

# EXHIBITOR HOW-TO GUIDE



Powered by Swapcard

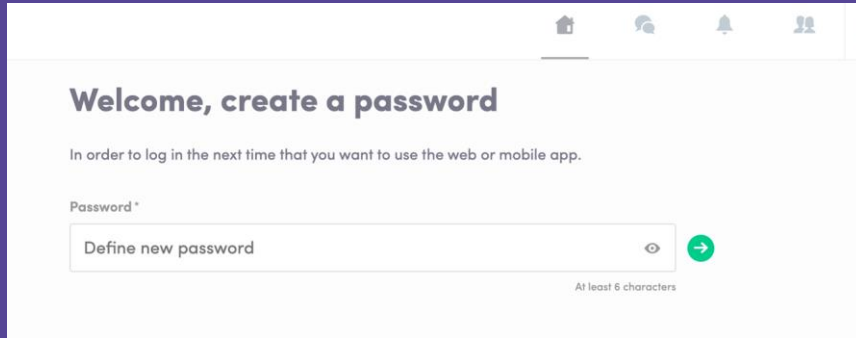
# SUMMARY

1. Access the app	
• How to login for the first time? .....	3
• How to login when I have an account? .....	4
2. Available Features - Content features	
• How to edit my profile? .....	5
• How to add a video in my company profile? ...	7
• Viewing the agenda? .....	8
• How to access a live streaming session? .....	9
• How to interact during a live session? .....	10
3. Available Features - Networking features	
• How to network? .....	11
• How to make a connection request? .....	12
• How to request a meeting? .....	13
• Accessing your virtual meeting .....	14
• How to assign a teammate to a meeting? .....	15

# How to log in for the first time?

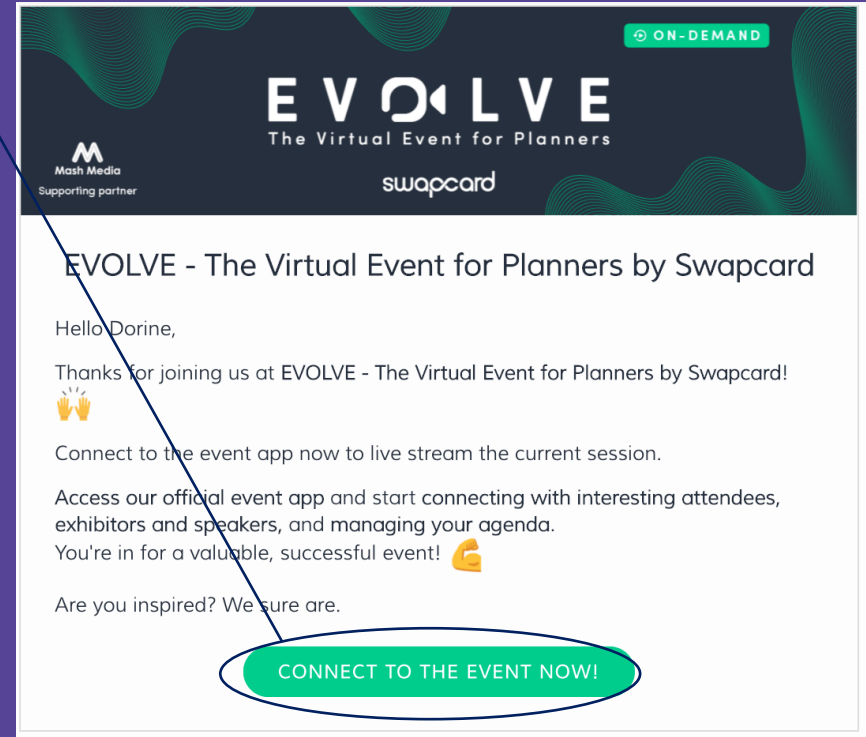
You will receive an email similar to the below with a button redirecting to a login page. Your account is automatically pre-created by the event organizer.

