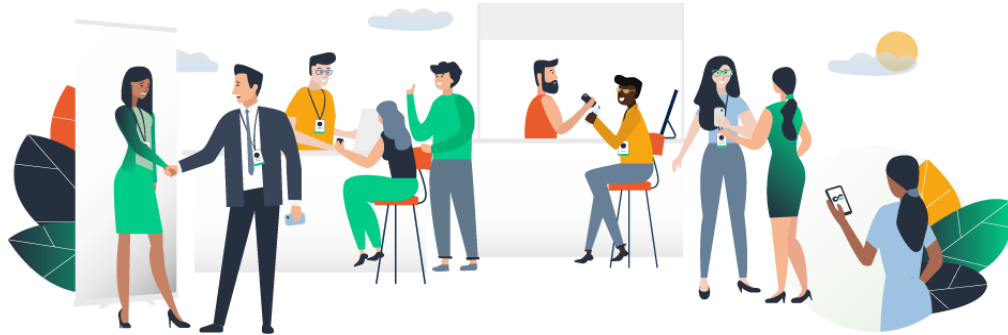


HOW TO GUIDE



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.

An email interface with a light grey background. At the top, there are four small icons: a house, a speech bubble, a bell, and two people. Below these is a white box with the heading "Welcome, create a password" in bold. Underneath is a line of text: "In order to log in the next time that you want to use the web or mobile app." Below that is a "Password *" label. A text input field contains the placeholder "Define new password". To the right of the input field is a green circular button with a white right-pointing arrow. Below the input field, in small text, it says "At least 6 characters".

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

An email body with a light grey background. At the top, there is a header section with the "swapcard" logo and the tagline "Empower Meaningful Encounters" on the left, and an illustration of a group of people in business attire on the right. Below this is the heading "Event Name" in bold. The main text starts with "Hello Jane," followed by a paragraph: "Get ahead of the game and prepare for 'Event Name' to save yourself time and get the most out of your event." Below this is another paragraph: "Swapcard app makes it easy to access the event content and connect with the right people in advance." Then, a paragraph: "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." This is followed by the question "Are you ready to join your event community?". At the bottom, there is a green rounded rectangular button with the text "LET'S GET STARTED!" in white, uppercase letters.

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

A screenshot of the login page for swapcard. At the top is the swapcard logo. Below it, the text "Welcome," is displayed. A message says "Please enter the email address you provided during event registration." Below this is a label "Email address" and a text input field with the placeholder "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 support [here](#).

How to join an event with an event code?*



The **event code** can be used to access the event without registering first.

- 1 Follow the steps presented in the previous slide **“Logging in...”**
- 2 Once logged-in, click **“Join an event”**
- 3 Enter the code shared by the organizer and click the arrow to access the event.

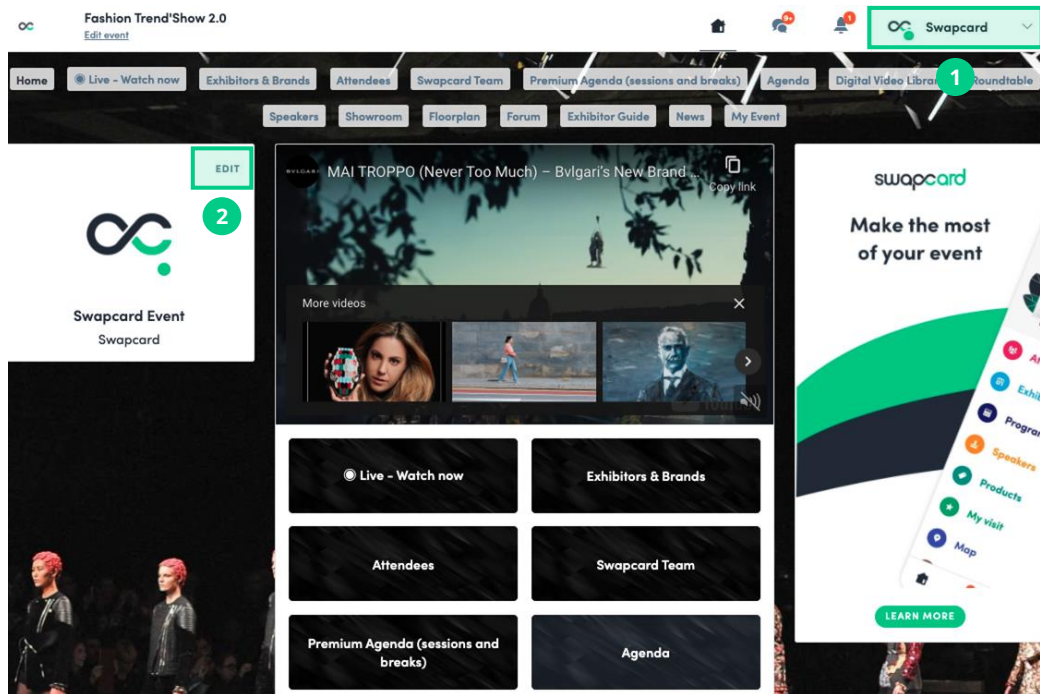
The screenshot shows the Swapcard web interface. At the top right, there's a navigation bar with icons for home, notifications, and a user profile labeled 'Anaïs'. Below this is a 'Looking for an event?' section with a 'JOIN AN EVENT' button highlighted by a green box and a green circle with the number 2. To the right of this is a 'Organizing events?' section. In the center, a modal window titled 'Looking for an event?' is open. It has a close button (X) in the top right corner. The modal contains two options: 'Use the secret event code' and 'Or enter the email address you used to register for the event.' The first option is selected and highlighted with a green box and a green circle with the number 3. It includes a text input field labeled 'Event code *' with the placeholder 'Enter the event code' and a green arrow button to the right. The second option is unselected and includes a text input field labeled 'Email address *' with the placeholder 'Enter your email address' and a green arrow button to the right.

