

# Swapcard Attendee Guide

# Overview

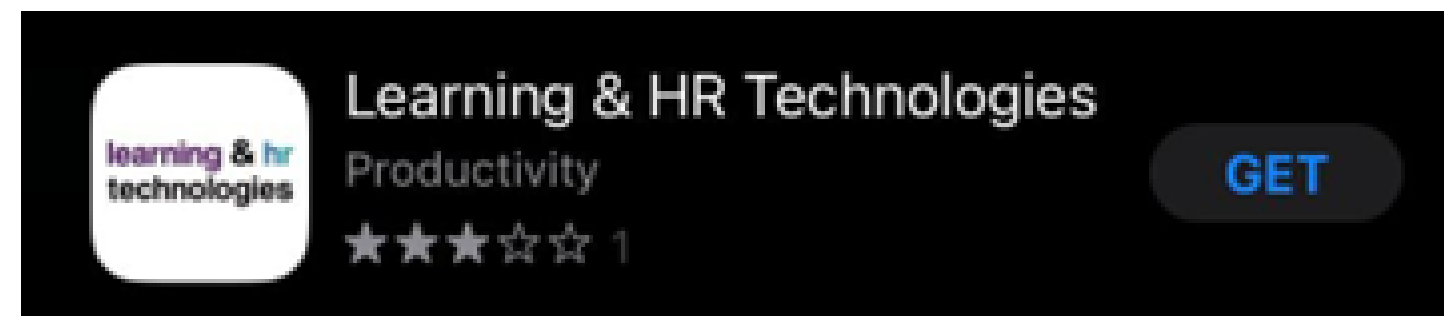
Welcome to the Attendee Guide.

