EXHIBITOR HOW-TO GUIDE

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SUMMARY

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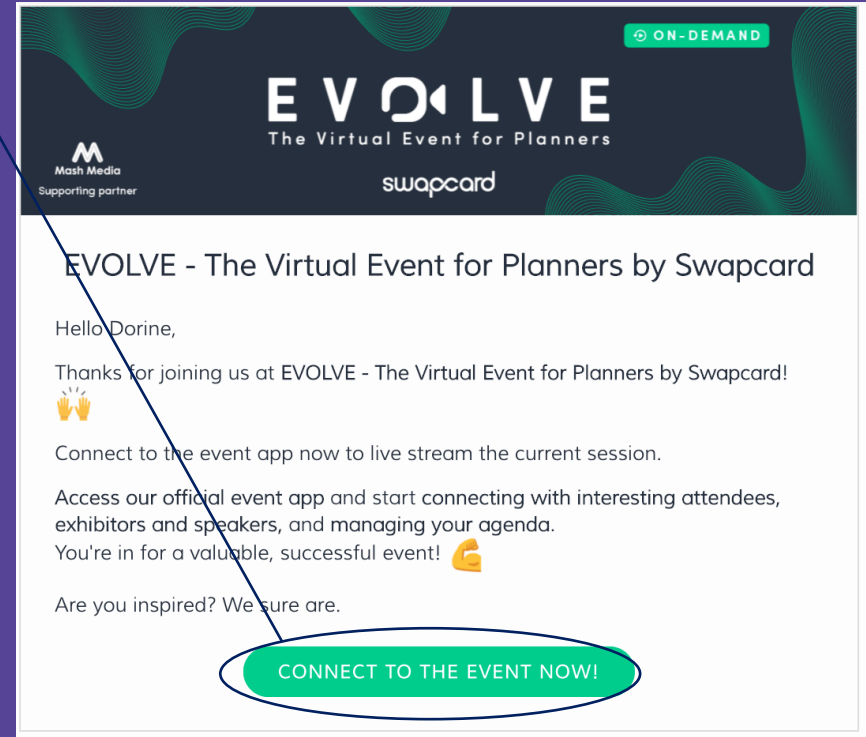tech

How to log in for the first time?

You will receive an email similar to the below with a button redirecting to a login page. Your account is automatically pre-created by the event organizer.

A window will then suggest that you create a password for your account.

Note : If you don't see this email in your mailbox, please check your spam.

How to login when I have an account?

Access your account on login.swapcard.com
Enter the email you used to register to your event and the password you've created before. Then, click on the green arrow to connect.

Login

Type the email address you provided during event registration.

Email address*

Insert your email address

Or scan my badge

Note : if you have forgotten your password after entering your email, click on **send me a magic link**. You'll receive in your mailbox an email to reset your password.
If you need any help, please contact support@swapcard.com

