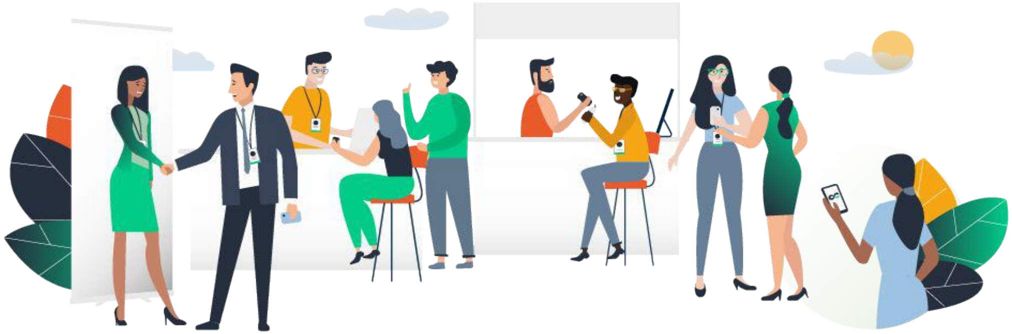
HOW TO GUIDE

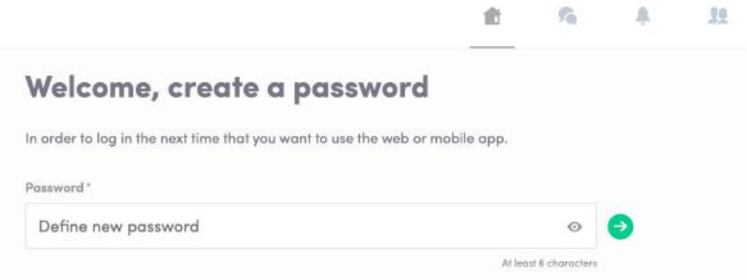


ACCESS THE APP

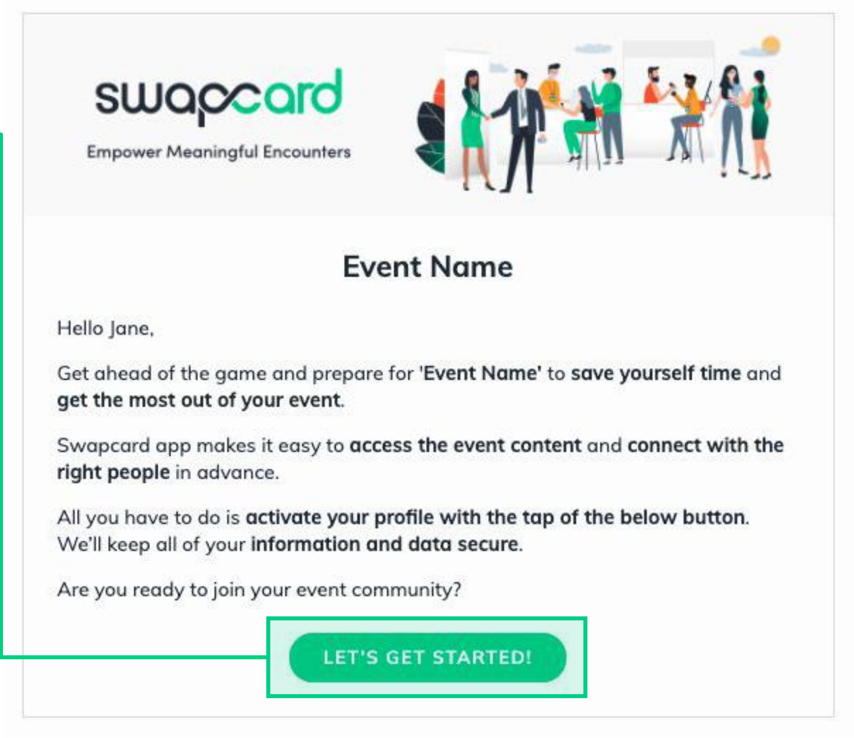
LOGIN

Logging in for the first time

You will receive an email similar to **this one** with a button redirecting to a login page. It will lead you to your account that was automatically pre-created by the platform after your registered to the event. A window will then suggest creating a password for your account.