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

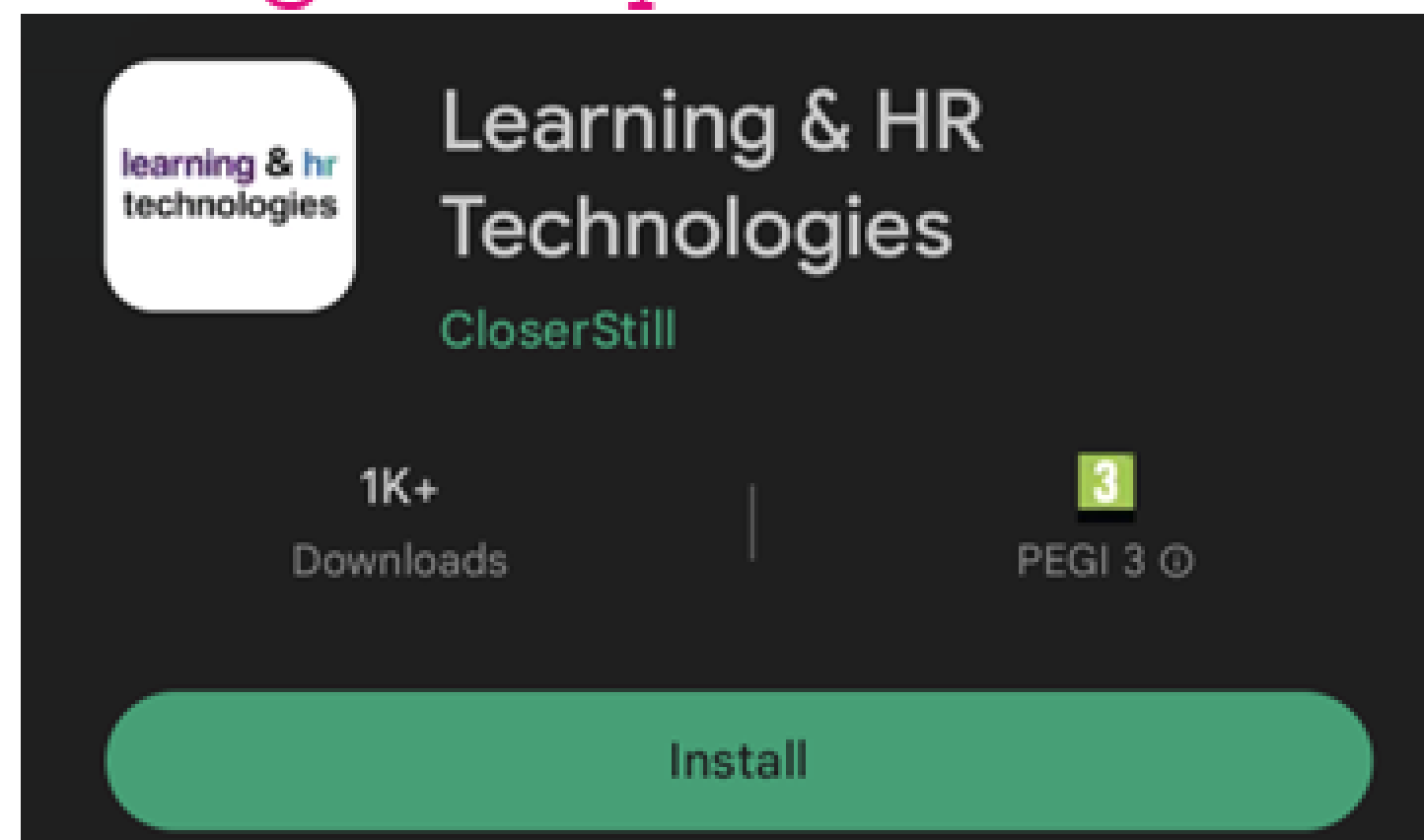


learning & hr  
technologies

iOS



Google Play

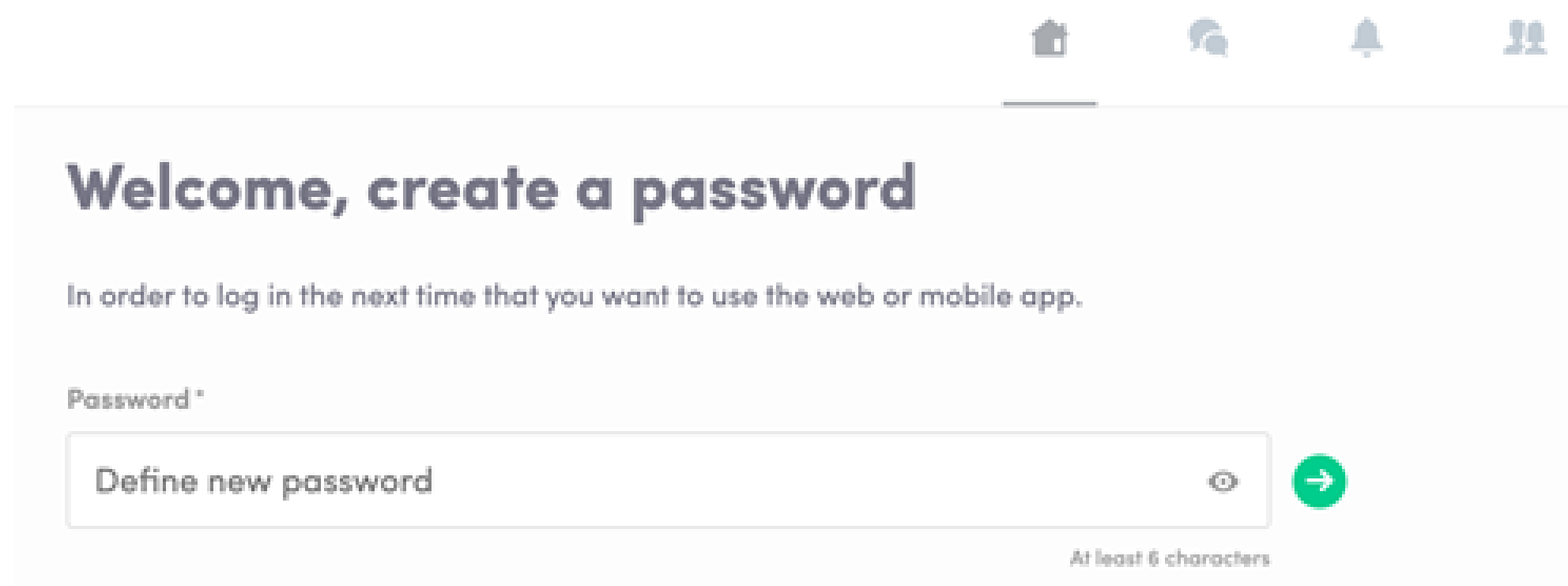


ACCESS THE APP

Login

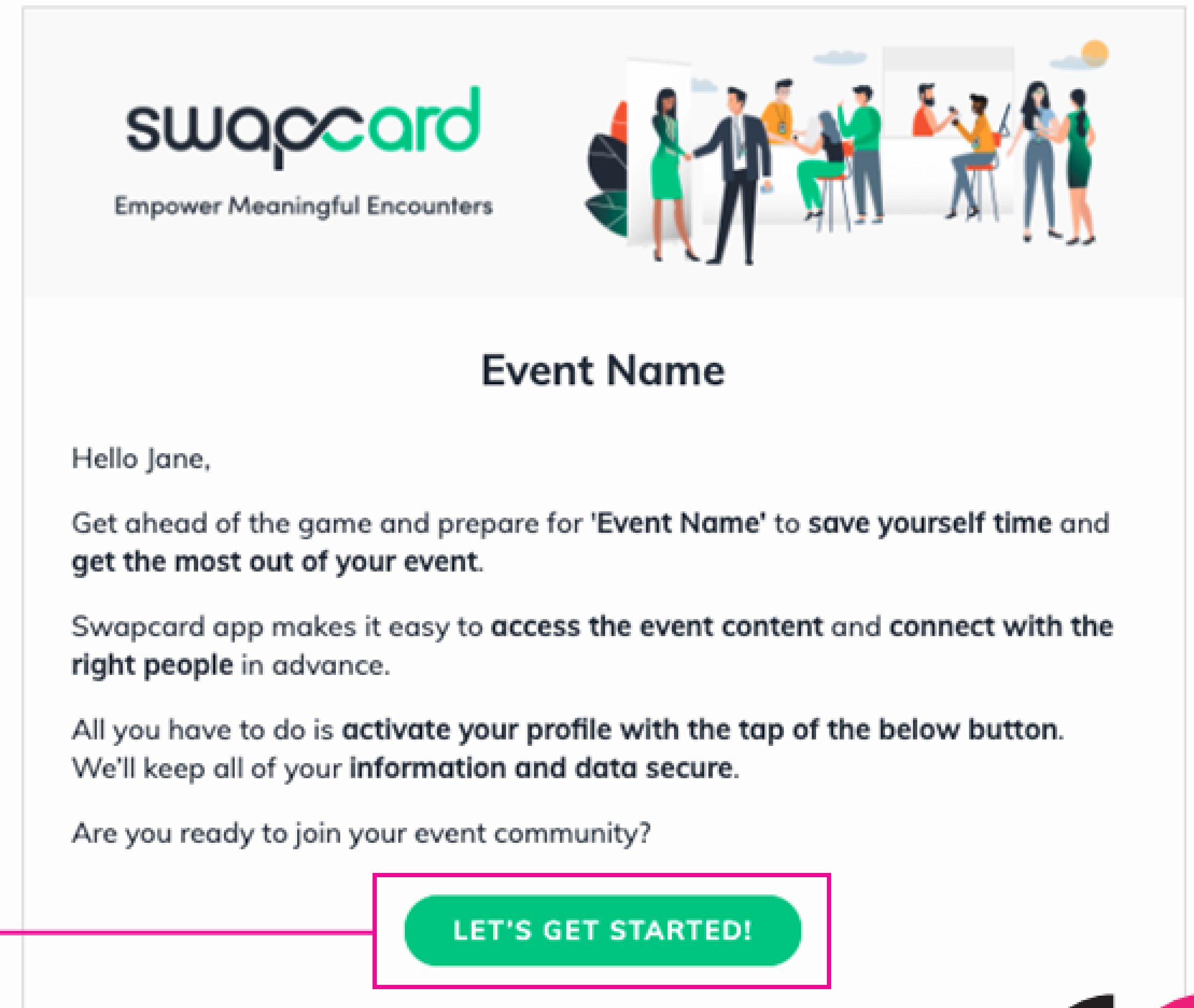
# Logging in for the first time

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, messages, notifications, and profile. Below the navigation bar, the heading reads "Welcome, create a password". A sub-heading states, "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 icons for visibility and a green arrow. 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.



