



HR Technologies UK

Swapcard User Guide



Overview

Welcome to the Attendee Guide.

You will be using our **Swapcard** app to configure your profile, manage your day, and interact with exhibitors during the **event!**

learning & hr technologies





Access The App

Login



How to login for the first time?



- 1 You will receive an email similar to this one with a button redirecting you to a login page. Your account is automatically created by the platform after you have registered.
- 2 A window will then prompt you to create a password for your account:

The screenshot shows a mobile app interface with a navigation bar at the top containing icons for home, chat, notifications, and profile. Below the navigation bar, the text reads "Welcome, create a password". Underneath, it says "In order to log in the next time that you want to use the web or mobile app." There is a "Password*" label above a text input field containing "Define new password". To the right of the input field are an eye icon and a green arrow icon. Below the input field, it says "At least 6 characters".



- i* Note: If you don't see this email in your mailbox, please check your spam folder. Most of our emails are sent from noreply@swapcard.com



Logging in for the first time



You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating a password for your account.

The screenshot shows the top navigation bar with icons for home, chat, notifications, and profile. Below the header, the text reads "Welcome, create a password" followed by "In order to log in the next time that you want to use the web or mobile app." There is a "Password*" label above a text input field containing "Define new password". To the right of the input field are an eye icon and a green arrow button. Below the input field, it says "At least 6 characters".

You can also access the event from your phone by downloading the Swapcard app ([iOS](#)/[Android](#))

The email header features the Swapcard logo with the tagline "Empower Meaningful Encounters" and an illustration of a group of people in a meeting. The main body of the email is titled "Event Name" and contains the following text:

Hello Jane,

Get ahead of the game and prepare for 'Event Name' to **save yourself time and get the most out of your event.**

Swapcard app makes it easy to **access the event content and connect with the right people** in advance.

All you have to do is **activate your profile with the tap of the below button.** We'll keep all of your **information and data secure.**

Are you ready to join your event community?

LET'S GET STARTED!

Notes: If you don't see this email in your mailbox, please check your spam.



Logging in when you already have an account



Access your account by going to <https://app.swapcard.com/event/learning-and-hr-technologies-uk-2024>

Enter the email you used to register for your event, then enter your password.

Click the arrow to connect.

