



swapcard
User Guide



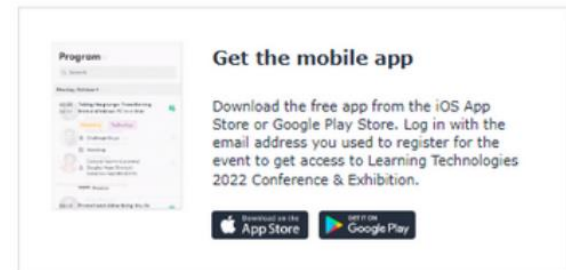
ACCESSING THE APP

Login

How to login for the first time?

- 1 You will receive an email similar to the examples on the right with an access button link which will take you to a login page. Your account is **automatically created** after you have registered.
- 2 **You need to activate your account by creating a password; then you can access the event.**
- 3 Swapcard is available on the web and via mobile app. Please check the website for more information on the App for your event

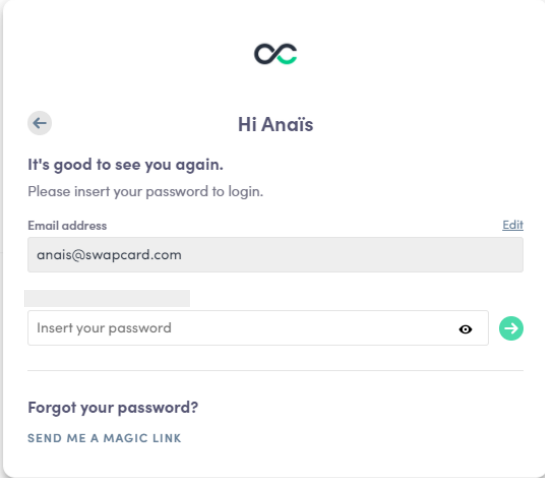
Note: Please check your snap folder as most of our emails come from noreply@swapcard.com



How to login when I have an account?

- 1 If you already have an account you still need to click on the access link in the invitation email.
- 2 Enter the email you used to register from your event and your password. Click the green arrow to connect or reset your password if you are unable to access
- 3 If you need any help, please contact **your account manager or marketing contact for your event** and they can send you a magic link.

Note: If you have forgotten your password, click **“Send me a magic link”** after entering your email. You’ll receive an email to reset your password (valid for 1 hour).



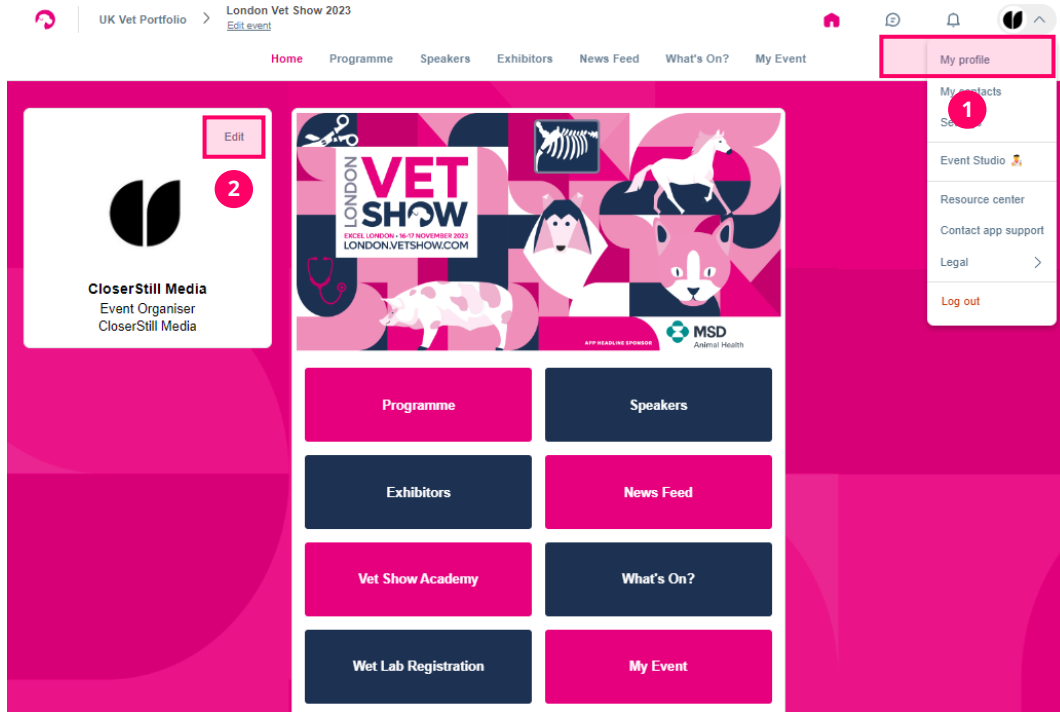
The screenshot shows a login interface for a user named Anaïs. At the top, there is a logo consisting of two interlocking green circles. Below the logo, the text "Hi Anaïs" is displayed. A message reads "It's good to see you again. Please insert your password to login." There are two input fields: the first is for the "Email address" with the value "anaïs@swapcard.com" and an "Edit" link; the second is for the "password" with a placeholder "Insert your password", a toggle icon, and a green arrow button. At the bottom, there is a link for "Forgot your password?" and a button labeled "SEND ME A MAGIC LINK".