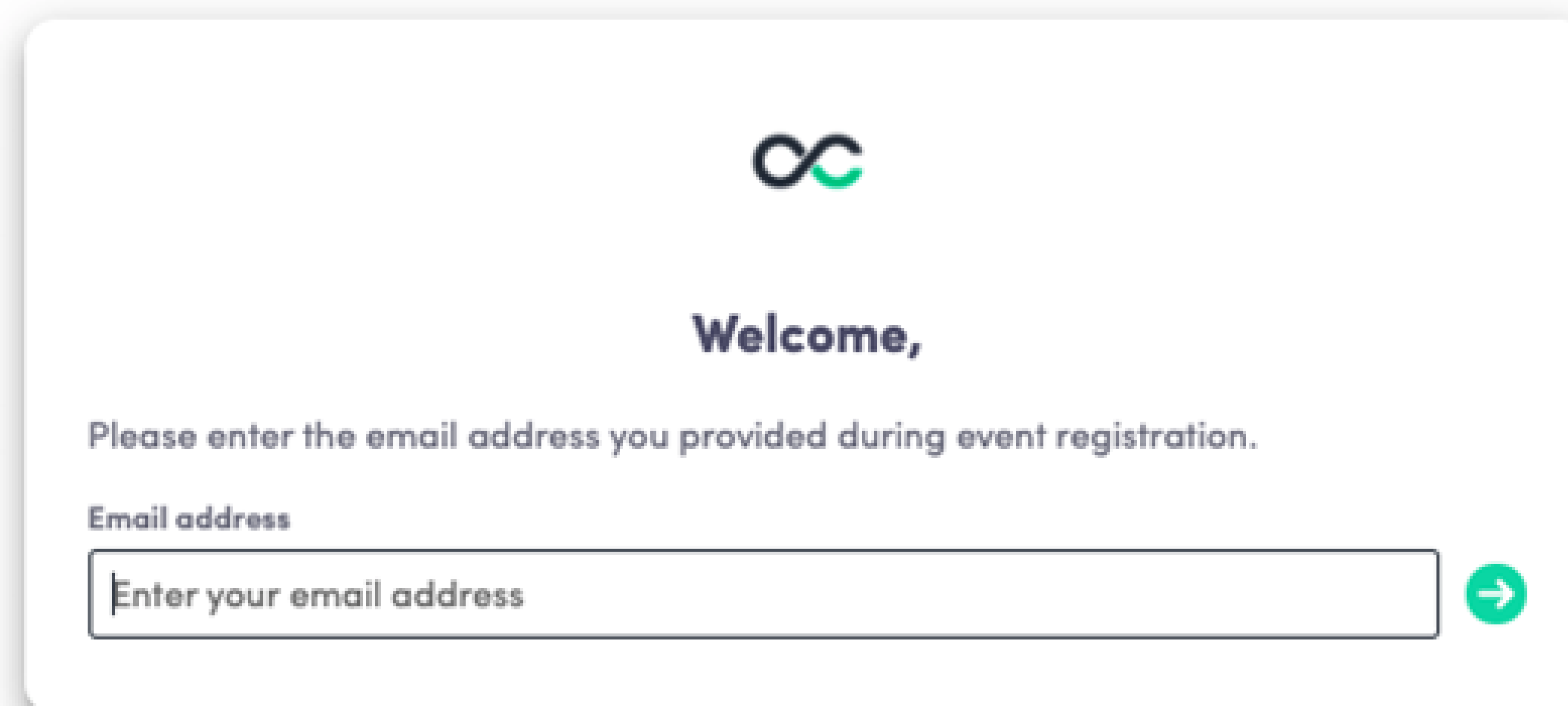
# Logging in when you already have an account


Access your account by going to

<https://learningtechnologiesapp.swapcard.com/event/learning-and-hr-technologies-uk>

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

Click the arrow to connect.






**Welcome,**

Please enter the email address you provided during event registration.

Email address

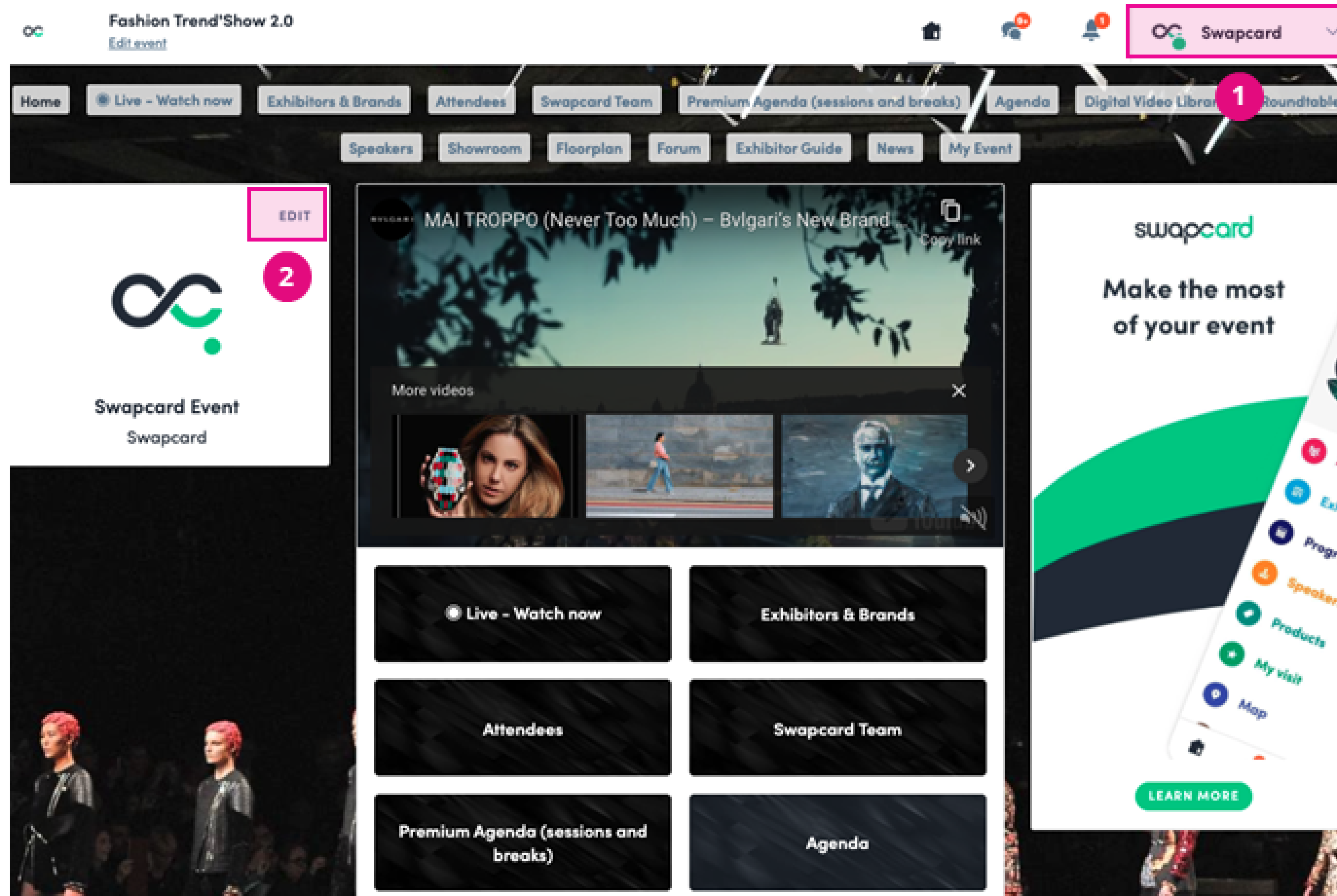


**Note:** If you have forgotten your password after entering your email, click on [send me a magic link](#). You'll receive an email to reset your password. If you need any help, please contact [e.cowell@closerstillmedia.com](mailto:e.cowell@closerstillmedia.com)