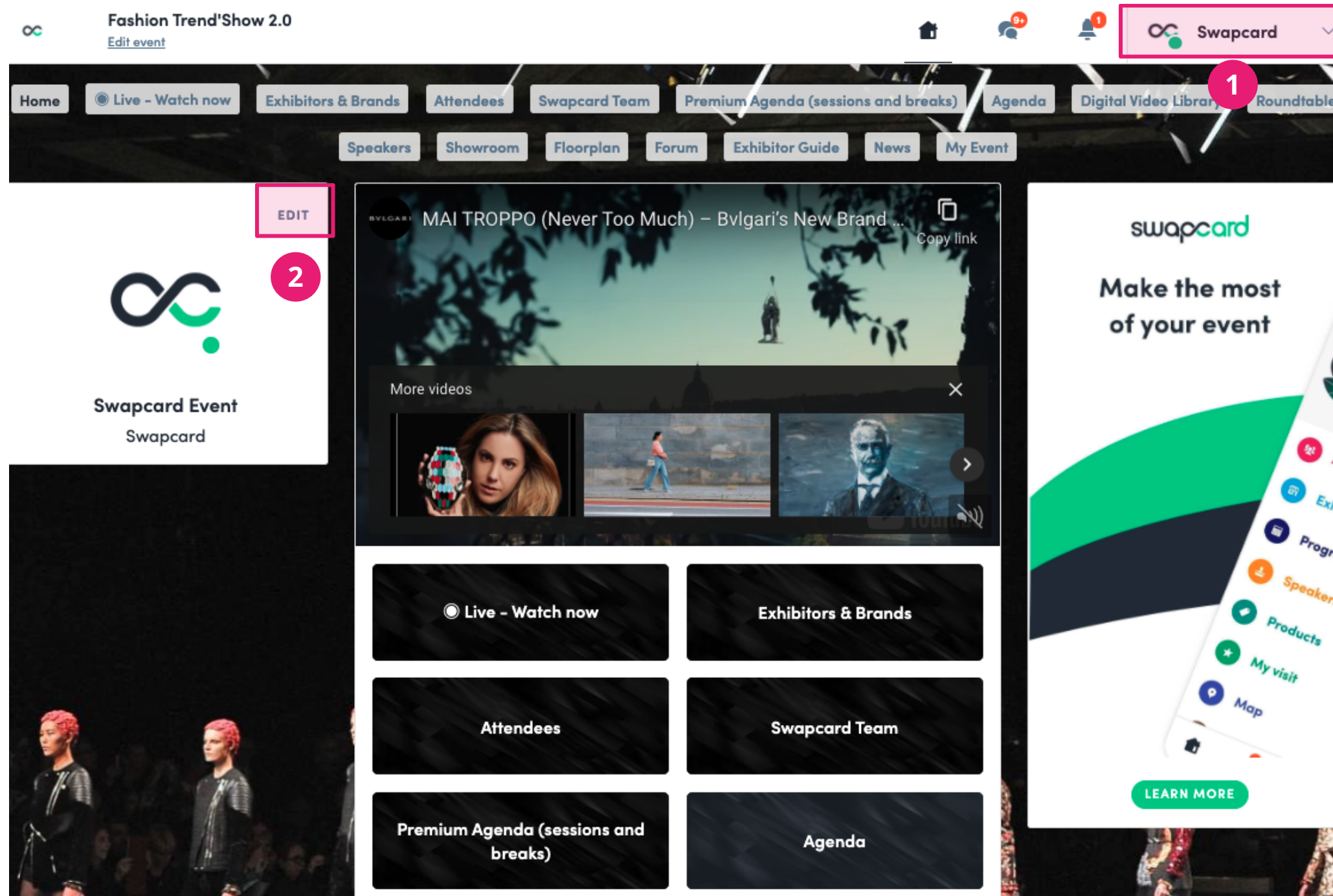
A screenshot of a login form on a white background. At the top center is a logo consisting of two interlocking infinity symbols, one black and one green. Below the logo, the word "Welcome," is written in a bold, black font. Underneath, a line of text reads "Please enter the email address you provided during event registration." Below this is the label "Email address" in a smaller font. A text input field with a thin black border contains the placeholder text "Enter your email address". To the right of the input field is a green circular button with a white right-pointing arrow.

Note: If you have forgotten your password after entering your email, click on [send me a magic link](#). You'll receive an email to reset your password.

Content



How to edit your profile (1/2)



There are two ways of **accessing your profile:**

1

From the drop-down on the upper-right corner of your screen, click "**My profile.**"

2

On the left side of your screen next to your photo, click "**Edit.**"

You'll be redirected to your profile where you can edit your information.

How to edit your profile (2/2)



EVOLVE Team
Event Planner
Swapcard

About me EDIT

Meet the team behind Evolve!

Evolve by Swapcard is an online community for event planners and a virtual series of live sessions dedicated to trends, news, and hot topics in the events industry.

Country Country

City City

Social media EDIT

in t f y i

Contact details EDIT

☐ Add your mobile phone number

☒ Add your landline phone number

@ evolve@swapcard.com

🌐 https://evolve.swapcard.com/

To edit your profile, click “**Edit**” or “**Add**” next to the information section you want to edit.

Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organiser

How the schedule works



The schedule/agenda button gives you an overview of the event sessions. You can register for sessions by clicking on this **bookmarking icon**.

You can find sessions by using the **search** bar and **filters** located on the left side of the screen.

The tab “**My Event**” allows you to see your own schedule. Here you can find the **sessions**, **sponsors** and **partners** you bookmarked, your confirmed **meetings** and more.

You can **export your schedule** by clicking “Export to my calendar” or “Download PDF.”