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How to edit my profile? (1/2)
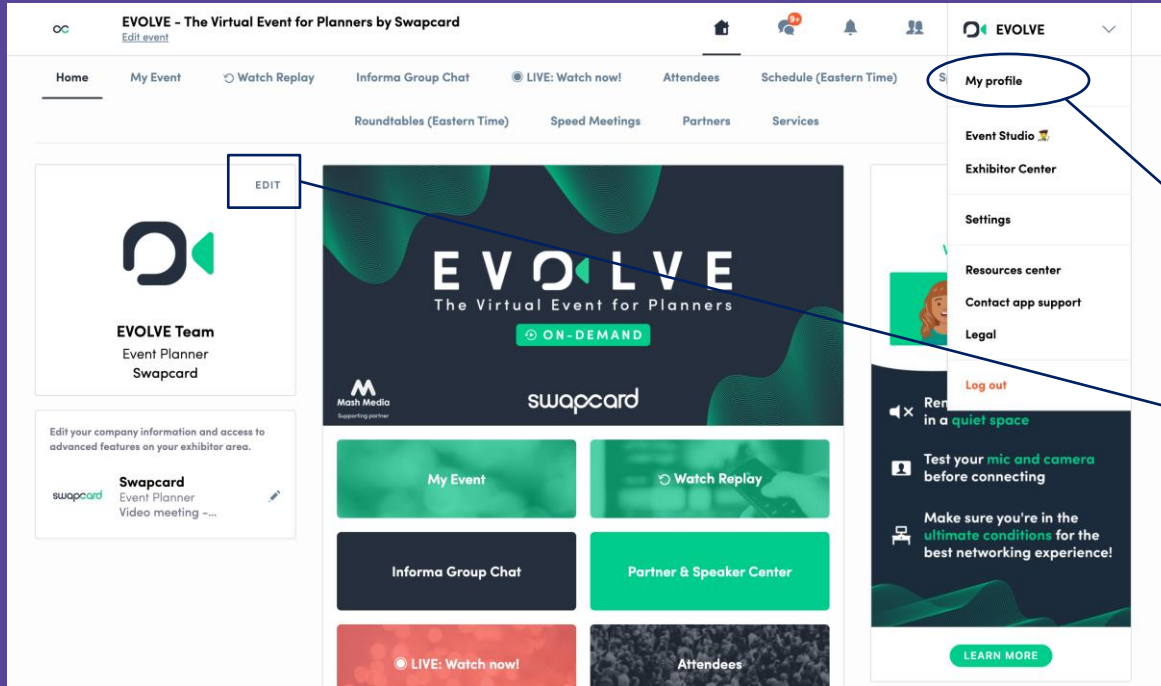
There are two ways for you to access your profile :

- On the upper-right corner of your screen, click on **My profile**.

- On the left side of your screen next to your photo, click on **Edit**.

You'll be redirected to your profile details.

How to edit my profile? (2/2)

My profile

EDIT

EVOLVE Team
Event Planner
Swapcard

Skills
ADD
Displaying your skills will increase how many profile views you receive.

Bio
ADD
Introduce yourself in a few words

Social media
ADD
Add your social accounts.

Contact details
EDIT
📞 Add your mobile phone number
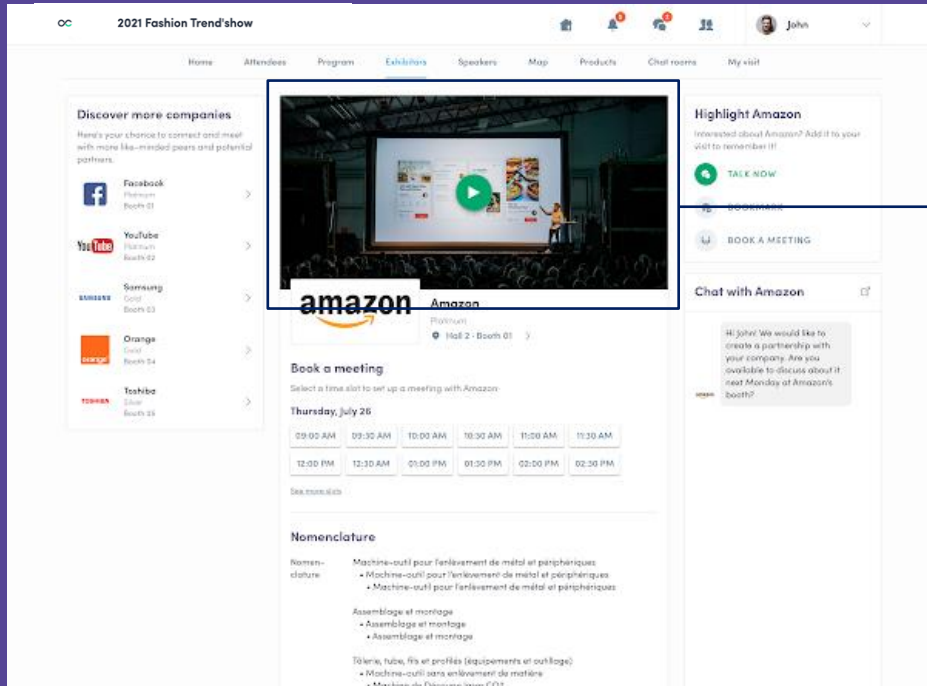📇 Add your landline phone number
@ **evolve@swapcard.com**

To edit the information on your profile, simply click on the **Edit** or **Add** parts depending on which type of information you want to edit.

