

Pharmagora Plus

The Future of Pharmacy

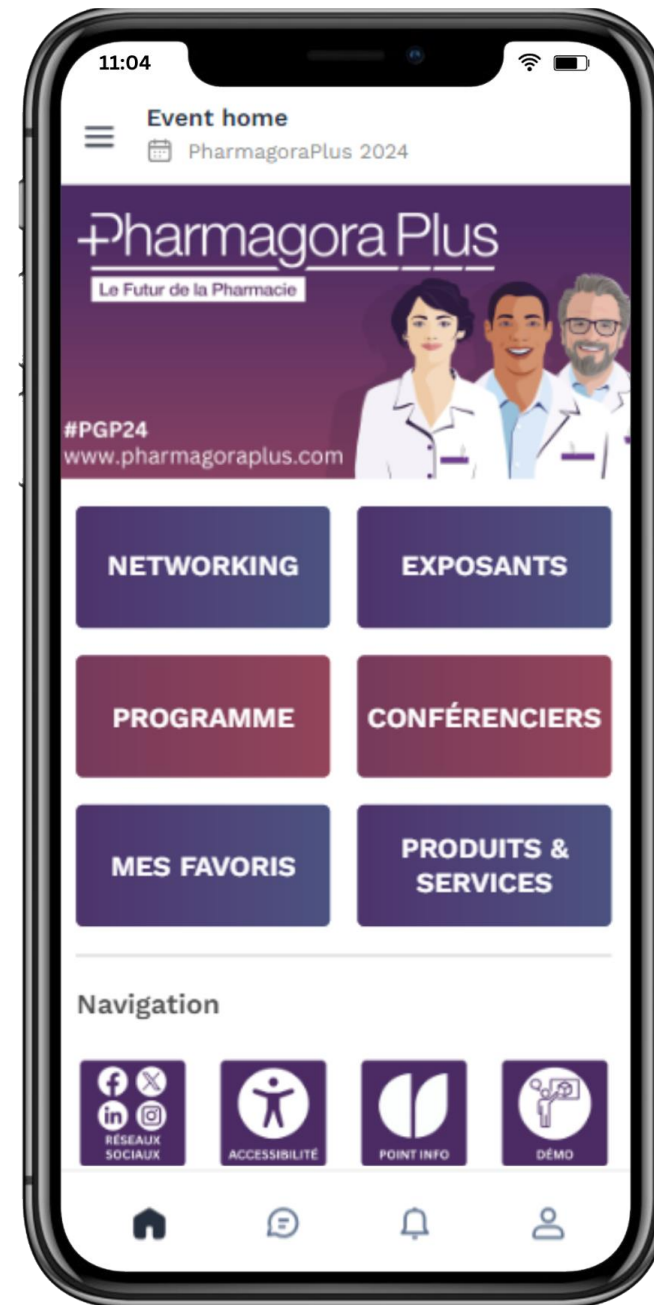


Swapcard Attendee Guide

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](#)!



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:

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

Password *

At least 6 characters

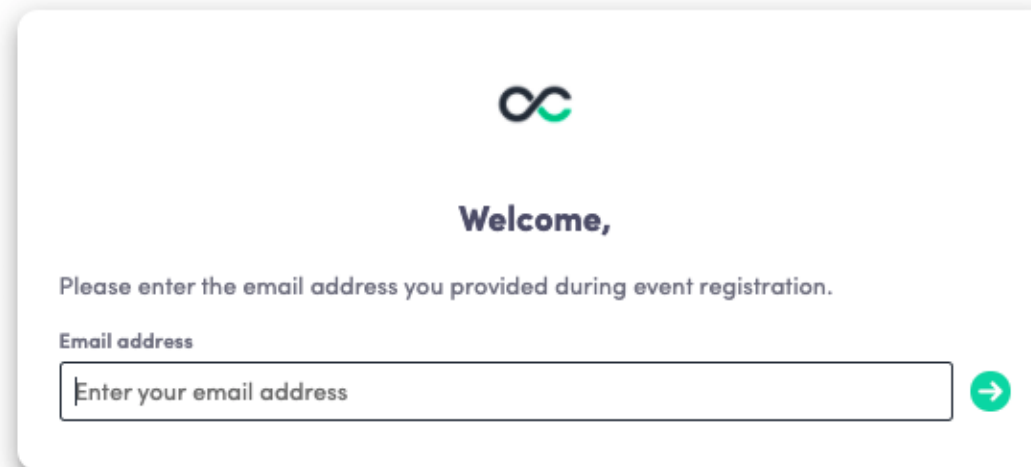
You can also access the event from your phone by downloading the Swapcard app ([iOS/Android](#))