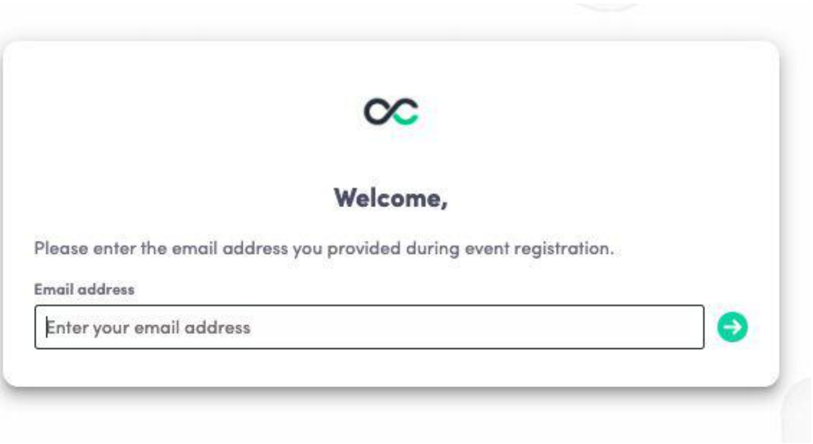
You can also access the event from your phone by downloading the Swapcard app ([iOS]/[Androïd])



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 to your event, then enter your password.
Click the arrow to connect.



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.

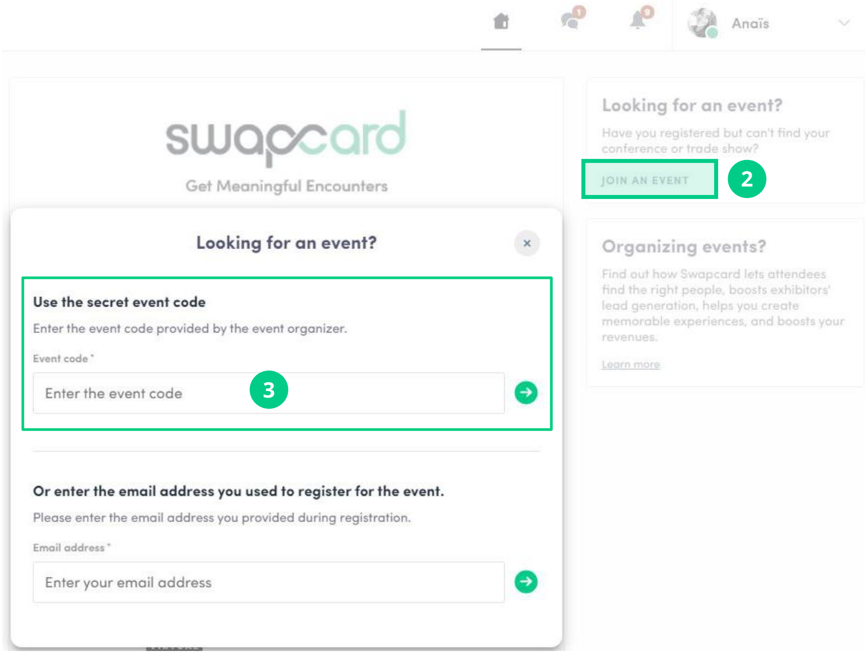
How to join an event with an event code?*