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.”**

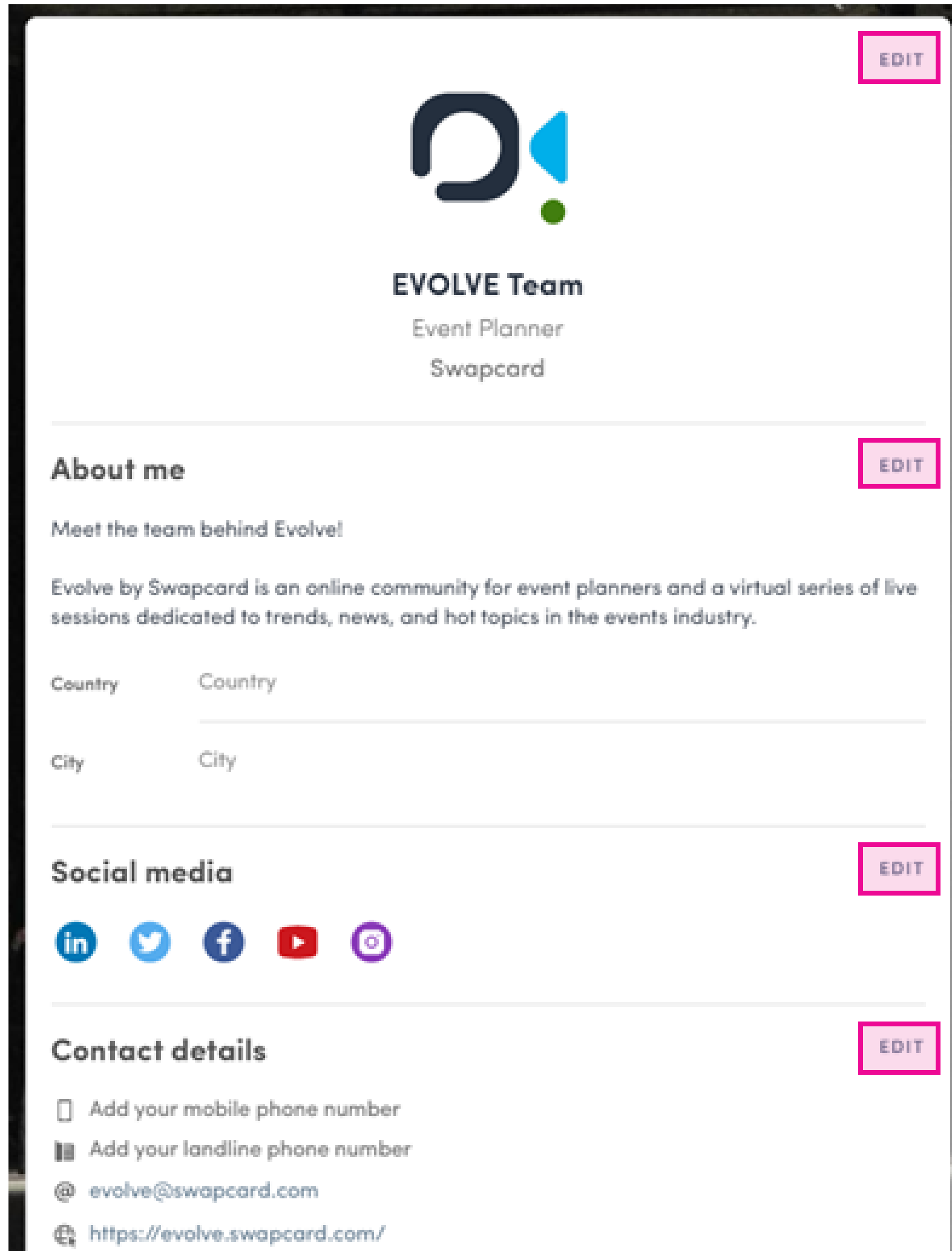
2


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

City

**Social media** EDIT



**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

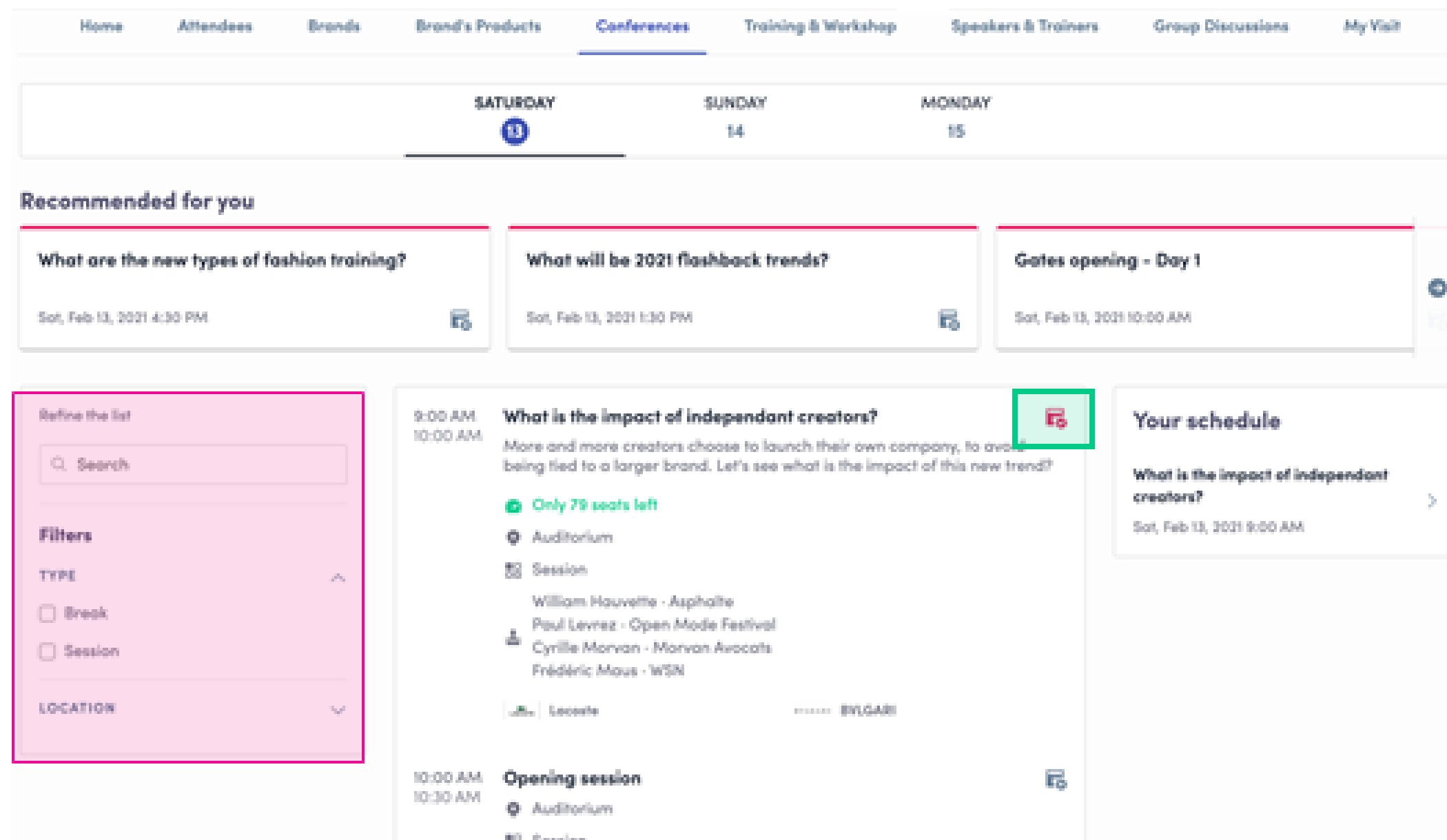
Here is the information you can edit

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