- i** * **Note:** this option only applies if the event organizer has enabled the event code functionality.

AVAILABLE FEATURES

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)

A screenshot of a user profile page for "EVOLVE Team" on the Swapcard platform. The profile includes a logo, a title "Event Planner", and a bio. It has four main sections: "About me", "Social media", and "Contact details", each with an "EDIT" button. The "About me" section includes a description of the team and fields for "Country" and "City". The "Social media" section shows icons for LinkedIn, Twitter, Facebook, YouTube, and Instagram. The "Contact details" section includes fields for mobile and landline phone numbers, an email address, and a website URL.

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

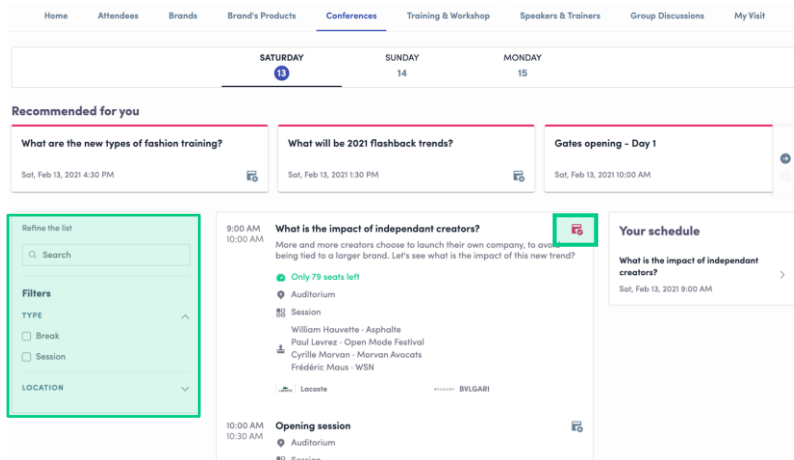
<https://evolve.swapcard.com/>

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 organizer

How the schedule works

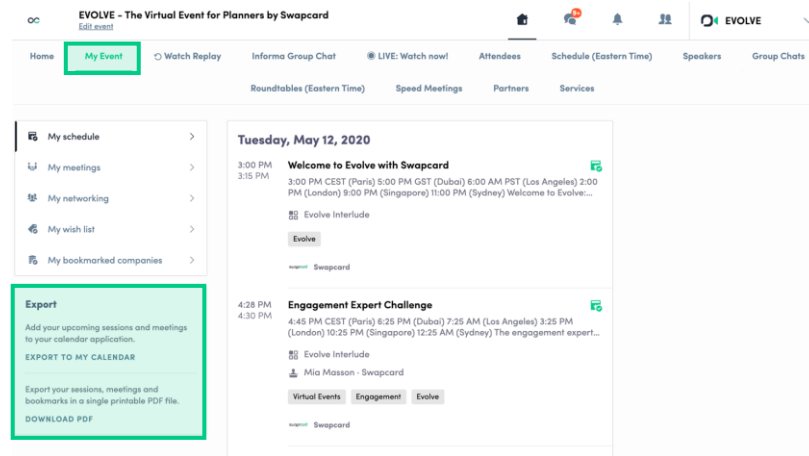


The tab **"My Event"** allows you to see your own schedule. Here you can find the **sessions**, **sponsors** and **partners** you bookmarked, your confirmed **meetings** and more.