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

1. Follow the steps presented in the previous slides **"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.

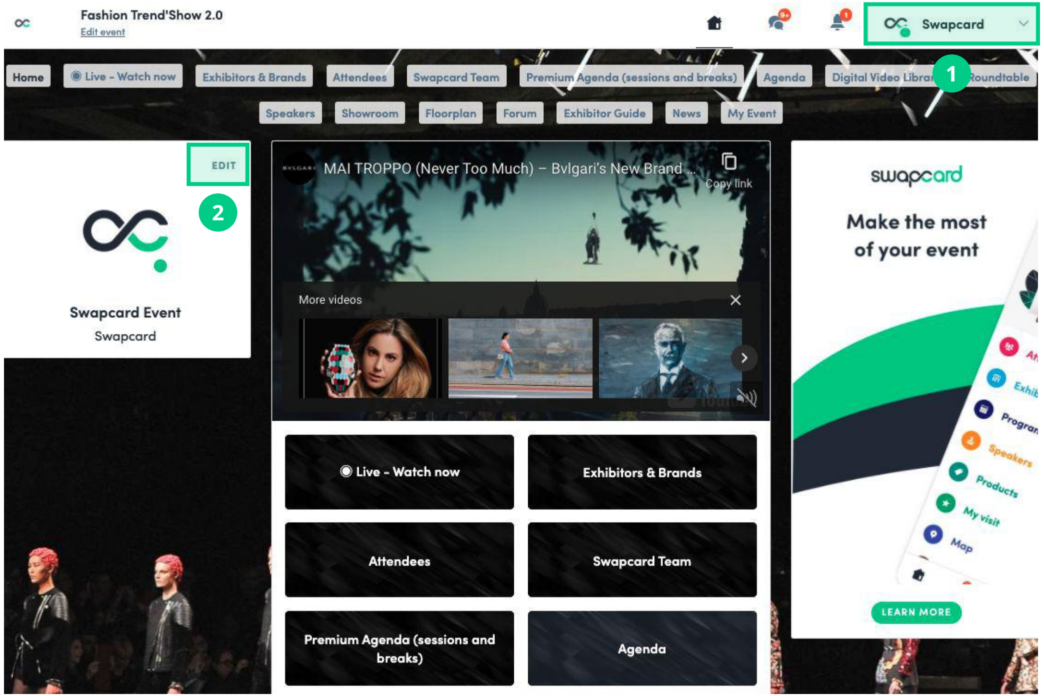


* **Note:** this option only applies if the event organizer has enabled the event code functionality.

AVAILABLE FEATURES

CONTENT

How to edit your profile (1/2)



There are two ways of **accessing your profile**:

1

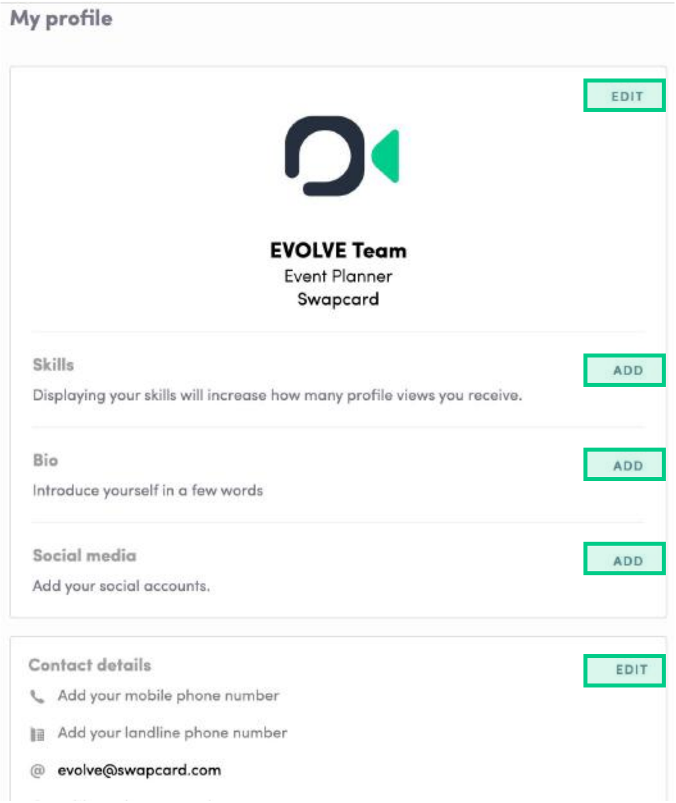
From the drop-down on the upper-right corner of your screen, click **My profile**.