AVAILABLE FEATURES

Navigate the event

How to edit your profile



Access your profile:

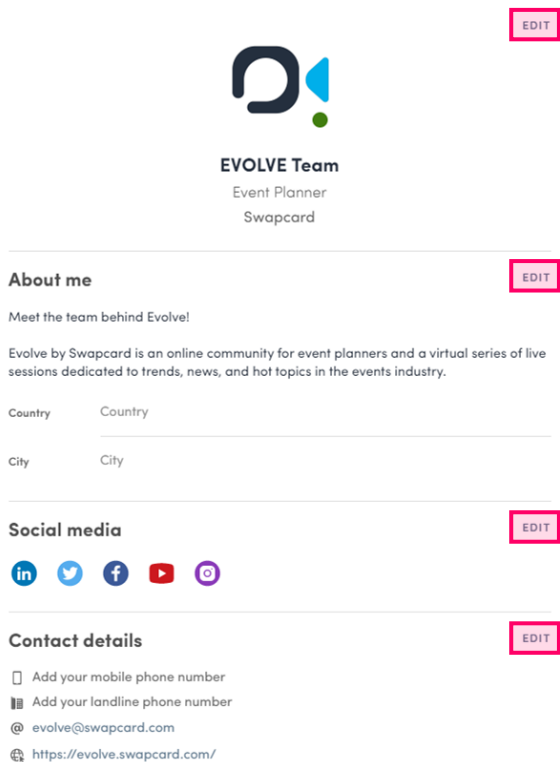
1. The drop-down on the upper-right corner of your screen, click **“My profile”**


OR

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.