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



The screenshot shows a web interface for creating a password. At the top, there are icons for home, chat, notifications, and profile. The main heading is 'Welcome, create a password'. Below it, a message states: 'In order to log in the next time that you want to use the web or mobile app.' There is a 'Password\*' label above a text input field containing 'Define new password'. To the right of the input field is an eye icon and a green arrow icon. Below the input field, it says 'At least 6 characters'.

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



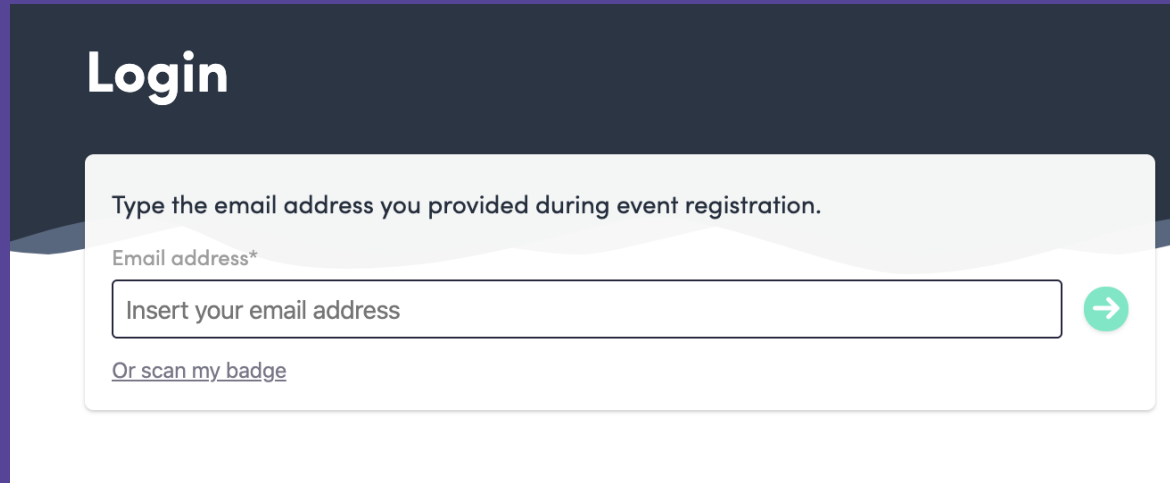
The screenshot shows an email from Swapcard. The header features the 'EVOLVE' logo with the tagline 'The Virtual Event for Planners' and the Swapcard logo. A green 'ON-DEMAND' badge is in the top right. The email body starts with 'Hello Dorine,' followed by 'Thanks for joining us at EVOLVE - The Virtual Event for Planners by Swapcard!' with a clapping hands emoji. It then says 'Connect to the event app now to live stream the current session.' and 'Access our official event app and start connecting with interesting attendees, exhibitors and speakers, and managing your agenda.' with a gift emoji. The next line is 'You're in for a valuable, successful event!' with a gift emoji. The final line is 'Are you inspired? We sure are.' At the bottom, there is a large green button with the text 'CONNECT TO THE EVENT NOW!'. A blue line points from this button to the 'Note' section on the left.

CONNECT TO THE EVENT NOW!