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.



How to access an ongoing live session

There are several ways to access an ongoing live session.

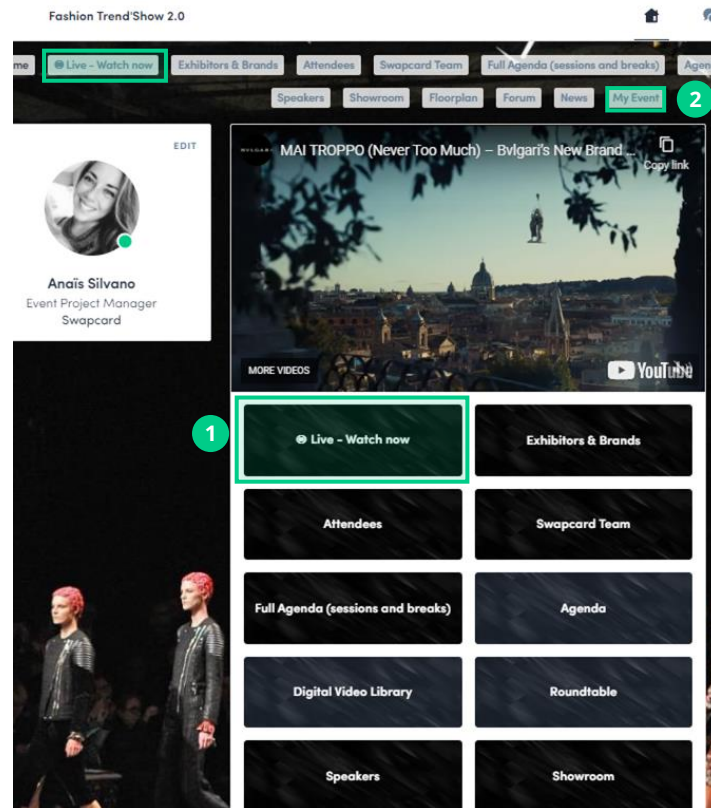
1

From your **Event Home**, click the “**Live session**” button. If there is a live session, the live button should also be present as a tab on the top navigation bar.

You will get redirected to the ongoing session, or the following one if nothing is happening at that time.

2

You can also access it from the “**Event schedule**” or “**My Event**” tab. Click on the ongoing session to reach the session page.



How to access a streaming session



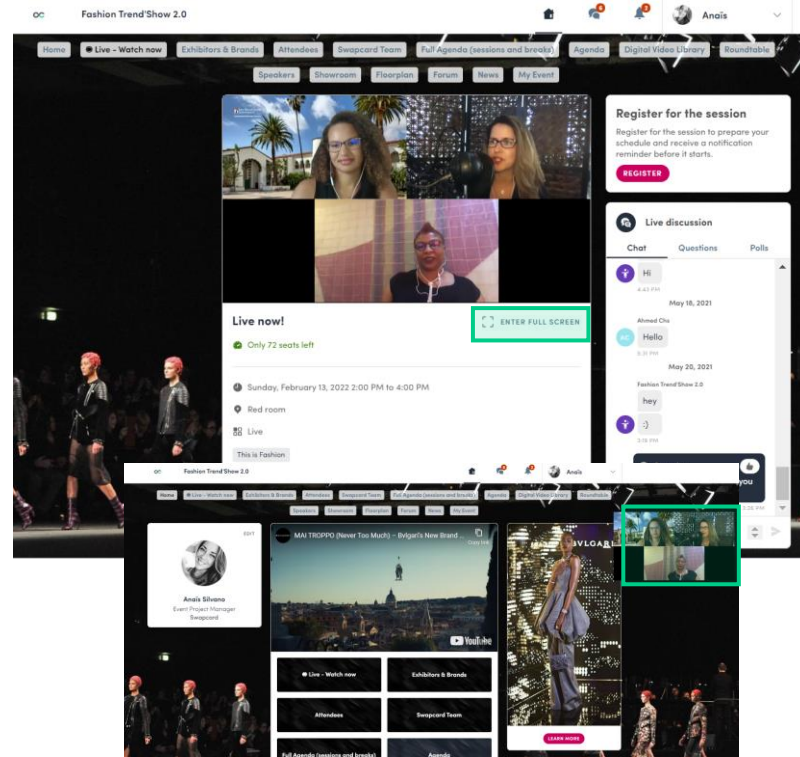
Less than **24 hours** before a live stream session a countdown will show on the session page

Streaming will start Monday, April 20, 2020 4:40 PM

06 03 17
1A

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically. You can refresh the page if it does not.