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)

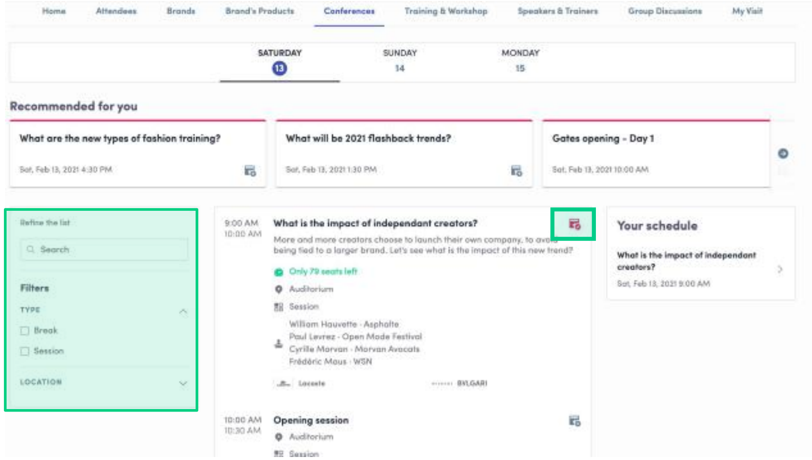


To edit your profile, click **Edit** or **Add** next to the information section you want to edit.

Here is the information you can edit:

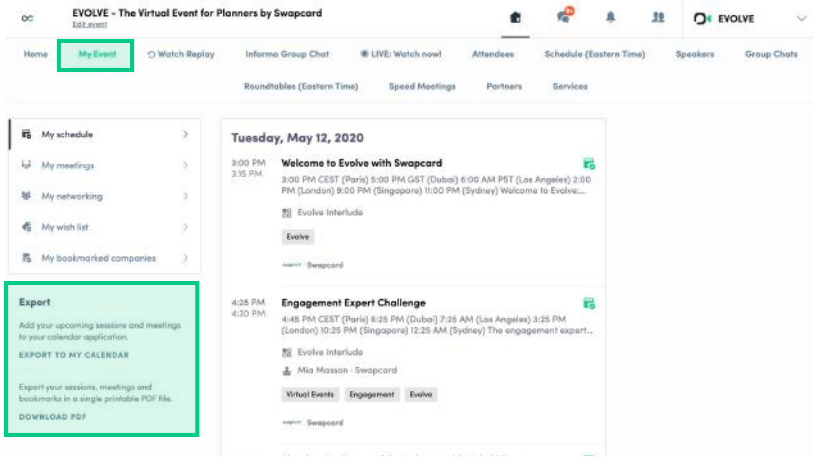
- Personal information
- Skills
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organizer

How the schedule works



The schedule/agenda button gives you an overview of the sessions of the event. You can register to 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.



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".

How to access an ongoing live session

There are several ways of accessing
an ongoing live session.