# How to login when I have an account?

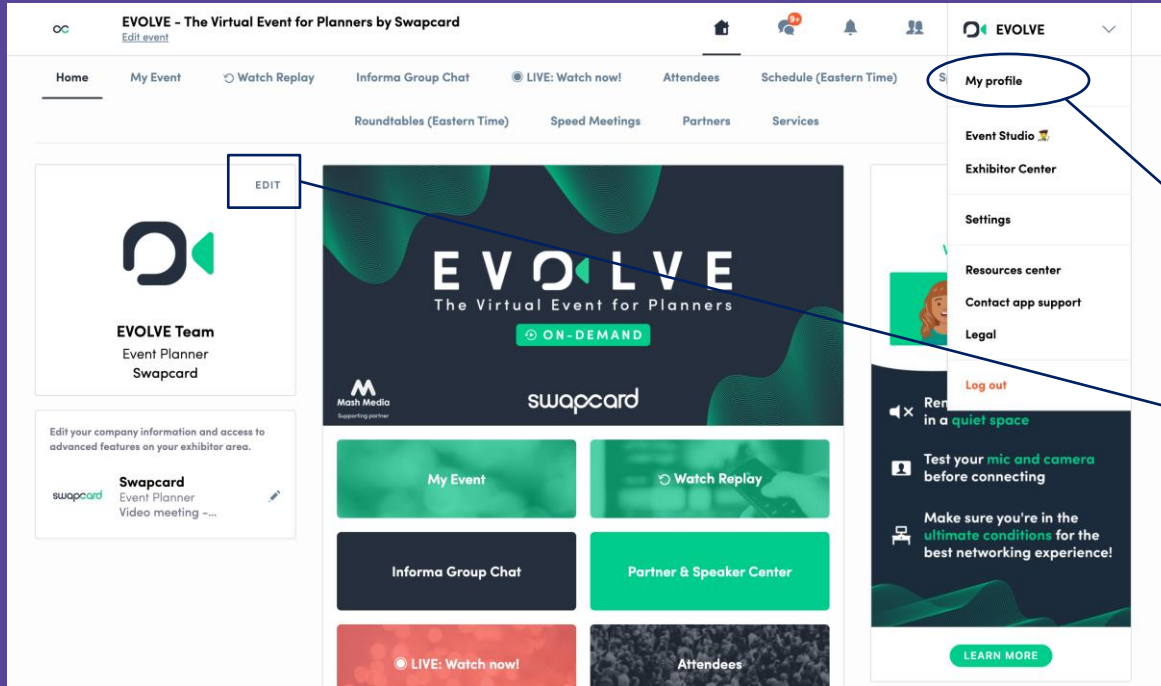
Access your account on [login.swapcard.com](https://login.swapcard.com)

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.

A screenshot of the Swapcard login interface. At the top, the word "Login" is displayed in a large, bold, white font against a dark blue background. Below this, a white rectangular box contains the login form. Inside the box, the text "Type the email address you provided during event registration." is shown. Below this text is the label "Email address\*" followed by a text input field with the placeholder text "Insert your email address". To the right of the input field is a green circular button with a white right-pointing arrow. Below the input field, the text "Or scan my badge" is displayed as a link.

**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](mailto:support@swapcard.com)

# 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**



**EVOLVE Team**  
Event Planner  
Swapcard

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

ADD

**Bio**  
Introduce yourself in a few words

ADD

**Social media**  
Add your social accounts.

ADD

**Contact details**

📞 Add your mobile phone number

☎ Add your landline phone number

@ evolve@swapcard.com

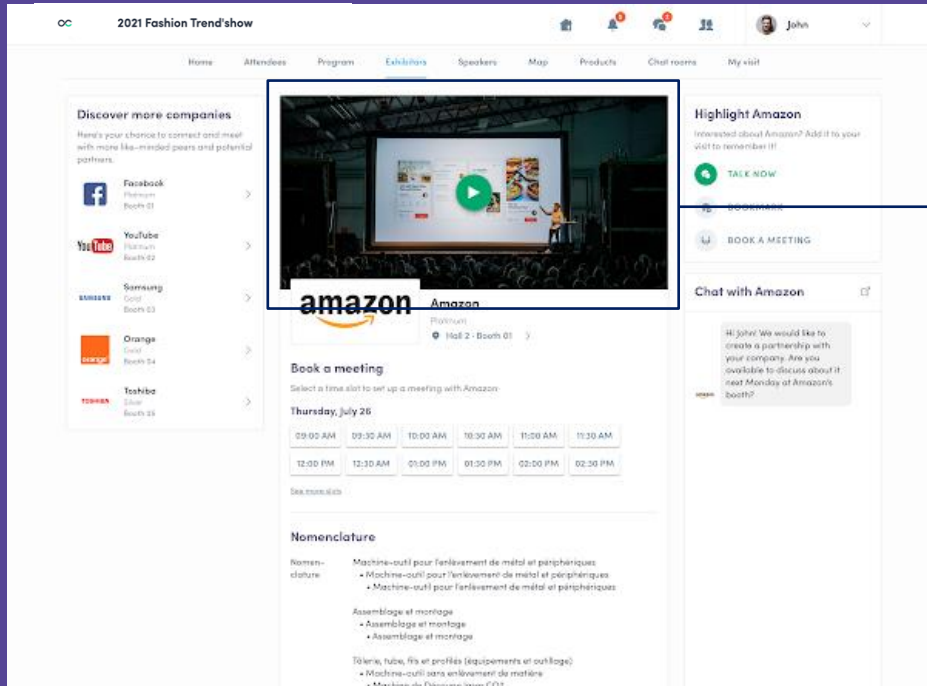
EDIT

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.