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



Logging in when you already have an account

Access your account by going to login.swapcard.com
Enter the email you used to register for your event, then enter your password.
Click the arrow to connect.



The screenshot shows a login interface with a white background and rounded corners. 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 displayed in a bold, dark font. Underneath, a line of text reads "Please enter the email address you provided during event registration." Below this is a label "Email address" followed by a text input field with a light gray border and 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.

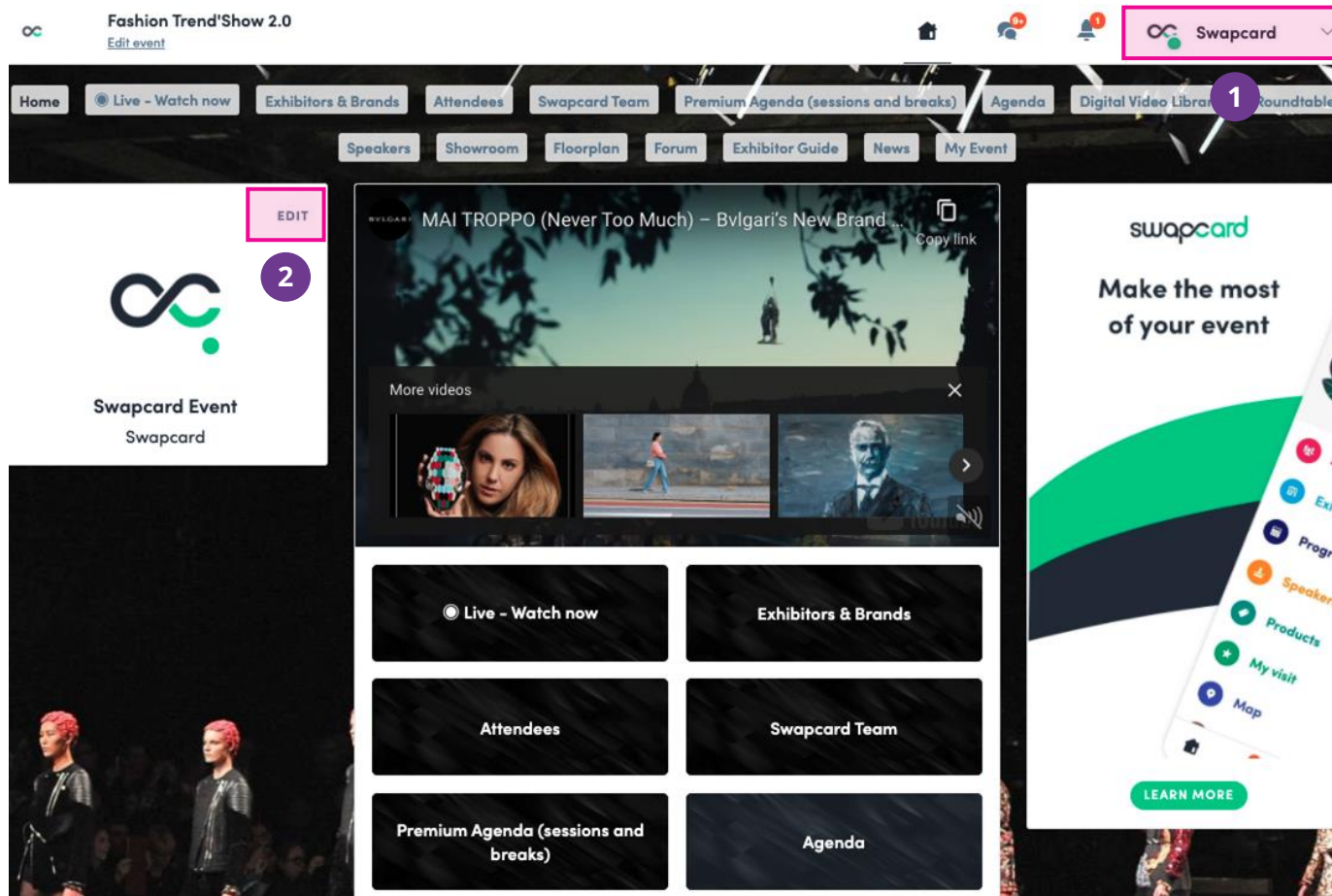
Note: If you have forgotten your password after entering your email, click on [send me a magic link](#).
You'll receive an email to reset your password. If you need any help, please contact t.moran@closerstillmedia.com



