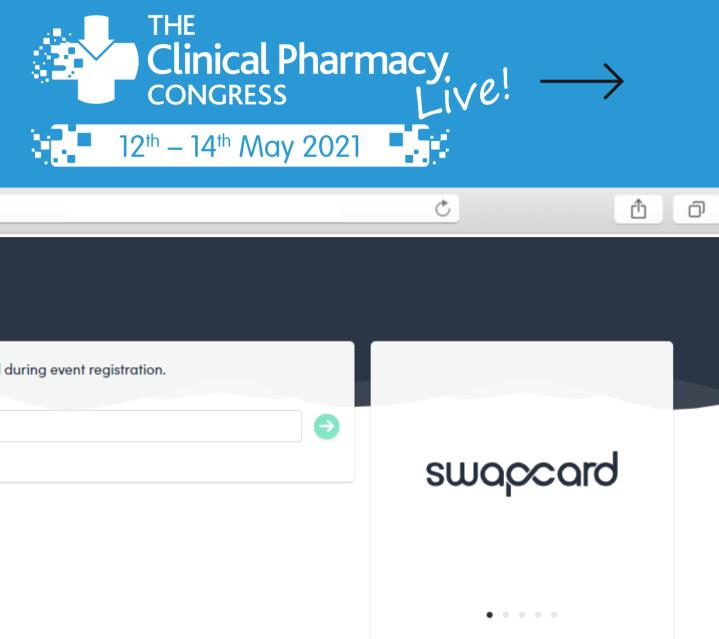
### Login

Type the email address you provided during event registration. Email address\*

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Insert your email address

Or scan my badge



### **REGISTERED FOR CPC LIVE! 2021?**

If you registered for the event but did not receive an email with login instructions to access the event, please follow the steps below:

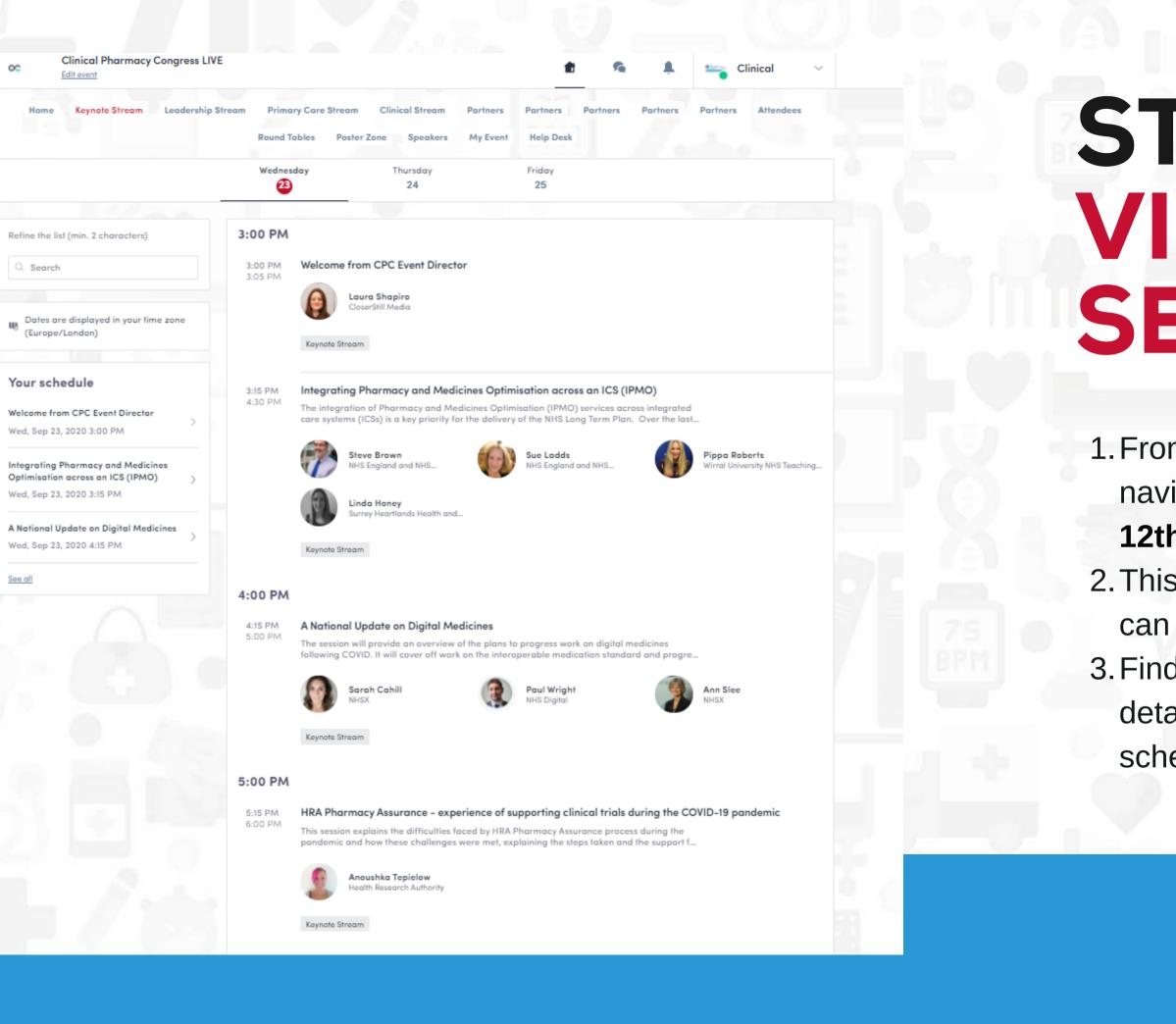
1. Go to login.swapcard.com, enter the email address you registered with and click on the arrow to continue 2. Then, click SEND ME A MAGIC LINK located under Forgot your password? 3. Look in your email box for an email from **noreply@swapcard.com** – The Magic Sign-In Link 4. Click the link in that email to create a password and enter the event.