Networking

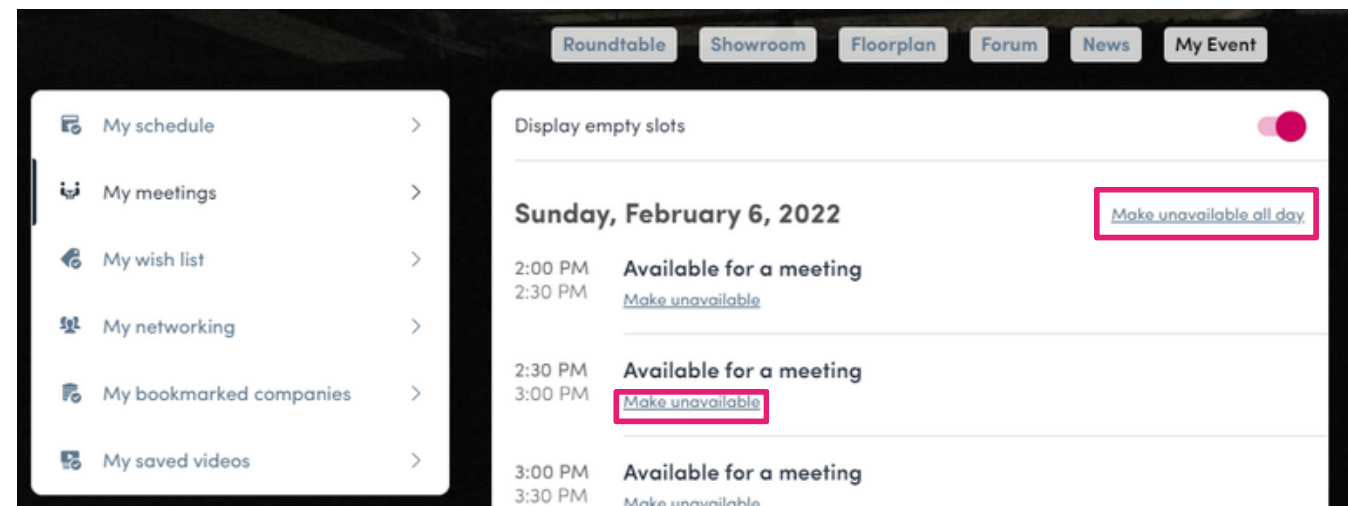