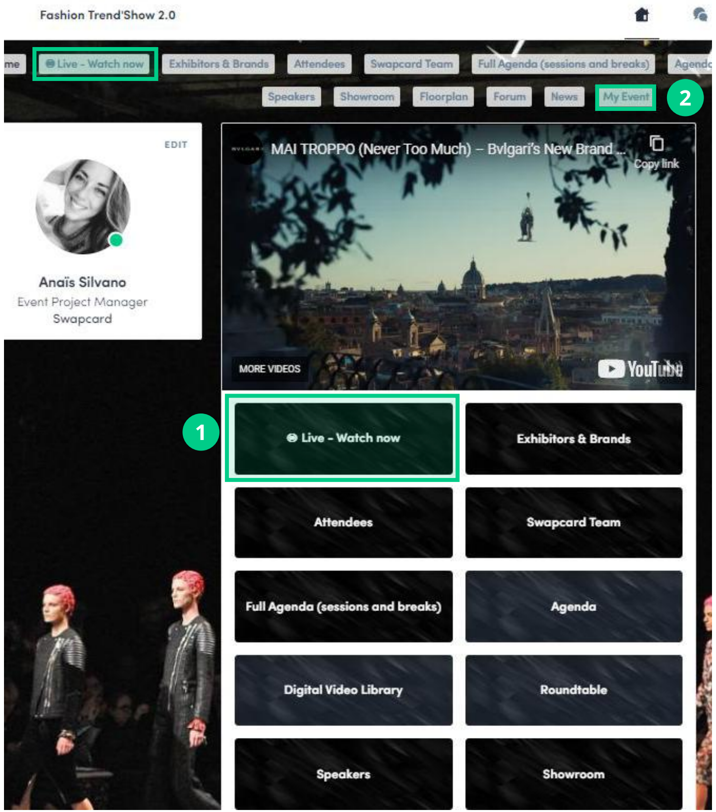
1

From your **Event Home**, click the **Live session** button. If there is one, 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.

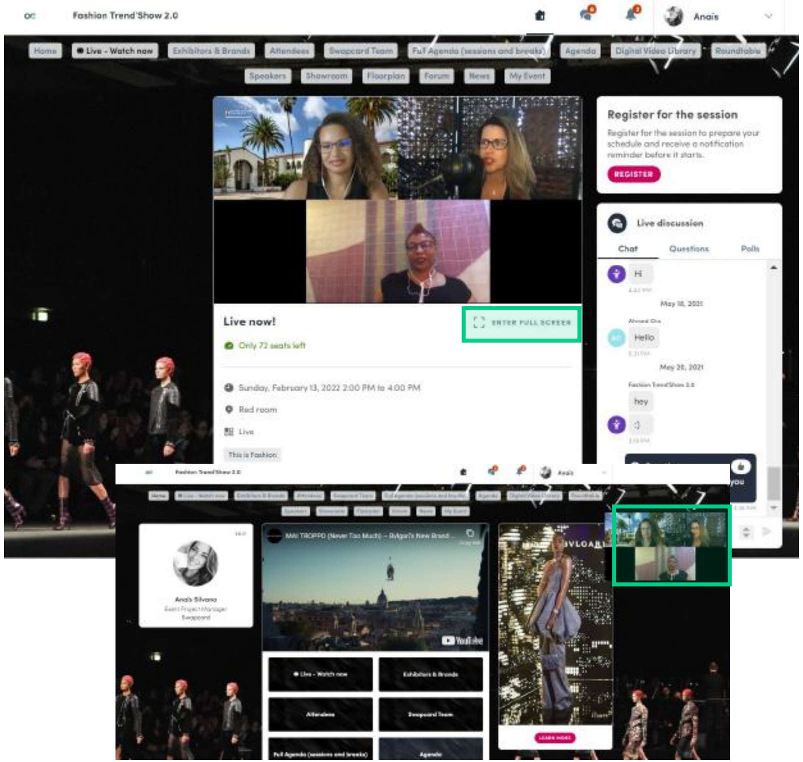


How to access a streaming session

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

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**.