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.”**

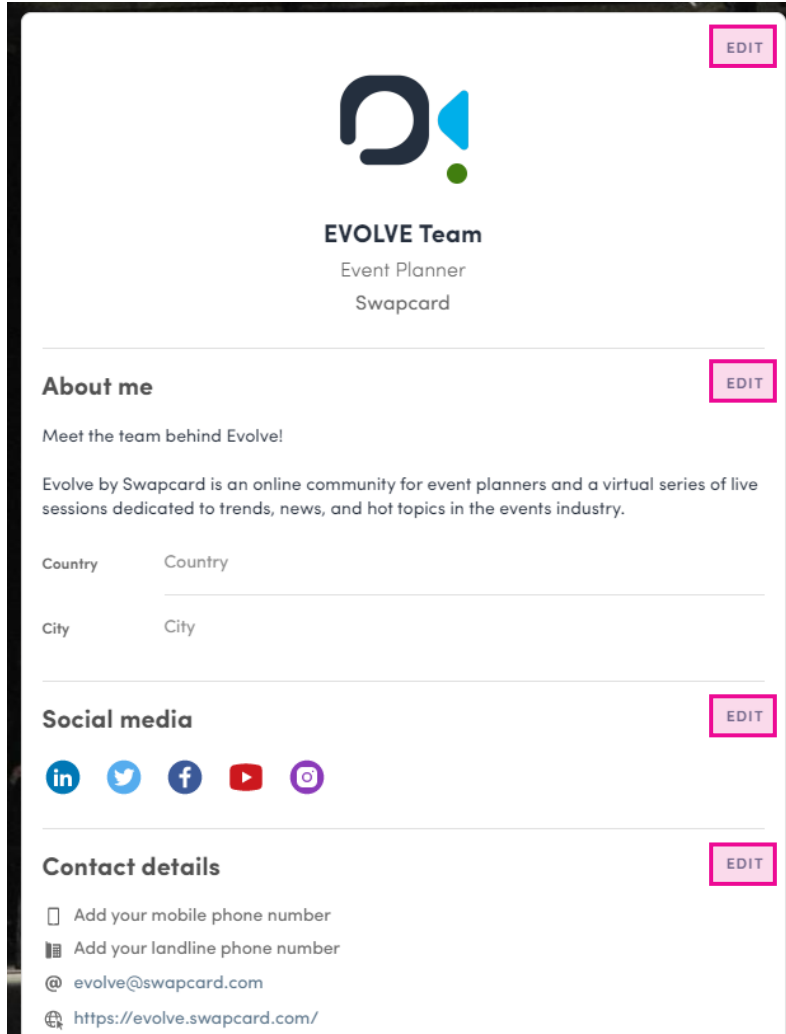
2

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 Country

City City

Social media EDIT

[in](#) [t](#) [f](#) [v](#) [i](#)