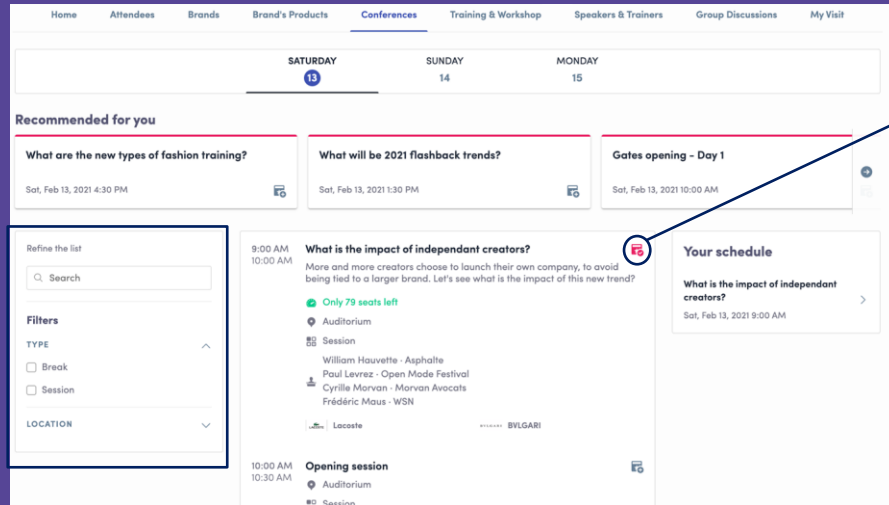
To upload a file, go to your exhibitor center and click on « Company Profile ». In the first part, click on « Edit ».

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

# Viewing the agenda

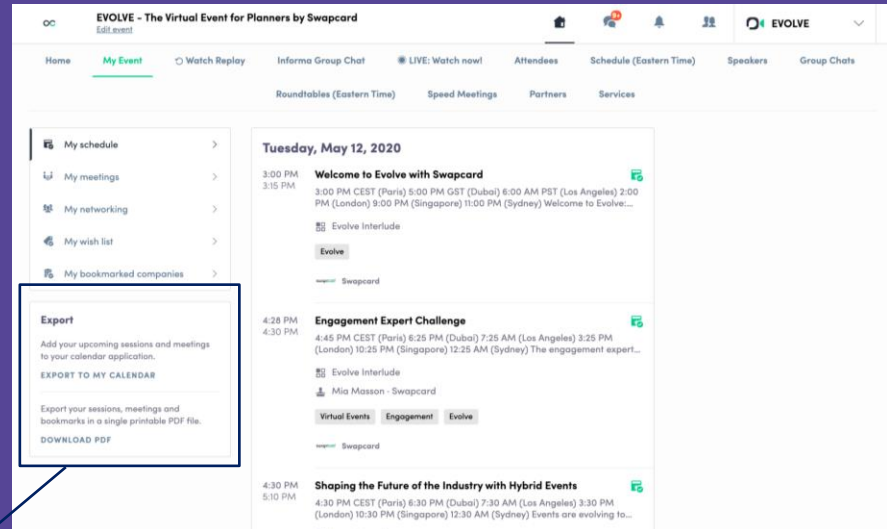
The agenda tab displays all the sessions during the event. You can easily register for sessions by clicking on this logo.

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.”

