# ATTENDEE OUICK START GUIDE

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### VIRTUAL 2021

**2nd – 4th March 2021** www.ecommerceexpo.co.uk In association with



#### TECHNOLOGY FOR MARKETING

### WELCOME TO ECOMMERCE EXPO VIRTUAL IN ASSOCIATION WITH TECHNOLOGY FOR MARKETING 2021

Closerstill Media is so excited to welcome you to eCommerce Expo Virtual with Technology for Marketing 2021

If you need additional help, we have the following options available to you:

#### **Email Support**

If you have additional issues, please email ecommercexpo@closerstillmedia.com tfmmarketing@closerstillmedia.com

Please note that due to the volume of emails, response times may be slow. We encourage you to utilize the resources listed below for a faster answer.



## **4 STEPS** TO GET STARTED

### Ready to get going?

Check off these 4 easy steps to get started in the eCommerce Expo and Technology for Marketing Virtual 2021 Platform

Step 1: Login to the platform

Step 2: Build and edit your profile

**Step 3:** View **"Full Programme"** and create your personalized agenda

Step 4: Browse our "Sponsors Gallery" and build your list of favorites



# **STEP 1: LOGIN**

Your eCommerce Expo and Technology for Marketing Virtual 2021 conference account has already been created and pre-populated with information you provided at registration. You should have received an email from noreply@swapcard.com with a button directing you to a login page. • If you did not receive an email, please check your spam/junk.

#### You may also login directly via a weblink at:

https://app.swapcard.com/event/ecommerceexpo-virtual-2021

using the email address you provided when you registered for the conference.

After you enter your email you will be prompted to create a password.

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

Once you login you will be brought to the conference Home Page.





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## STEP 2: EDIT YOUR PROFILE

From the Home Page, look on the left side of the screen where you will see a box with your name, title, company and headshot (if applicable).

Click the **Edit** button in the top right of that box.



This will take you to your **profile**. Once you are in profile view you can edit various areas including your name, title, company, headshot, bio, social media, and contact details.

Click any of the **Edit** buttons to edit that section.





# **STEP 3: VIEW SESSIONS**

From the Home Page buttons or Top Menu, Navigate to full programme – Live on Tuesday 2nd March – Thursday 4th March

This will take you to a list of sessions for that day/category.

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Once you are in the Session List View you can scroll to **browse sessions** or use the **Search / Filter** field on the left.

Find any session and then **click on it** to view details.







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## SESSION OVERVIEW

At eCommerce Expo and Technology for Marketing Virtual 2021 we are offering Live sessions.

### **LIVE SESSIONS**

- These are just like a session at an in-person conference. They occur during scheduled breakout session times on 02 - 04 March 2021.
- LIVE Session Speakers will be available in the session (via chat) to interact with the audience and answer questions.

 $\boldsymbol{\cdot}$  Note: If you miss a LIVE session, it will be available to watch OnDemand



# **LIVE SESSION DETAILS**

When viewing a LIVE session, here's a quick overview of the content / layout.

Note: This view/info refers to LIVE Sessions only. For OnDemand sessions, please view the next page.



## STEP 4: VIEW SPONSORS

From Home Page, browse our Sponsors Gallery.
You can get here via the Top Menu navigation at the top of the page, or the buttons in the center of the home page.

Once you are in the Gallery you can scroll to **browse Sponsors** or use the **Search / Filter** field on the left.

Find any Sponsors and then **click on the company** name to view details.

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# SPONSOR DETAILS



REMEMBER – THIS IS JUST THE BEGINNING! THERE ARE TONS MORE INTERACTIVE FEATURES AVAILABLE IN THE PLATFORM.

We can't wait to "see you" at eCommerce Expo Virtual in Association with Technology for Marketing 2021



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