Contact details EDIT

Add your mobile phone number

Add your landline phone number

@ evolve@swapcard.com

🌐 https://evolve.swapcard.com/

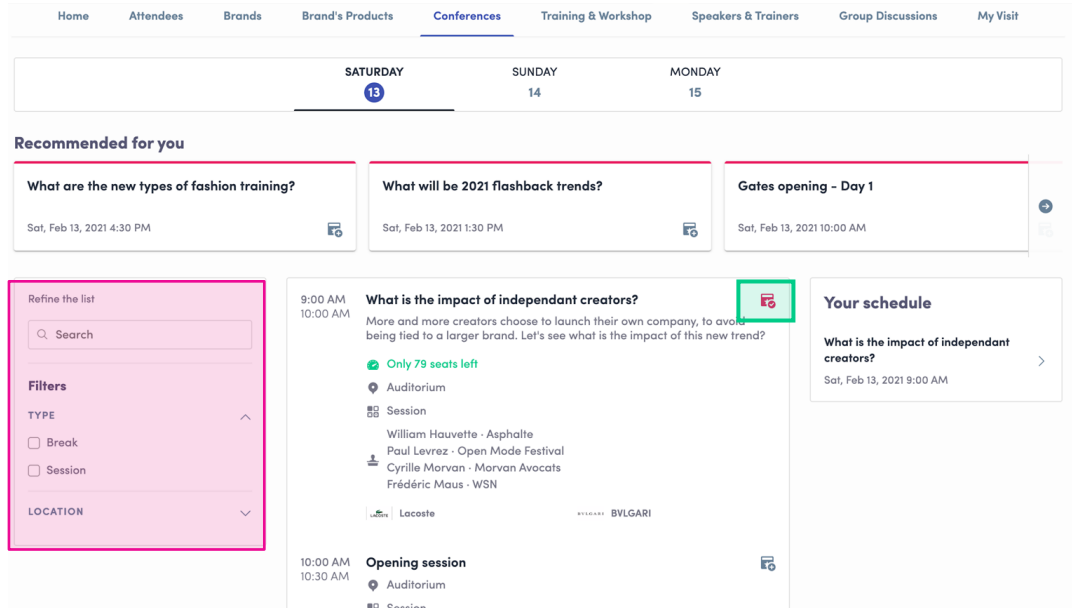
To edit your profile, click **“Edit”** or **“Add”** next to the information section you want to edit.

Here is the information you can edit:

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



How the schedule works

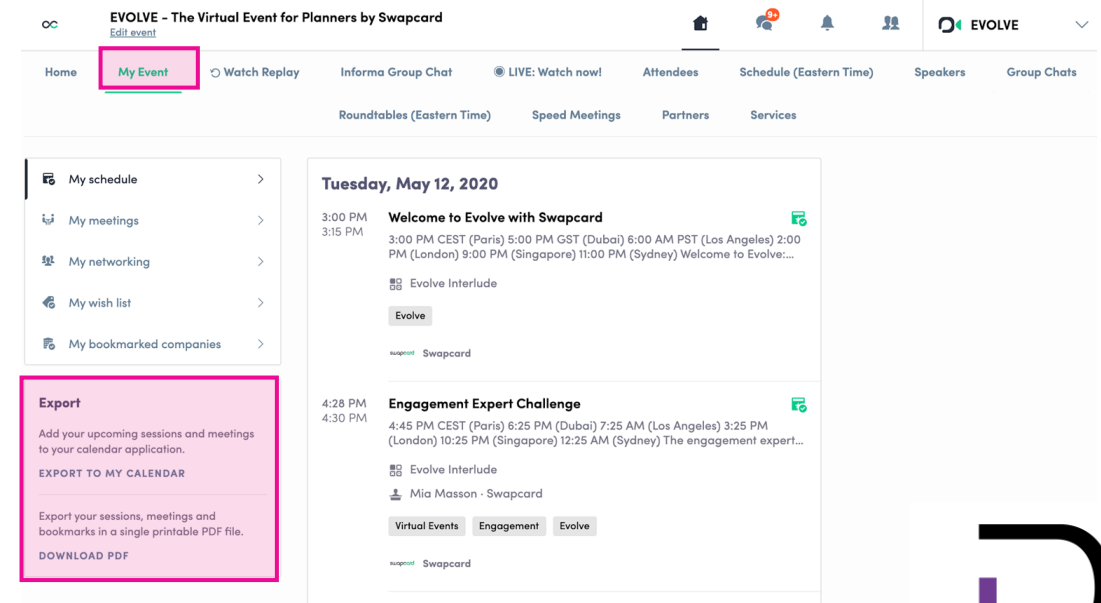


The tab “**My Event**” allows you to see your own schedule. Here you can find the **sessions**, **sponsors** and **partners** you bookmarked, your confirmed **meetings** and more.

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.



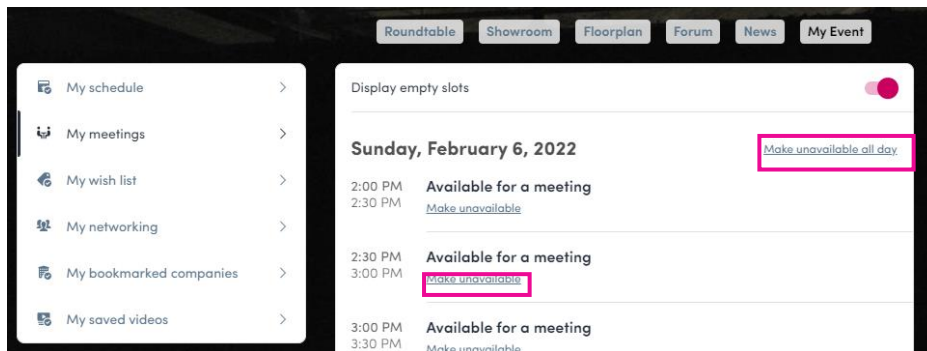
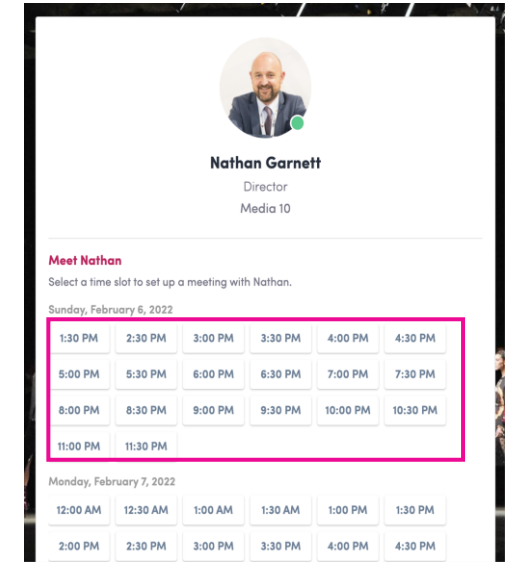
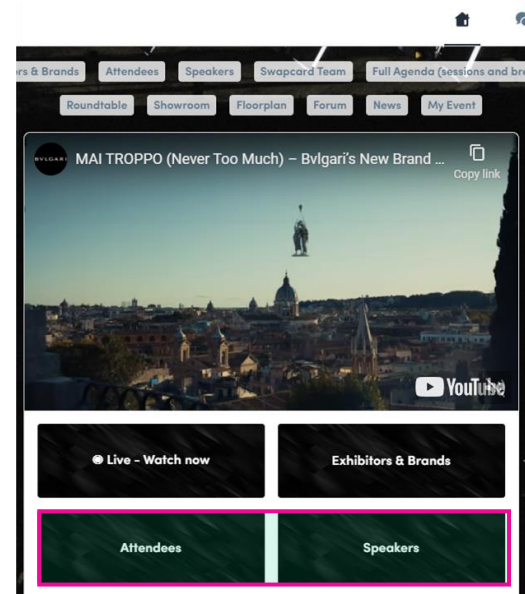
Networking