You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app while watching the session in a **pop-out window**.




How to interact during a session

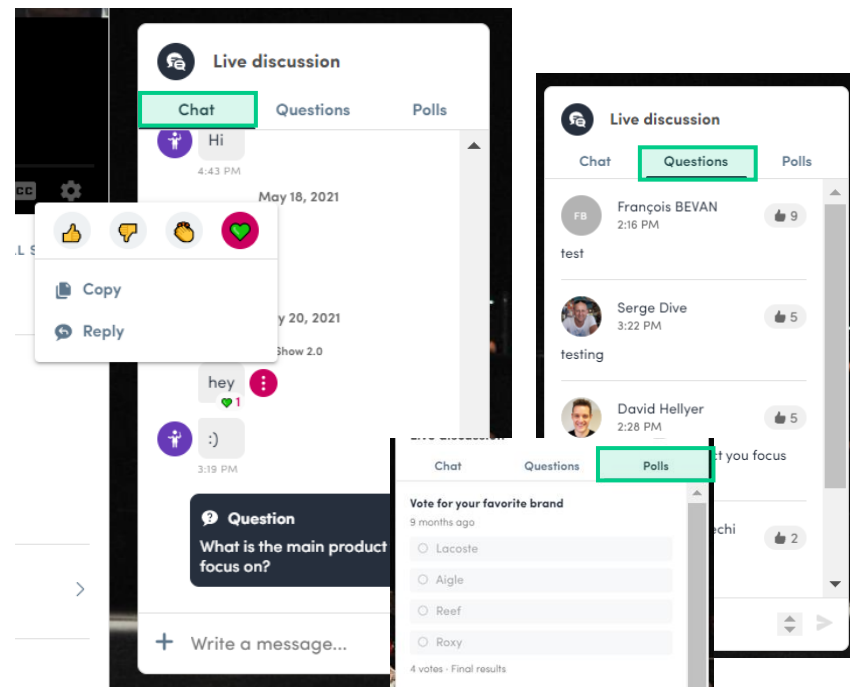


With “**Live discussion**,” you can **chat** with other attendees, ask **questions** to the speakers, and answer **polls** created by the organizers or speakers.

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

Questions will be sorted by upvotes where the most liked questions will rise to the top.

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

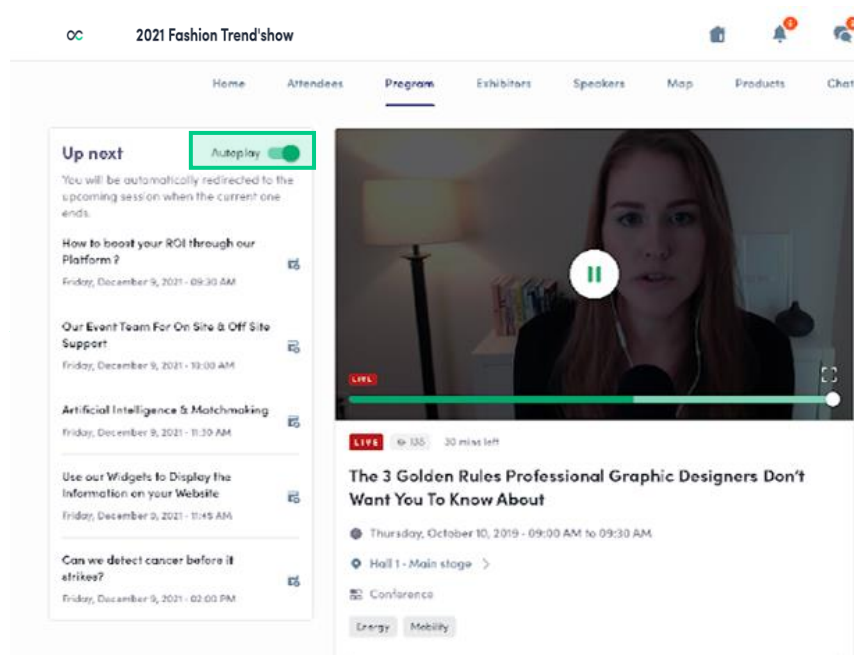


What is auto-follow?