Making the edits




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



Contact details EDIT

Add your mobile phone number

Add your landline phone number

@ evolve@swapcard.com

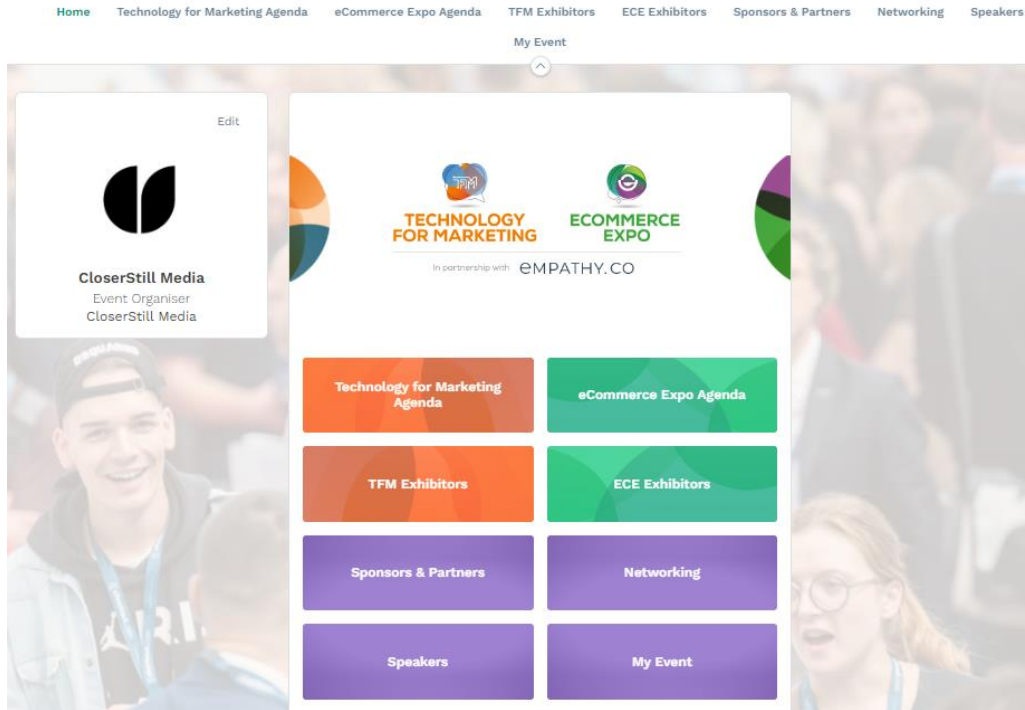
<https://evolve.swapcard.com/>

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 – pulled from the registration form

What's available?



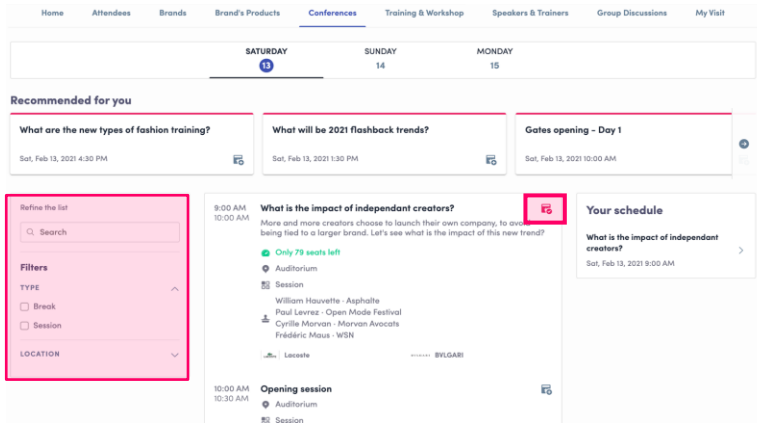
To view the listings, Programme and other available content, click into the pages via the home page shortcuts as displayed on the left.

Note: The content available will vary by show.

You will receive push notification reminders 15 minutes before your bookmarked sessions start. Notifications are stored in the **'Notification Centre'**.

You will get a notification after your session to 'Rate' ★ the session and give feedback.

Create your event, your way

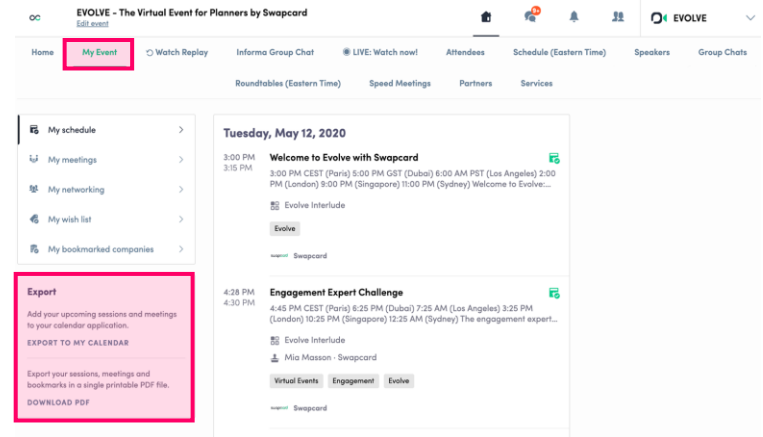


“**My Event**” allows you to see your personalised schedule. Here you can find the **sessions, exhibitors, products and services** you’ve bookmarked. Plus view your **AI recommendations** based on your bookmarks. You can also view your **confirmed meetings** and requests.

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

The ‘Programme / Agenda’ displays the full timetable of sessions. You can register for sessions by clicking on this **bookmarking** icon which will add them to your personalised schedule.