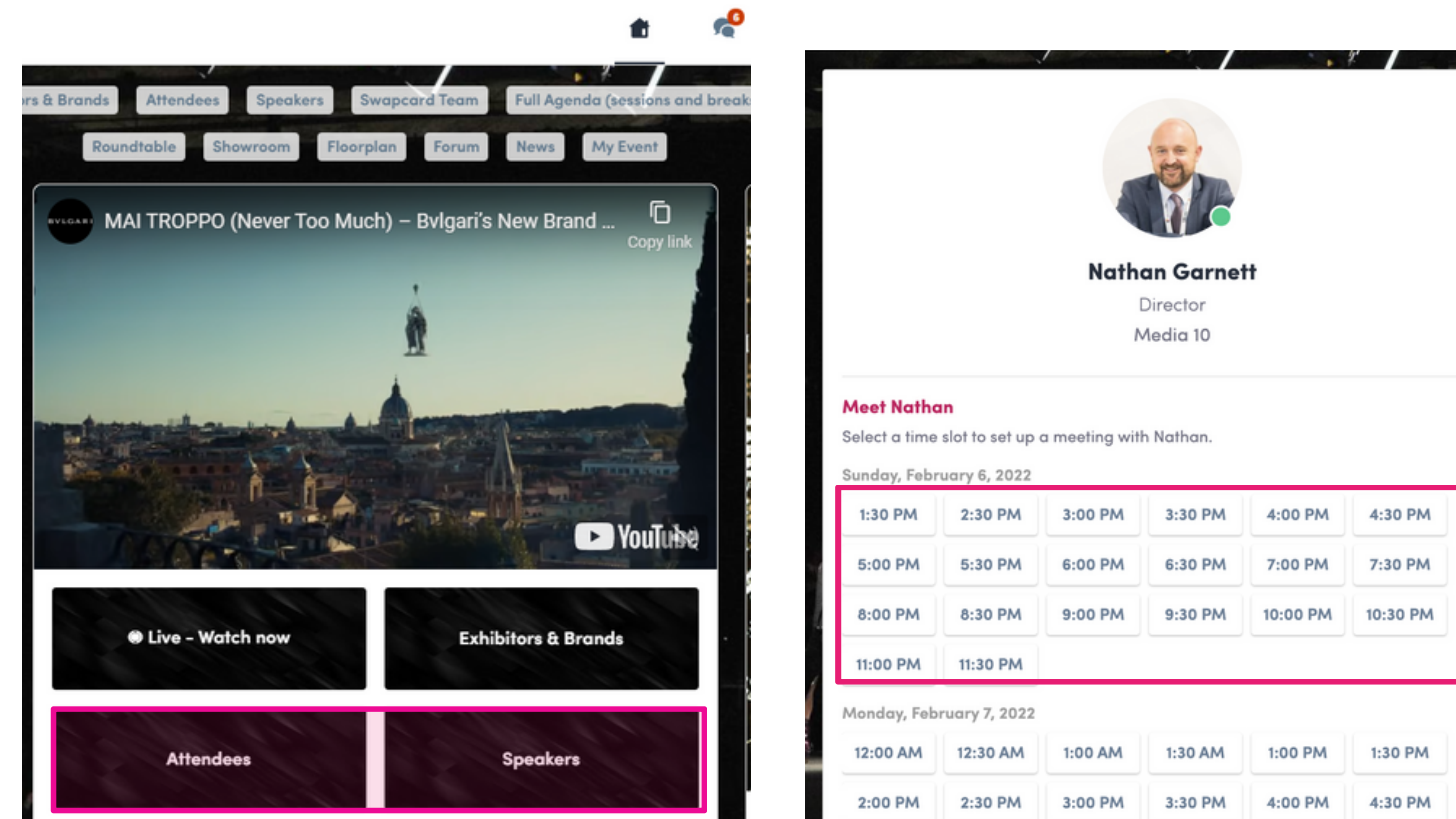