1. On the Home Page, locate a box on the left side of your screen with your name, title, company, and headshot (if applicable). 2. Click **EDIT** on the top right corner of that box. 3. You will be taken to your profile view where you can edit all of your contact details, add social media details, and much more.

### **STEP 2: EDIT YOUR** PROFILE

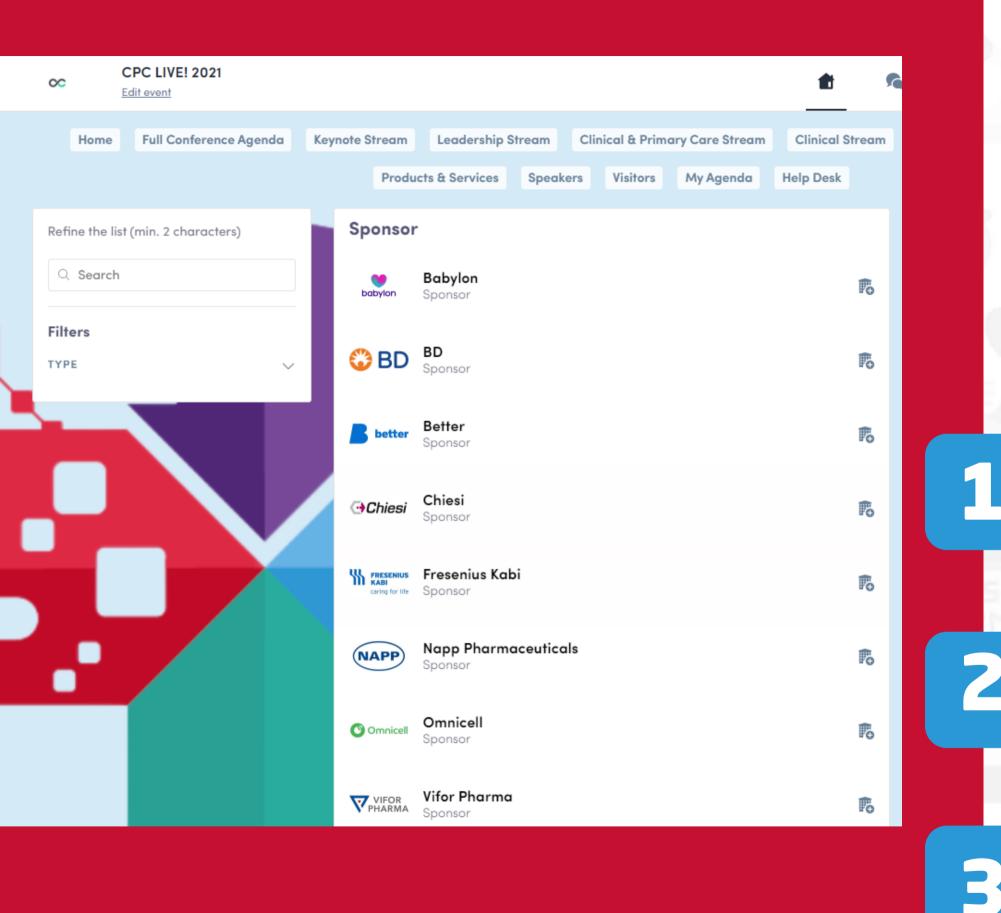


## STEP 3: VIEW SESSIONS

 From the Home Page buttons or Top Menu, navigate to any of the theatres—from Tuesday, 12th May until Friday, 14th May.

2. This will take you to a list of sessions and you can use the Search/Filter fields on the left
3. Find any session then click on it to view more details and add them to your personal schedule.





From the Home Page, browse our wonderful variety of sponsors via the Sponsors & Partners button in the center of the home page, or the **Top Menu** navigation.

Once you are in the sponsors listings you can scroll to browse them or use the Search/Filter field on the left. Click on the icon to the right to bookmark a company which will add it to your "My agenda" tab.

Click on the **sponsor's listing** to view more details, products & services, chat with a representative, and even schedule 1-1 meetings.

### STEP 4: BROWSE **SPONSORS**

### STEP 5: START CONNECTING

- 1. From the **Home Page** buttons or **Top Menu**, navigate to **Visitors**—only displayed on 12-14 May.
- 2. Once you are on the Attendee list, you can scroll through, search, or use filters to find your peers.
- 3. To view someone's profile and/or connect with them, click the  $\mathbb{R}_{0}$  icon next to their profile.
- 4. Once they accept your connection request, you will be able to chat and/or have a video meeting.





### THIS IS JUST THE BEGINING

There are tons more interactive features available in the platform. We can't wait to see you (virtually) at