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

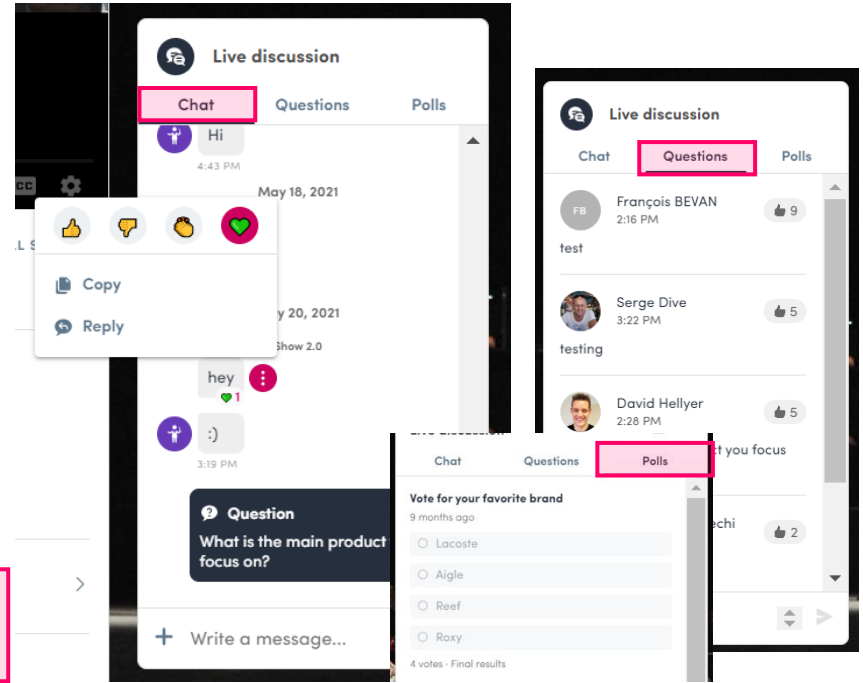


How to interact during a session

With “**Live discussion,**” you can **chat** with other attendees, ask **questions** to the speakers, and answer **polls** if they are available.

You can react and answer to other people’s messages, or delete your message by clicking on the three dots next to it.

The live discussion should be open when sessions are ongoing. If you do not see it, click on the bubble on the bottom right to open it:



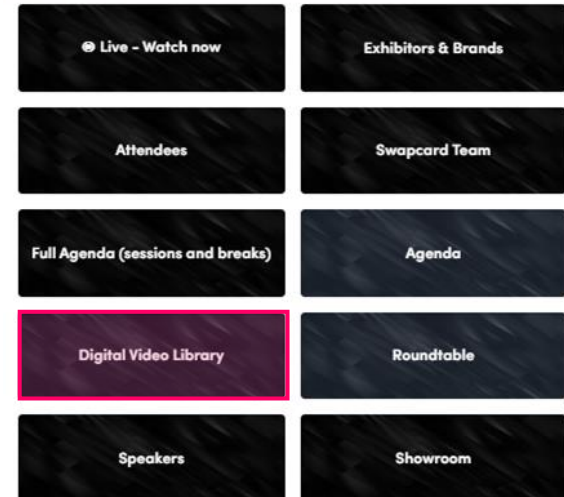
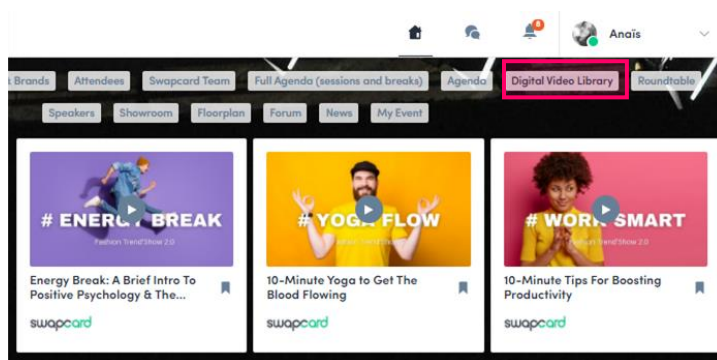
Note: if another supplier is available for session interaction information will be available during the session and below the holding slide on Swapcard.