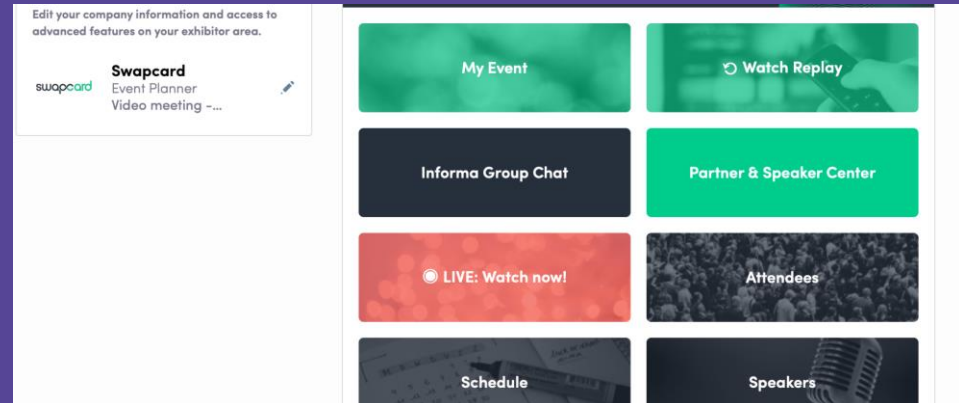
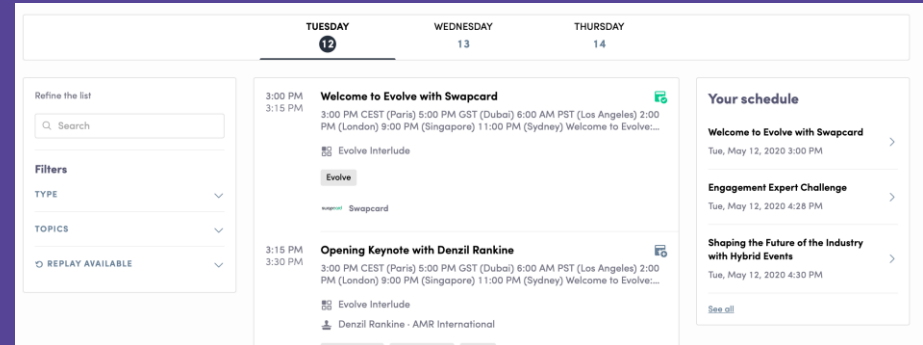




# How to access a live streaming session ?

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.

The screenshot displays a live session interface for '2021 Fashion Trend'show'. The top navigation bar includes links for Home, Attendees, Program, Exhibitors, Speakers, Map, Products, Live discussions (active), and My visit. The user profile 'Dorine' is visible in the top right.

The main content area is divided into three sections:

- Left Sidebar (Topics):** A list of topics with corresponding icons: Robots & A.I., Astronomy (selected), Blockchain, Sustainability, Event industry, Energy, and Healthcare.
- Central Chat Area:** Displays a chat discussion for the 'Astronomy' topic. It shows messages from users like Angelique Banlo, Vanessa Palanverade, Aymeric Shilova, Melissa Jalfoe, Quentin Belarose, and Steve Goodwin. Each message includes a timestamp and a '21 people joined' indicator. Questions are sorted by upvotes.
- Right Sidebar (WHO'S NEXT):** A section titled 'Astronomy' providing a brief description of the field. Below it, there are links to 'How to boost your ROI through our Platform?' and 'Our Event Team For On Site & Off Site Support'. At the bottom, there is a 'Members' list featuring profiles of Virendra Sana, Rey Mibourne, and Lacara Jones.

# 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.

The screenshot shows a user profile for Matthew Donegan-Ryan, General Manager and Event Tech Expert at Swapcard. It includes a profile picture, a bio, and a 'Connect with Matthew' button. Below the profile, there is a 'Meet Matthew' section with a grid of time slots for meetings on Sunday, January 1, 2023. The time slots are arranged in a grid: 10:50 AM, 11:10 AM, 11:30 AM, 11:50 AM, 12:10 PM, 12:30 PM; 12:50 PM, 1:10 PM, 1:30 PM, 1:50 PM, 2:10 PM, 2:30 PM; 2:50 PM, 3:10 PM, 3:30 PM, 3:50 PM, 4:10 PM, 4:15 PM; 4:30 PM, 4:30 PM. A 'See more slots' link is provided. At the bottom, there is a 'Skills' section with tags for 'Speaker', 'Event Manager', 'Event Tech Expert', and 'Virtual'.