The auto-follow feature is activated by default when you click on a “Live” schedule button.

This feature allows a seamless experience when watching sessions since it will take you from one session to the next every time a session is completed.

To deactivate it, simply **toggle it off** on the upper left side of your screen.



Note: The auto-follow is never active if you arrive on the session page without clicking a live button or tab.

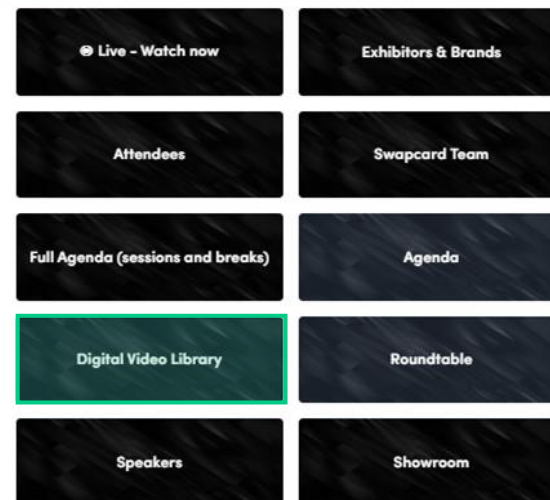
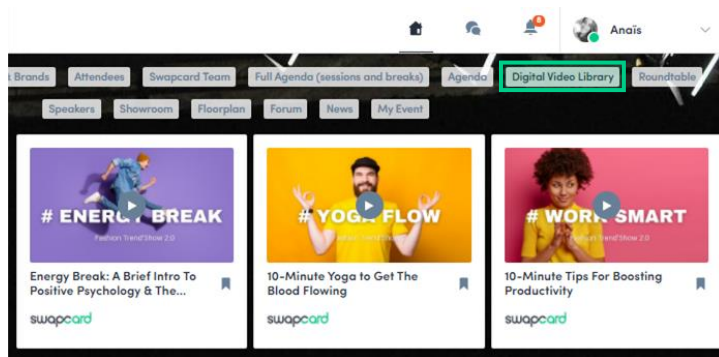
How to watch sessions on-demand?



The event organizer can make sessions available to watch on-demand.

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

There may be an **On-demand, Replay** or **Digital Video Library** button added by the organizer on the homepage. This is where content is available to watch after the event has ended.



AVAILABLE FEATURES

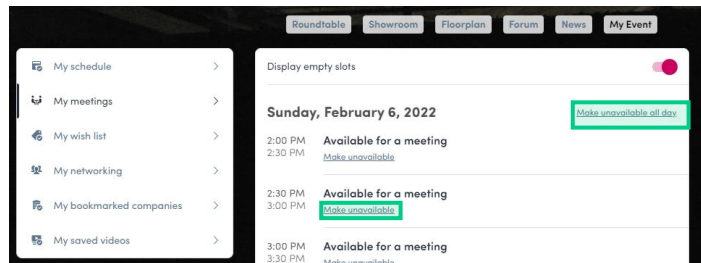
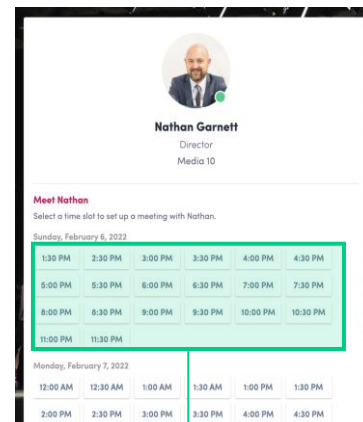
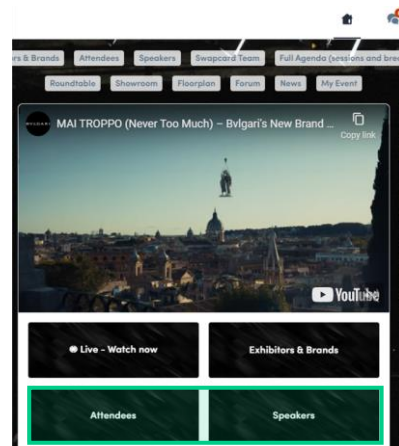
NETWORKING