# How the schedule works

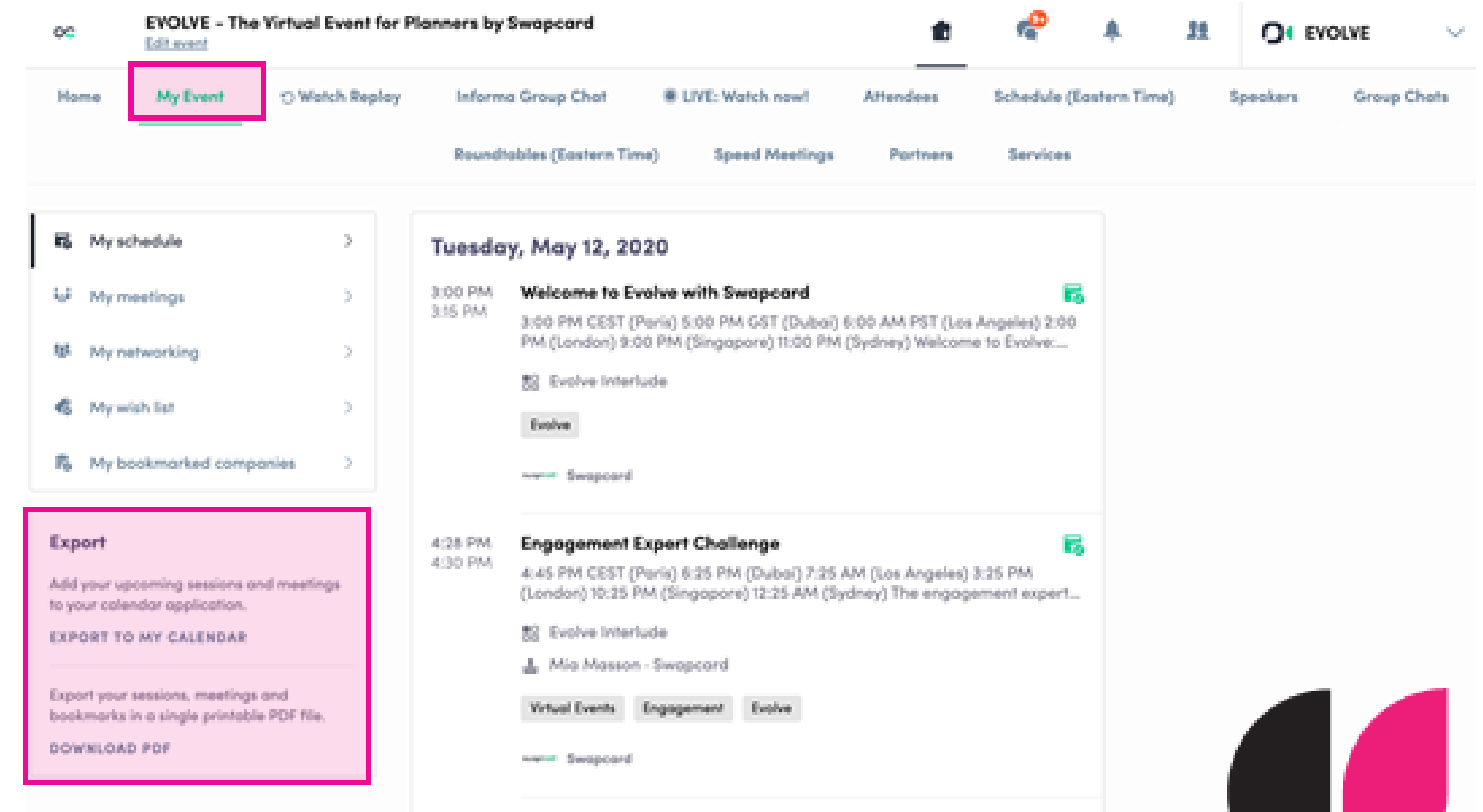


The tab “**My Event**” allows you to see your own schedule. Here you can find the **sessions, sponsors and partners** you bookmarked, your confirmed **meetings** and more.

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

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.