Here is the information you can edit on your profile :

- Personal information
- Skills
- Biography
- Social Media
- Contact details
- Company

How to add a video to my company profile?

As an exhibitor, you are able to upload an image, a live banner, or a video to your company homepage.

To upload a file, go to your exhibitor center and click on « Company Profile ». In the first part, click on « Edit ».

You will then be able to add your image file or video ID (Youtube or Vimeo) as a banner.

Viewing the agenda

The agenda tab displays all the sessions during the event. You can easily register for sessions by clicking on this logo.

Note : You can refine your search by using **filters** located on the left side of the screen.
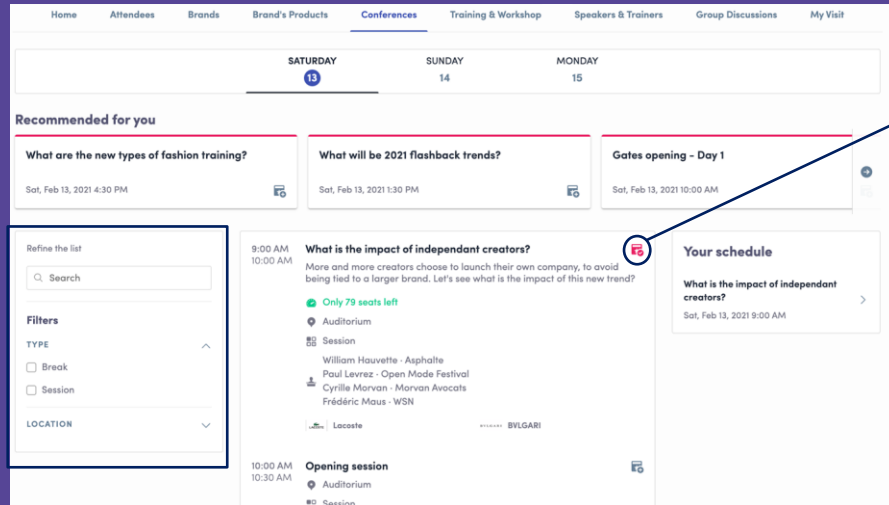
The "**My Event**" tab allows you to see your own schedule. You can find the **sessions** you are attending, the **sponsors** and **partners** you have bookmarked, as well as your confirmed **meetings**.