Networking



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

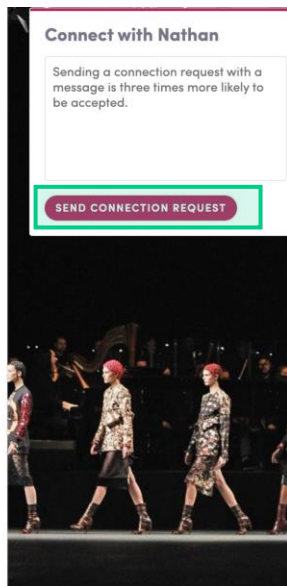
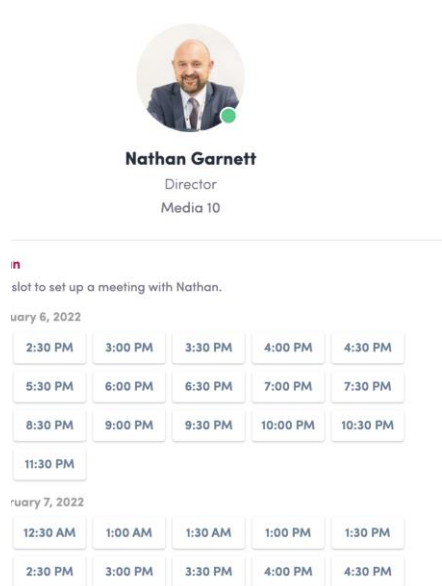
Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face depending on how the event is organized.



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



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."**

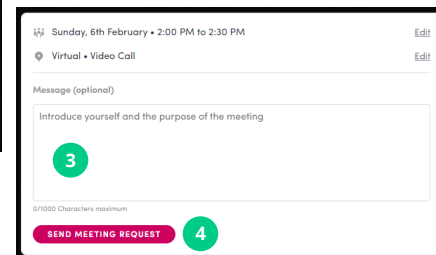
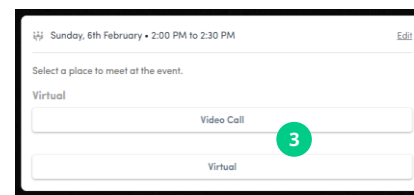
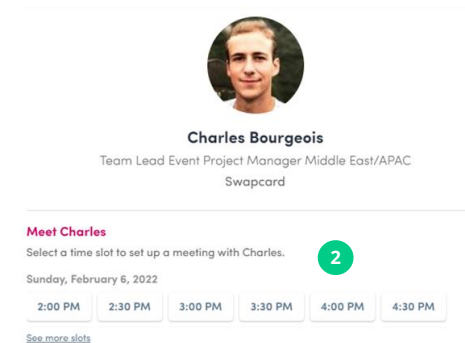
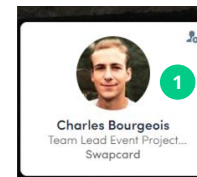


Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

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**"



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

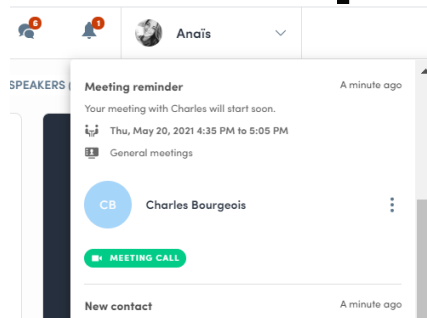
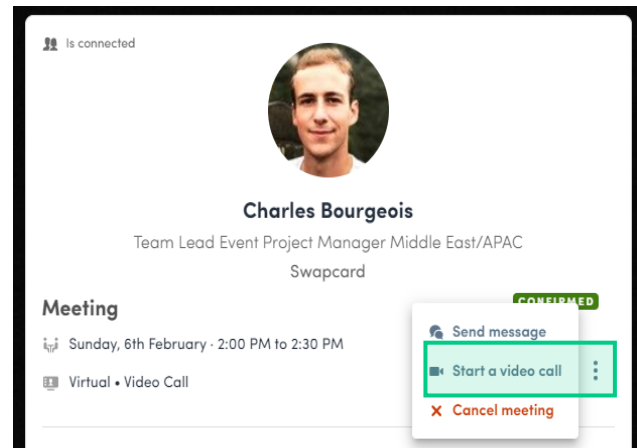
How to have a virtual meeting?

5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the **“Meeting call”** button.

This will launch the video call. This button is only available if the meeting is confirmed.

Note: You can also access a meeting directly from the meeting notification.



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

If needed, click [here](#) to ask
our team for support.

GET READY !