**Matthew Donegan-Ryan**  
General Manager  
Event Tech Expert  
Swapcard

**Connect with Matthew**

Sending a connection request with a message is three times more likely to be accepted.

**SEND CONNECTION REQUEST**

**Meet Matthew**

Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

**Skills**

Speaker · Event Manager · Event Tech Expert · Virtual

The screenshot shows the Swapcard event homepage. It features a navigation bar with links: Home, Attendees, Exhibitors, Tradeshows, Agenda, Speakers, My Conference, and Give us your feedback. The main content area includes a profile for Dorine LAMOTTE-ALLAIN, Event Project Manager at SWAPCARD, with an 'EDIT' button. Below the profile is a section for 'Swapcard' with a 'Meet us' button and the text 'L01 - S02'. To the right is a large illustration of people networking. Below the illustration is a grid of six buttons: Attendees, Exhibitors, Tradeshows, Agenda, Speakers, and Map. A blue circle highlights the Attendees, Exhibitors, Tradeshows, and Agenda buttons.

**Home** Attendees Exhibitors Tradeshows Agenda Speakers My Conference Give us your feedback

**Dorine LAMOTTE-ALLAIN**  
Event Project Manager  
SWAPCARD

EDIT

Edit your company information and access to advanced features on your exhibitor area.

**Swapcard**  
Meet us  
L01 - S02

**Attendees** **Exhibitors**

**Tradeshows** **Agenda**

**Speakers** **Map**

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?

**Matthew Donegan-Ryan**  
General Manager  
Event Tech Expert  
Swapcard

**Meet Matthew**  
Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

**Skills**  
Supplier Non Member Events Meetings Virtual

**Connect with Matthew**  
Sending a connection request with a message is three times more likely to be accepted.

**SEND 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.

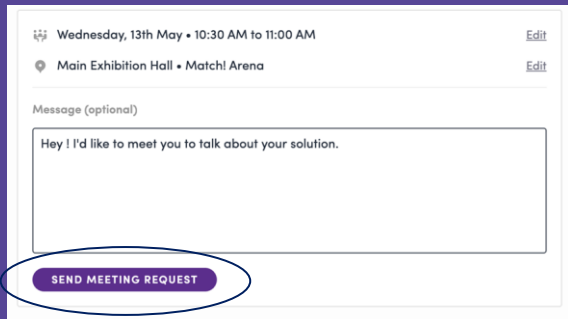
You will be able to find all the people you have been in contact with during an event in the "My Visit" button, My Contacts tab.

# 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.



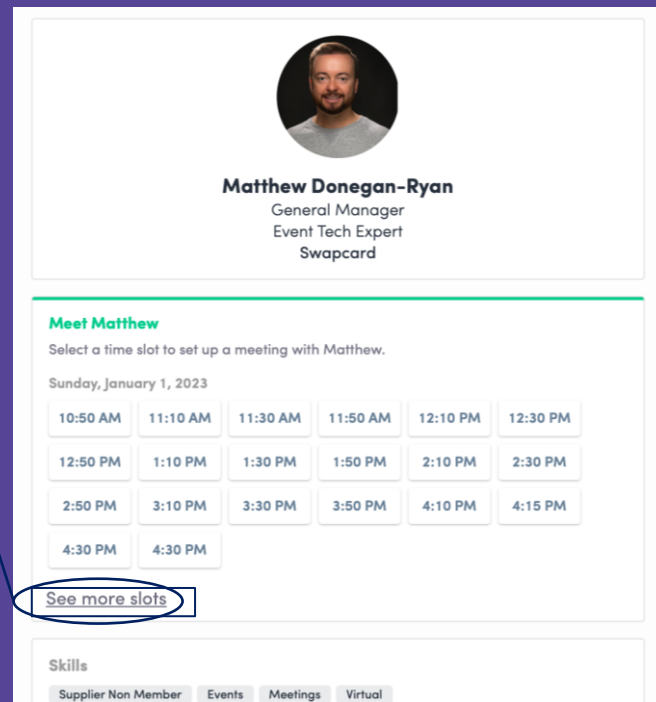
Wednesday, 13th May • 10:30 AM to 11:00 AM [Edit](#)