You can **export your program** by clicking "Export to my calendar" or "Download PDF."
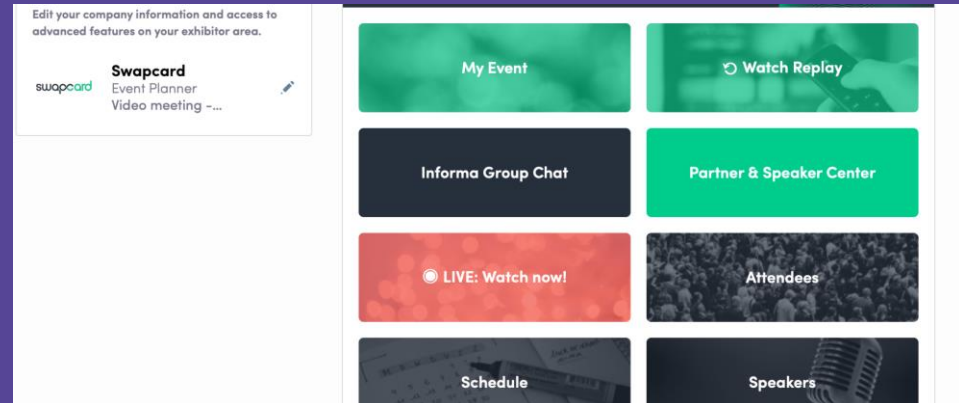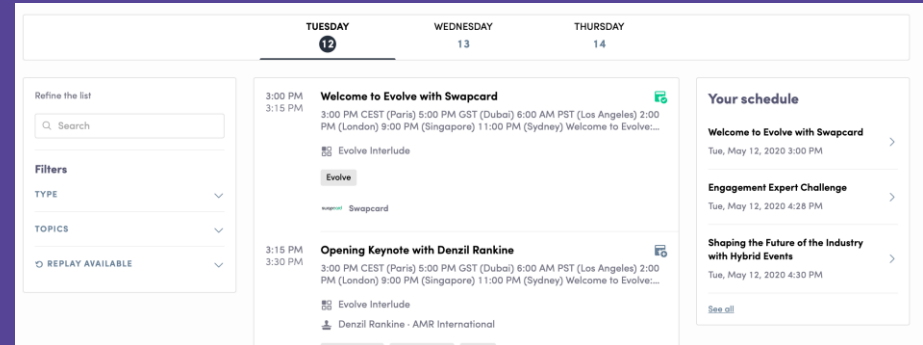
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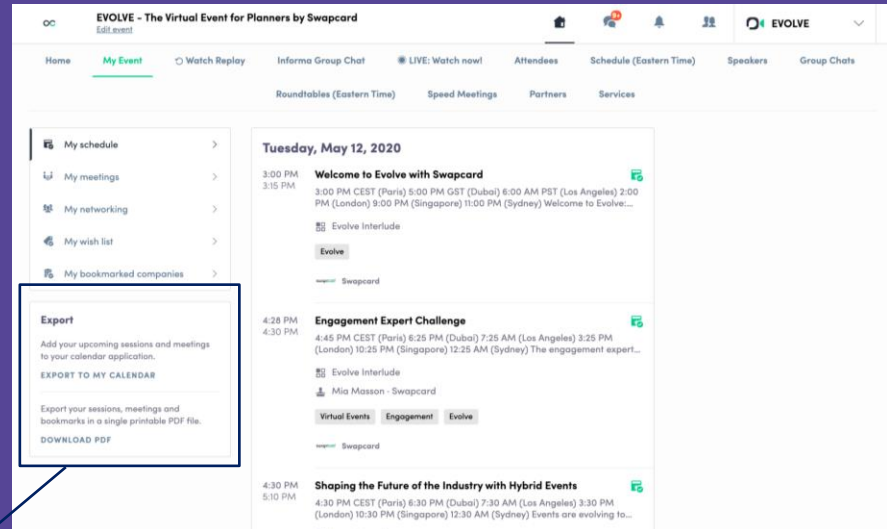
How to access a live streaming session ?

From your **Event schedule** or **My Event** tab, click on the current session you want to follow. This will take you to the session page where the live session is taking place.

You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app.

How to interact during a live session?

Thanks to the **interactivity** part, you are now able to **speak** with other attendees, ask **questions** to the speakers, and answer to different **polls** they will create.

React on other people's messages. Questions will be sorted by upvotes.

How to network?

In the home page of the event, you can access the **Speakers** and **Attendees** lists.

On this list you can identify people of interest, send messages and book video meetings.

If you see time slots appearing on people's profiles, it means they are available for a meeting at that time. Don't miss out – ask for meetings with the people of your choice before all their slots are booked!

You can manage your availability from the "**My Event**" section of the application.

How to make a connection request?

To send a connection request to a person, go to a person's profile (via the list of participants, speakers, or a company profile) and click on Send connection request.

Tip : We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection.
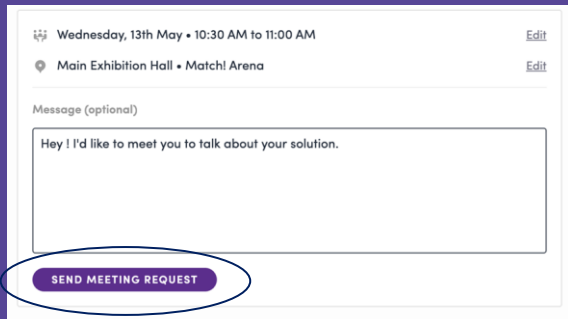
You will be able to find all the people you have been in contact with during an event in the "My Visit" button, My Contacts tab.