How to watch session on-demand?

The event may make recorded sessions available **on-demand** post-show. This information will be circulated after the event.

You can access on-demand sessions through the Programme by clicking on the sessions.

Click onto the session you wish to watch and if there is a video available it will automatically play. Example in the image on the right:

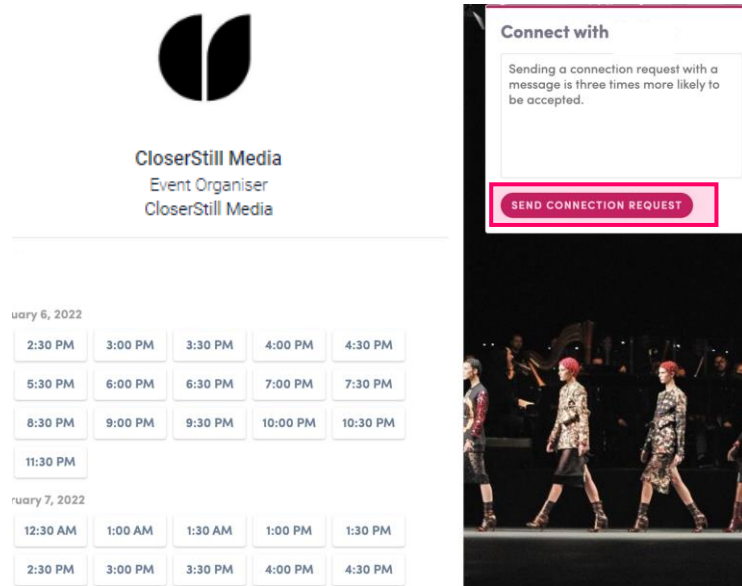




MAKE CONNECTIONS

Networking

How to send a connection request



To send a connection request, go to their profile via **Networking** area or **Exhibitor / Speaker** listing, 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.

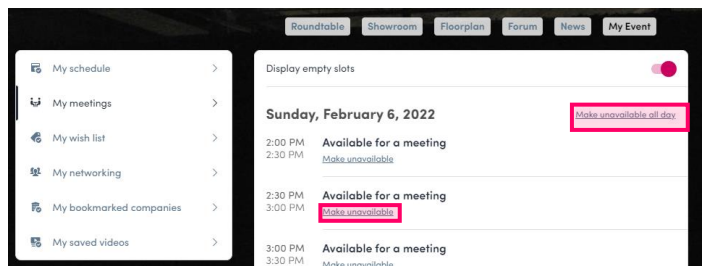
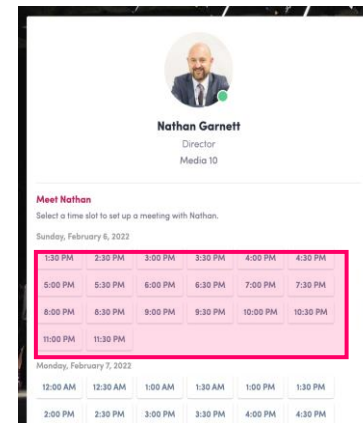
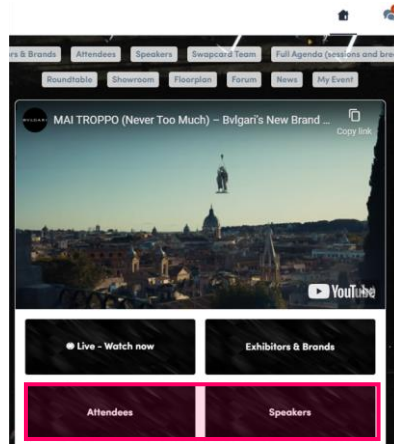
You will be able to find a full list of your connections in **“My Event”** under **“My Networking”**.

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 create a Meeting

From the home page or the top navigation bar you can access the **Networking** area.

Here you can search and find people to connect with. You can chat once they have accepted your connection request and book meetings to have onsite at the event.



Time slots will appear on individual's and exhibitor 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. As an Exhibitor you can do this from the **'Exhibitor Centre'**



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

If you need any support please reach out to your account manager or
the Marketing team for your event.