Networking

From the home page or the top navigation bar you can view our other 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 **time slots** 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 LinkedIn profile for Nathan Garnett, Director at Media 10. Below the profile is a meeting scheduling interface for February 6, 2022, and February 7, 2022. The interface includes a grid of time slots for meetings. A dialog box titled 'Connect with Nathan' is overlaid on the right side, containing the text: 'Sending a connection request with a message is three times more likely to be accepted.' and a prominent 'SEND CONNECTION REQUEST' button.

February 6, 2022				
2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM
5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM
8:30 PM	9:00 PM	9:30 PM	10:00 PM	10:30 PM
11:30 PM				

February 7, 2022				
12:30 AM	1:00 AM	1:30 AM	1:00 PM	1:30 PM
2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM

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.

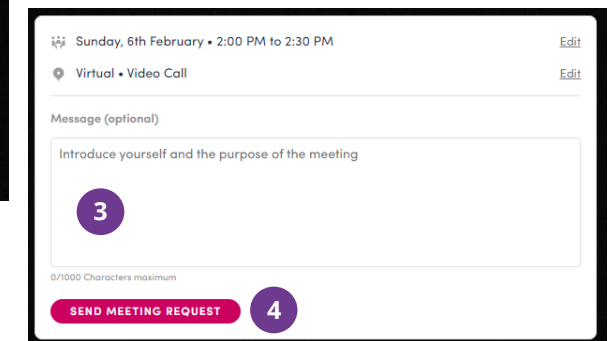
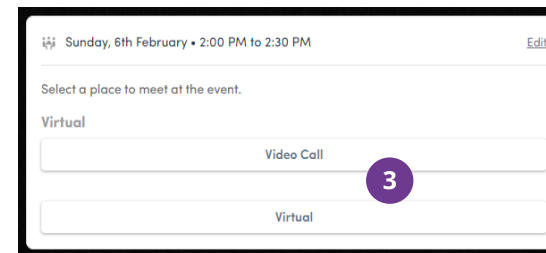
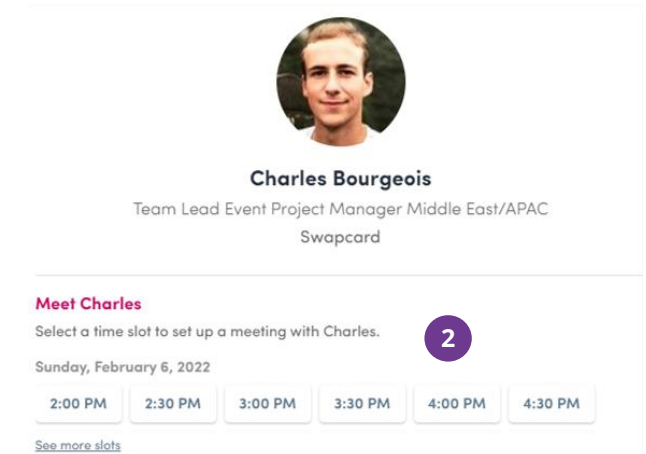
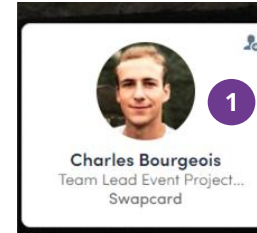
You will be able to find a full list of your connections in **“My Event”** under **“My Networking.”**

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.
For more information [click here](#).**

Enjoy the event!