How to request a meeting?

Step 1 : Go to a person's profile – by going to the list of participants, speakers, or a sponsor's profile.

Step 2 : Click on one of the proposed meeting slots. To view further available times, click "see more slots".

Step 3 : After selecting a slot and virtual meeting option location, write a message to the person you want to meet and click send meeting request.
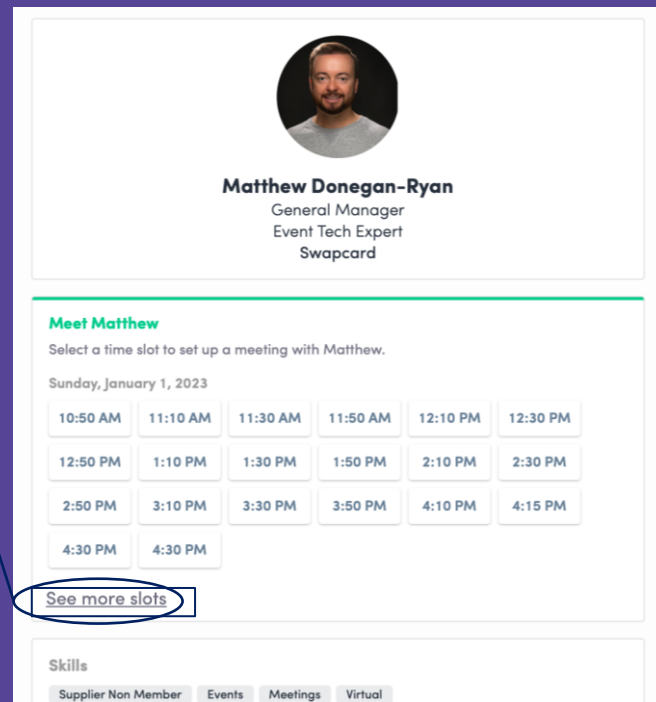
Accessing your virtual meeting

When requesting a meeting during the event you must select the "**virtual meeting**" location option.