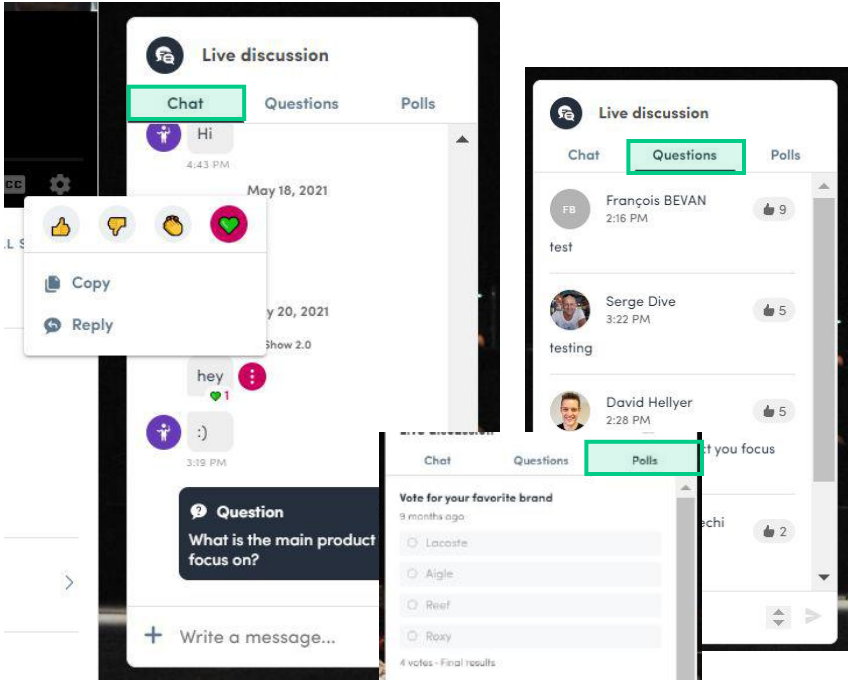
How to interact during a session

Using the **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, click on the bubble on the bottom right to open it.

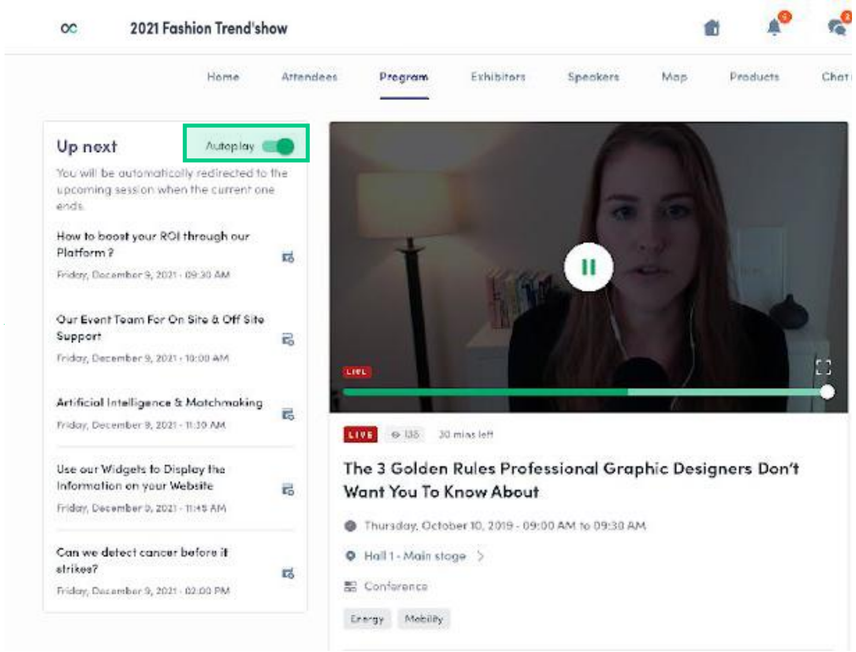


What is auto-follow?

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 be taking 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.



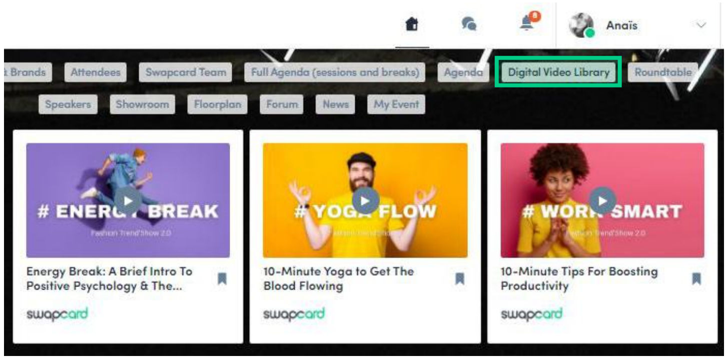
Note: The auto-follow is never active if you arrive on the session page without clicking a live button or tab.