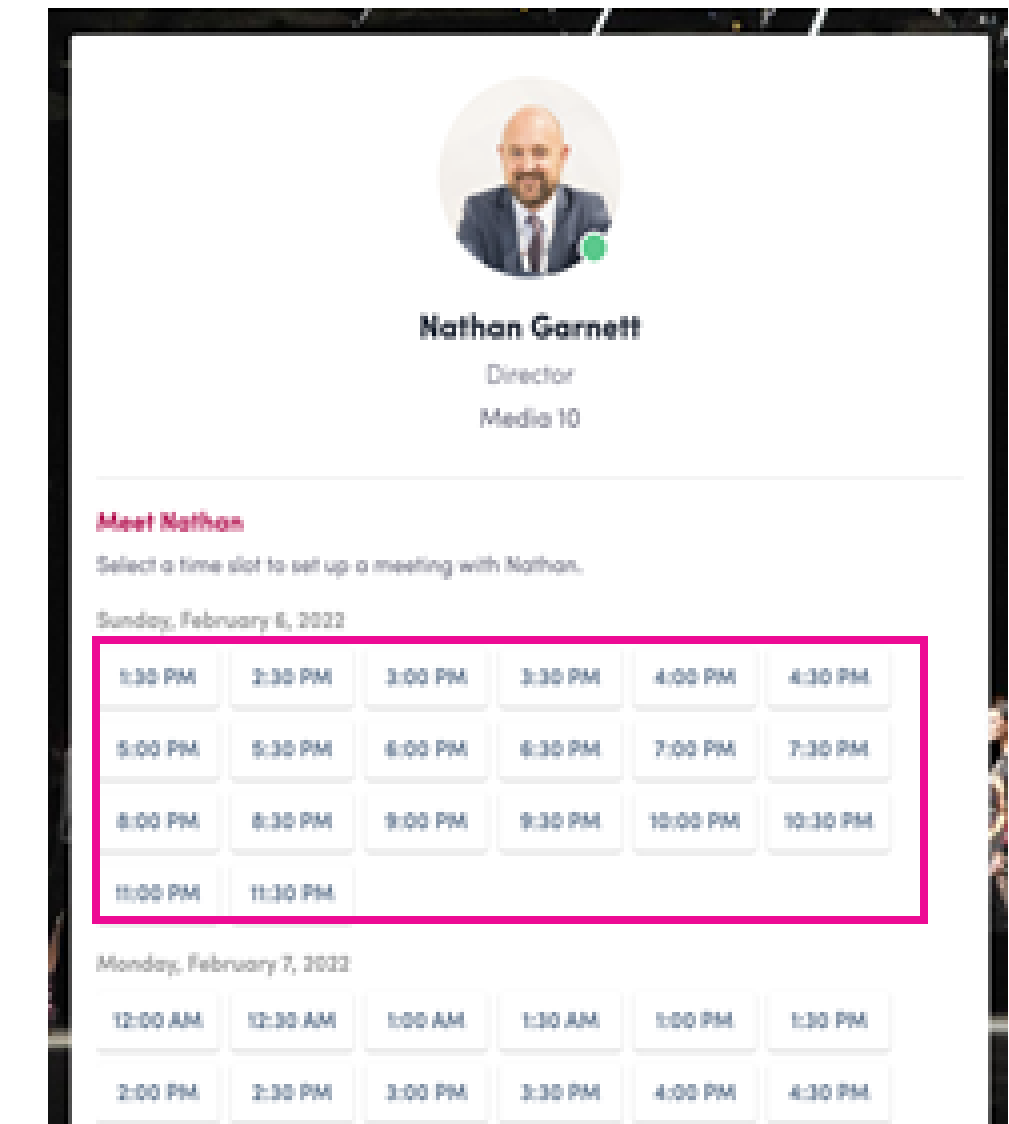
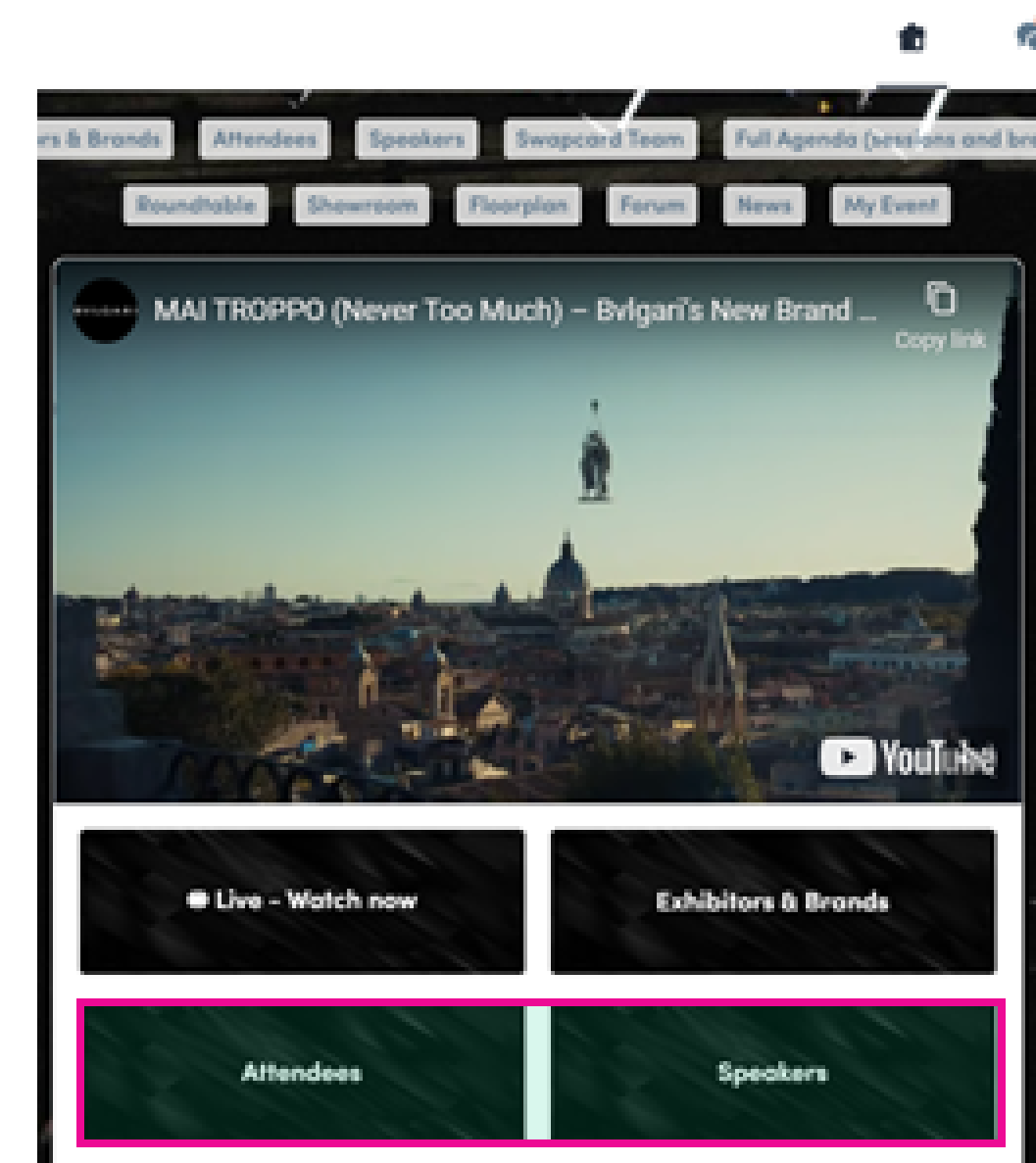