Networking



From the home page or the top navigation bar you can view our other **Speaker** and **Attendee** lists.

Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face depending on how the event is organised.



If you see **time slots** appearing on people's profiles, it means that the organiser has made it possible for you to book meetings with them. Slots disappear once booked.

You can manage your **availability for meetings** by going to the **My Meetings** tab in **My Event**. Making yourself unavailable all day or at specific times will remove meeting slots.



How to send a connection request



The screenshot shows a LinkedIn profile for Nathan Garnett, Director at Media 10. Below the profile is a meeting slot selection interface for February 6, 2022, and February 7, 2022. The slots are arranged in a grid with 30-minute intervals. A dialog box titled 'Connect with Nathan' is overlaid on the right side of the screenshot, containing the text: 'Sending a connection request with a message is three times more likely to be accepted.' and a prominent pink button labeled 'SEND CONNECTION REQUEST'.

To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the “**Send connection request**” button.

Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in “**My Event**” under “**My Networking.**”

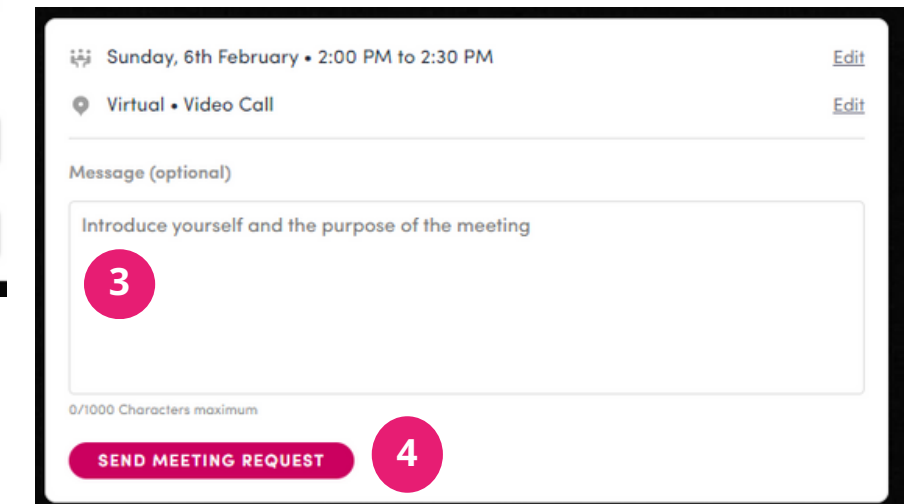
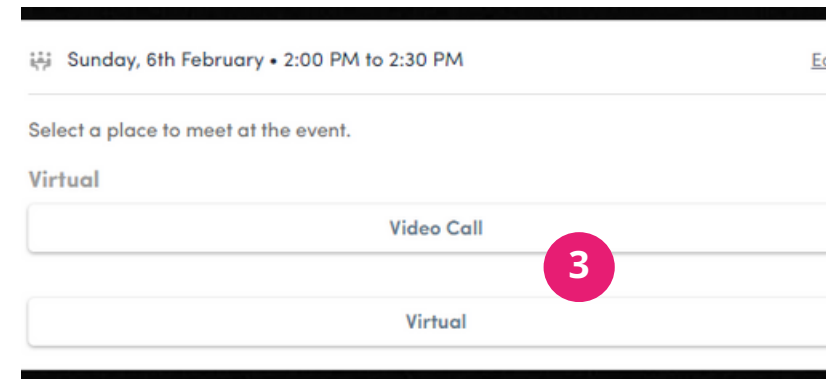
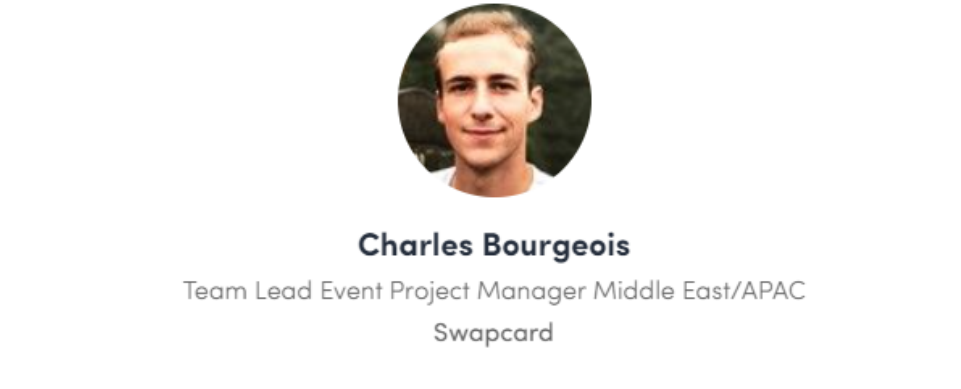
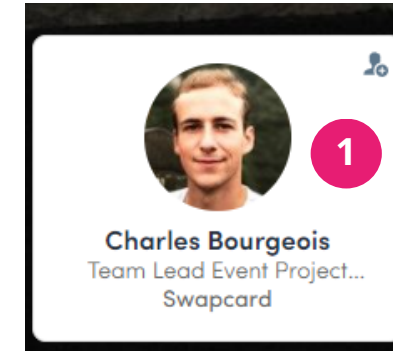
Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.



How to request a meeting



- 1 Access a person's profile (i.e.: from the Attendees button)
- 2 Click on one of the suggested meeting slots. For more slots click “see more slots”.
- 3 After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.
- 4 Once done, click “**Send meeting request**”



Note: If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.





Enjoy the event!

**Thank you for taking the
time to read this
presentation.**