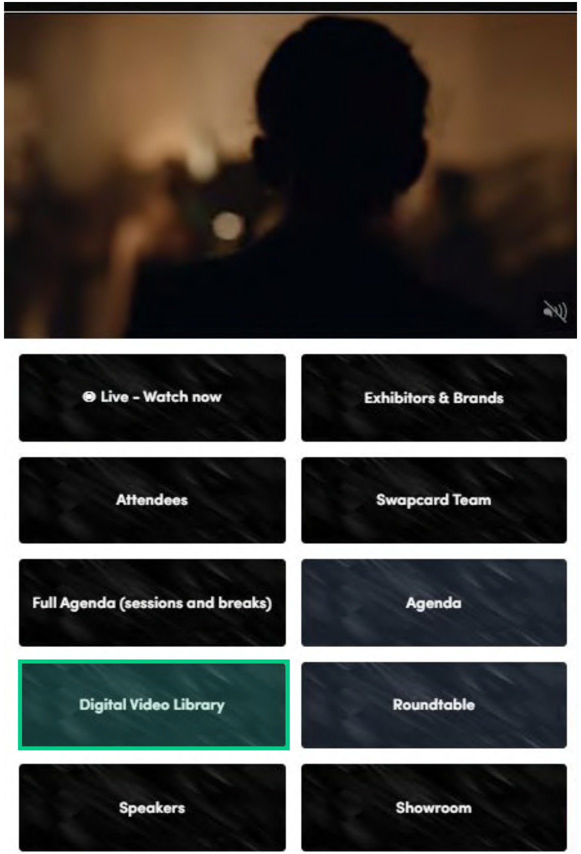
How to watch sessions on-demand?

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, where content is available to watch after the event has ended.





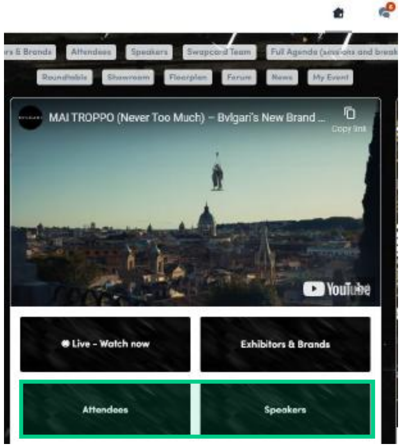
AVAILABLE FEATURES

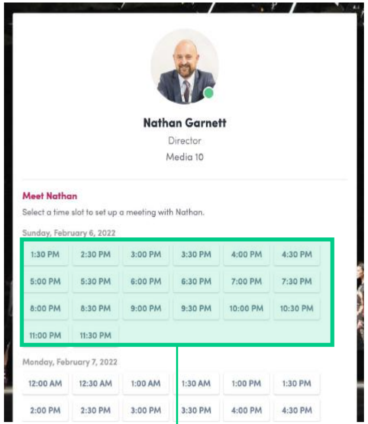
NETWORKING

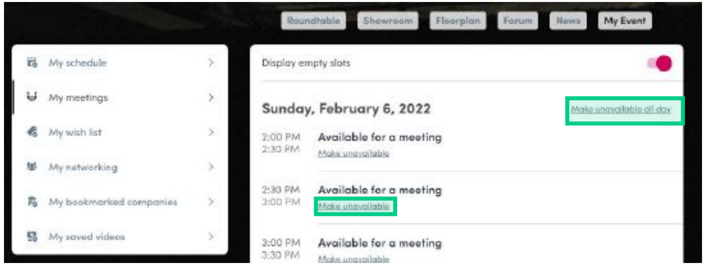
Networking

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.