A few minutes before the meeting, go to the profile of the participant you're going to meet, and click on the coloured "**Meeting call**" button that will launch the video call (only available if the meeting is confirmed).
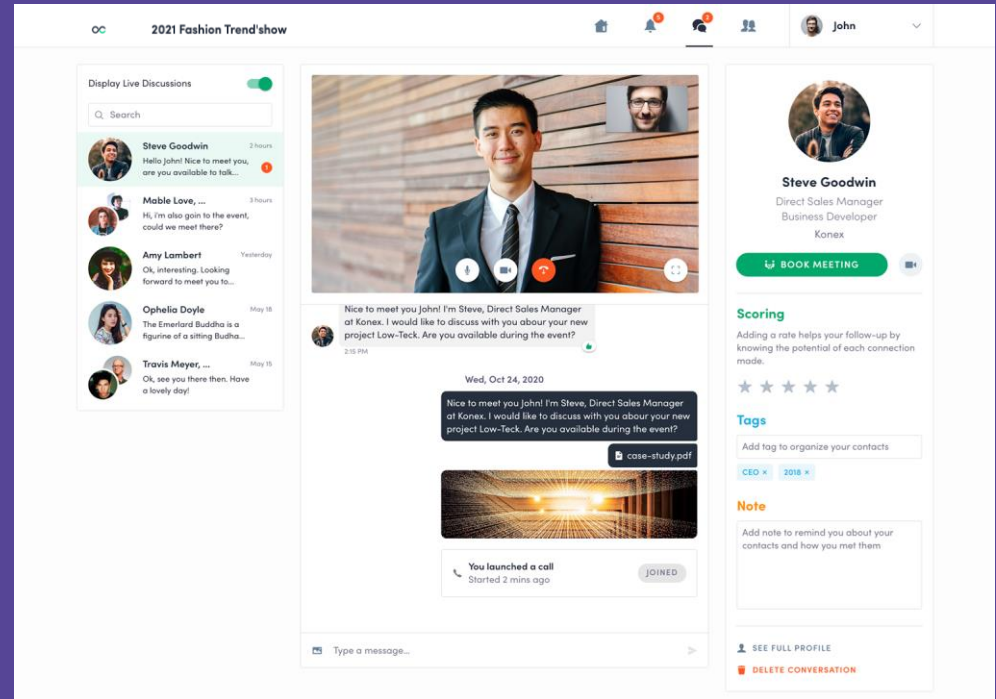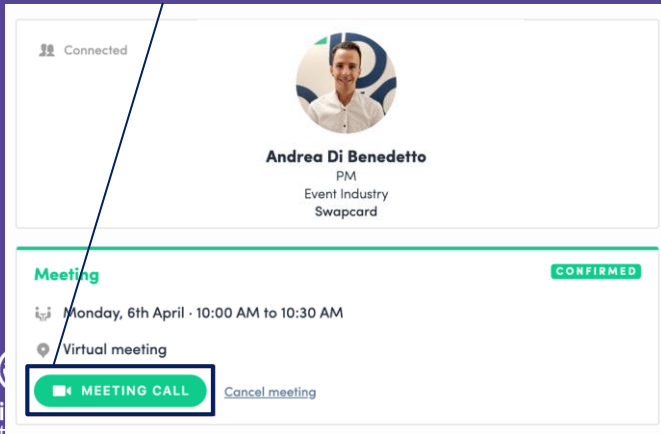
How to assign a teammate to a meeting?
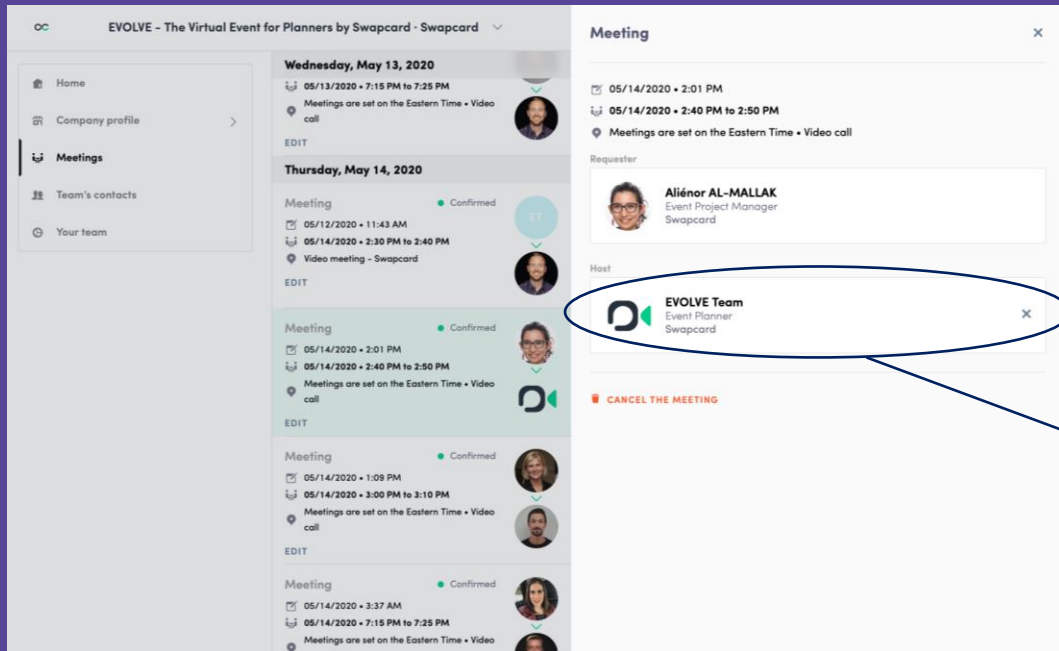
In your exhibitor center, you can manage your teammates' meetings.

Go to the « **Meetings** » tab and see all your team meetings during the event.

To assign or change a teammate assignment meeting, click on the meeting and choose the team member you want to assign.