Networking

# Networking

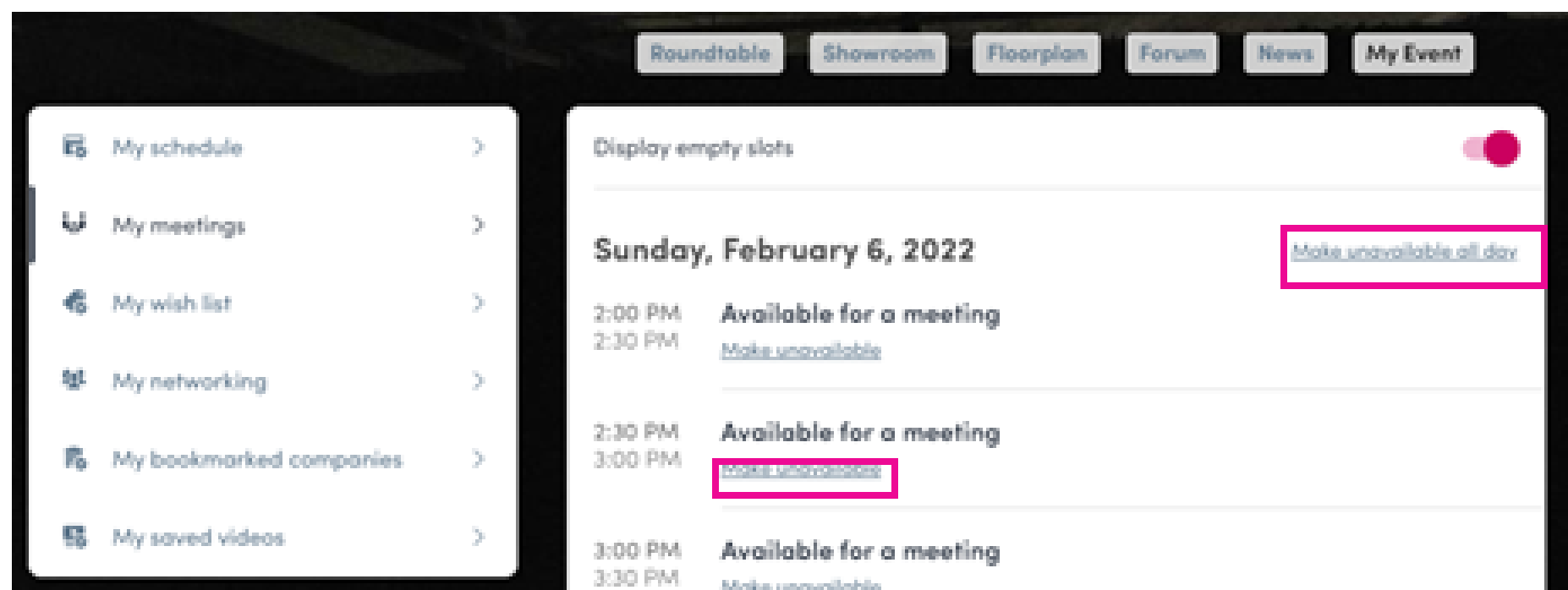
From the home page or the top navigation bar you can view the **Speaker** and **Attendee** lists.

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 organized.



If you see **timeslots** appearing on people's profiles, it means that the organizer 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 user profile for Nathan Garnett, Director at Media 10. Below the profile is a meeting slot selection interface for January 6, 2022, and January 7, 2022. The slots are arranged in a grid with times ranging from 2:30 PM to 11:30 PM on Jan 6 and 12:30 AM to 4:30 PM on Jan 7. A 'Connect with Nathan' button is highlighted in pink, with a tooltip that reads: 'Sending a connection request with a message is three times more likely to be accepted.'