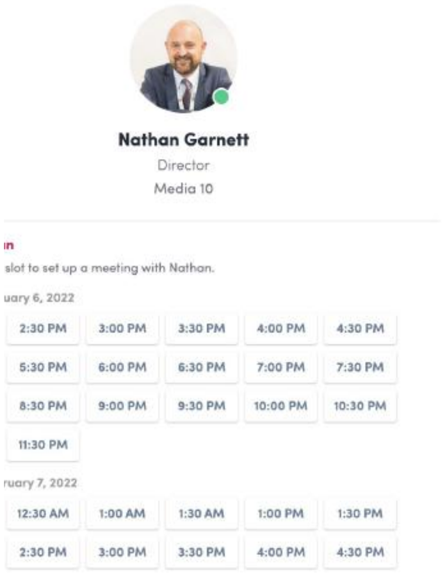


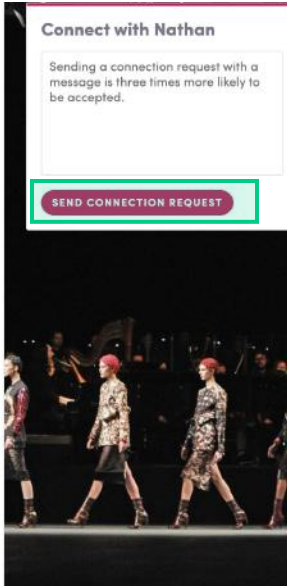


If you see **time slots** appearing on people's profiles, it means that the organizer has made it possible for you to book meetings with them. Slots disappear once booked.

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.

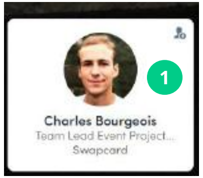
Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

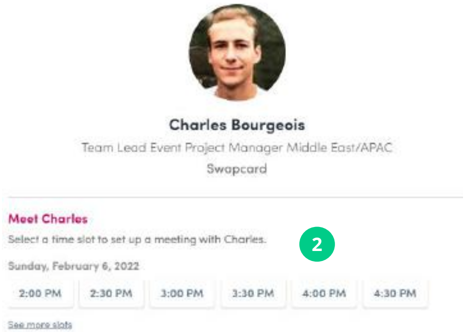
You will be able to find a full list of your connections in **"My Event"** and going to "**My Networking"**

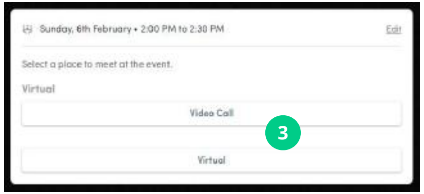
Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

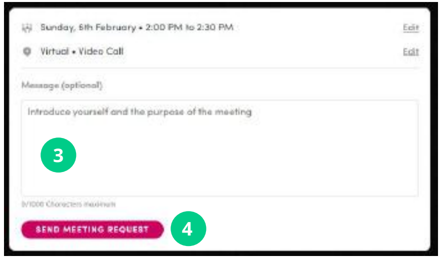
How to request a meeting

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**









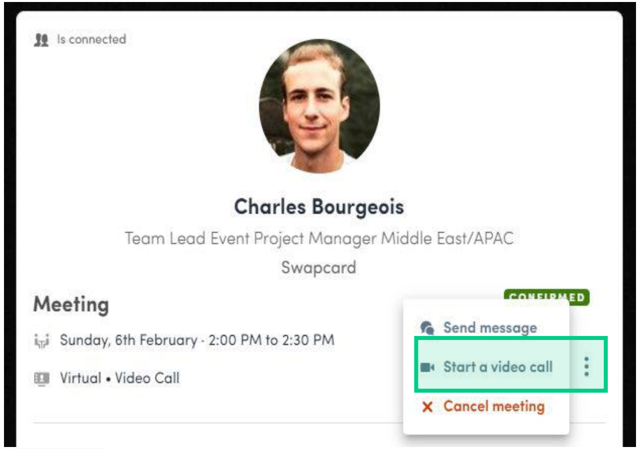
Note: If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.

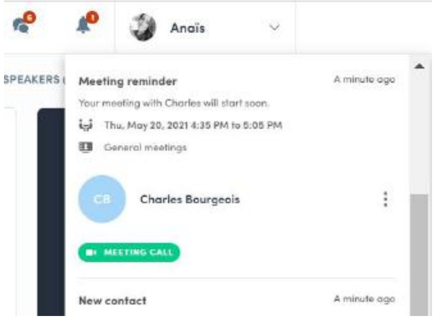
How to have a virtual meeting?

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 !