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

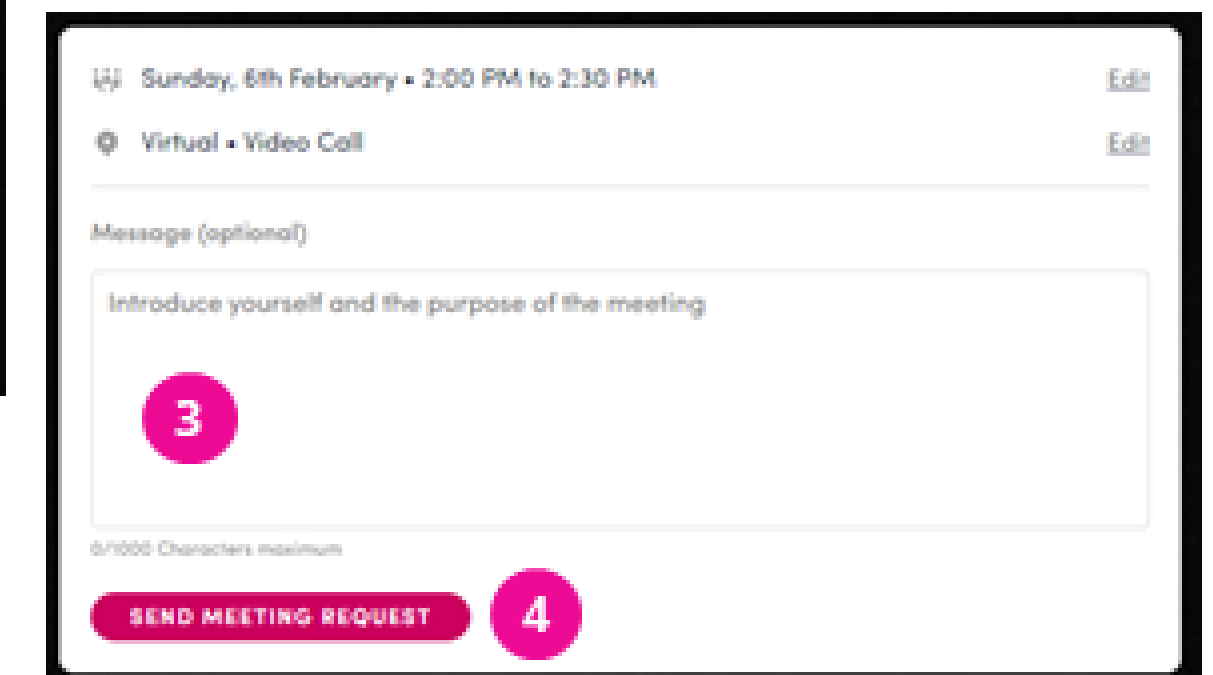
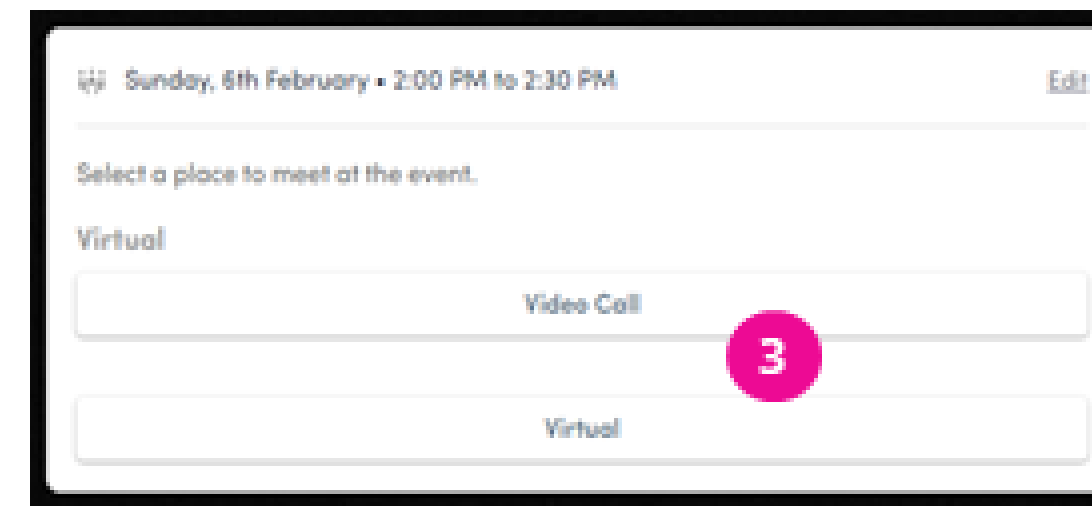
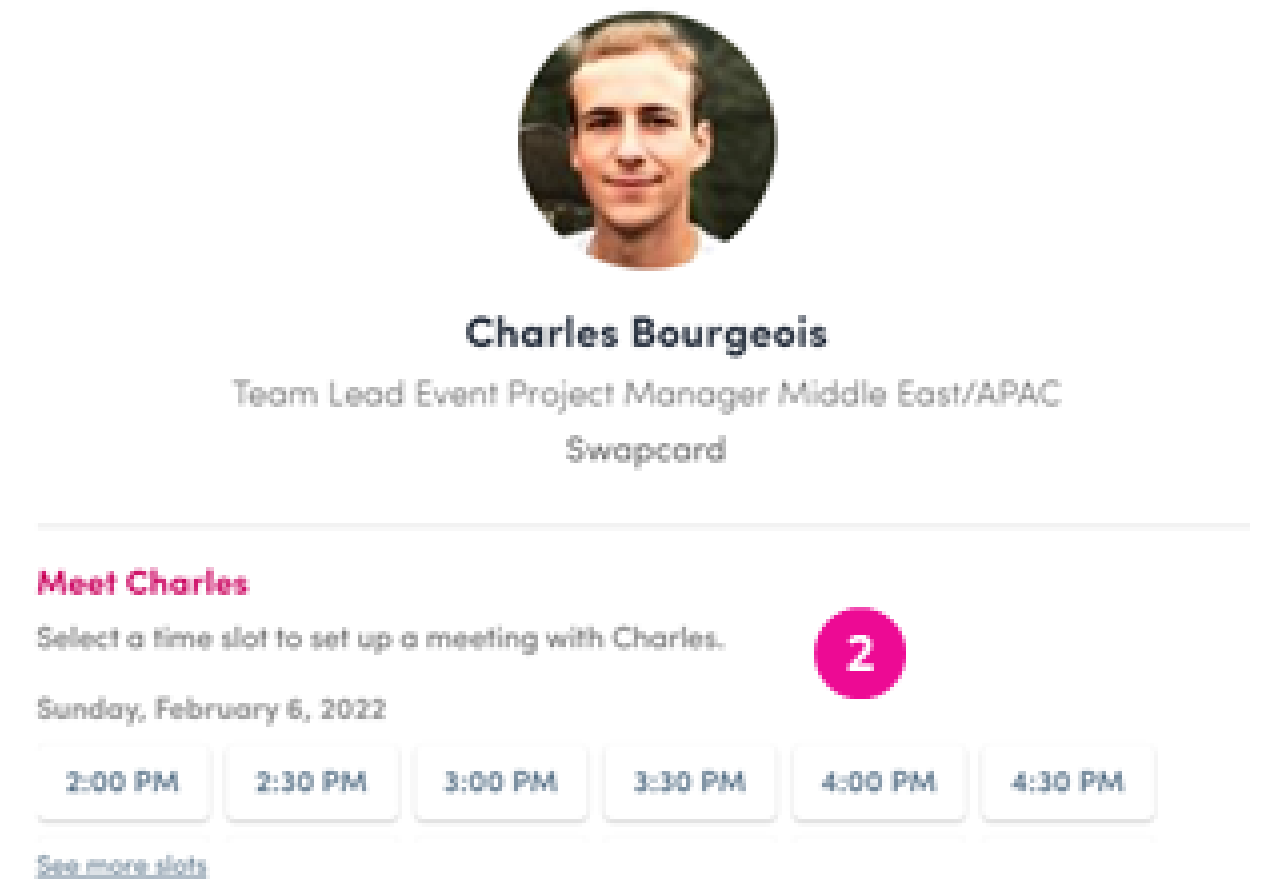
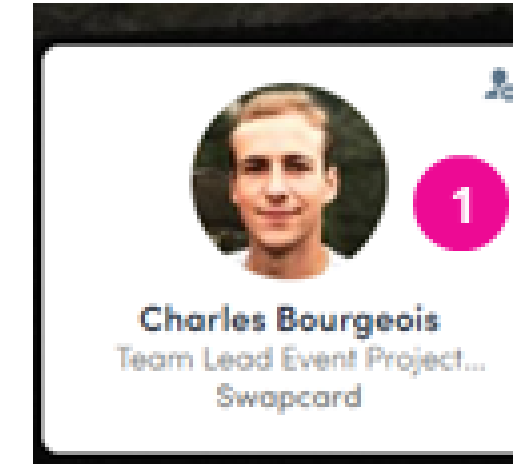
You will be able to find a full list of your connections in “My Event” under “My Networking.”

**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.



Thank you for taking the  
time to read this presentation.

Enjoy Learning & HR Technologies!