Main Exhibition Hall • Match! Arena [Edit](#)

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

[SEND MEETING REQUEST](#)





**Matthew Donegan-Ryan**  
General Manager  
Event Tech Expert  
Swapcard

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**Meet Matthew**

Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
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4:30 PM	4:30 PM				

[See more slots](#)

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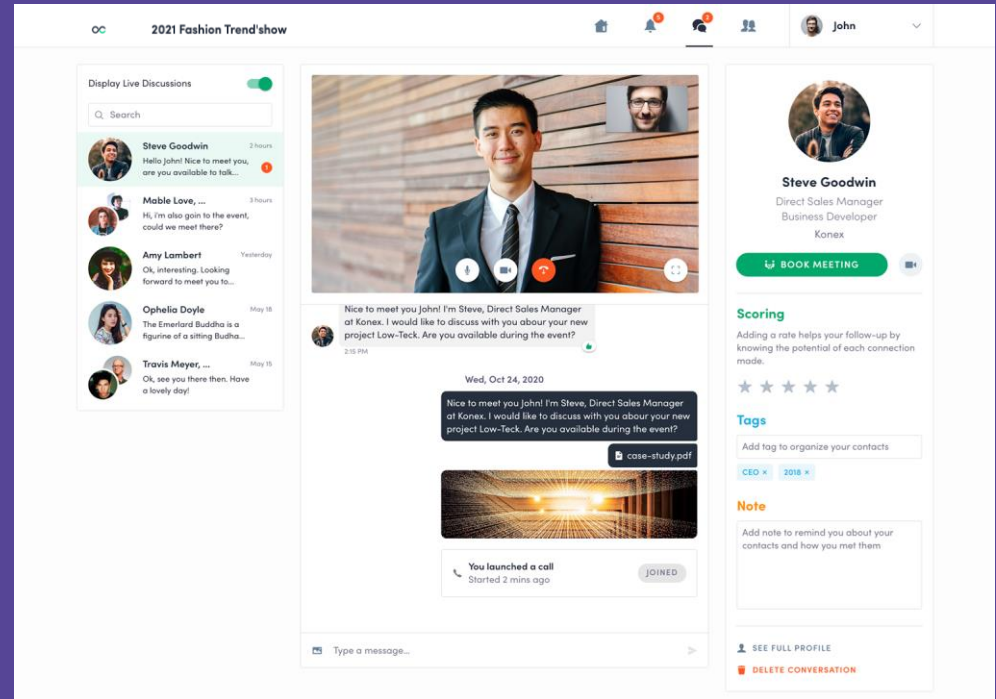
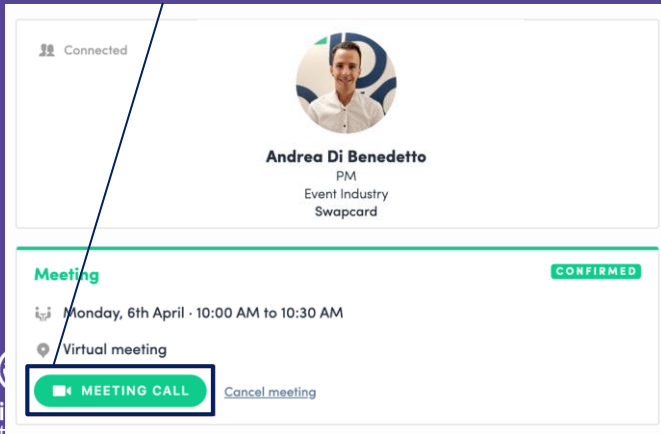
**Skills**

[Supplier Non Member](#) [Events](#) [Meetings](#) [Virtual](#)

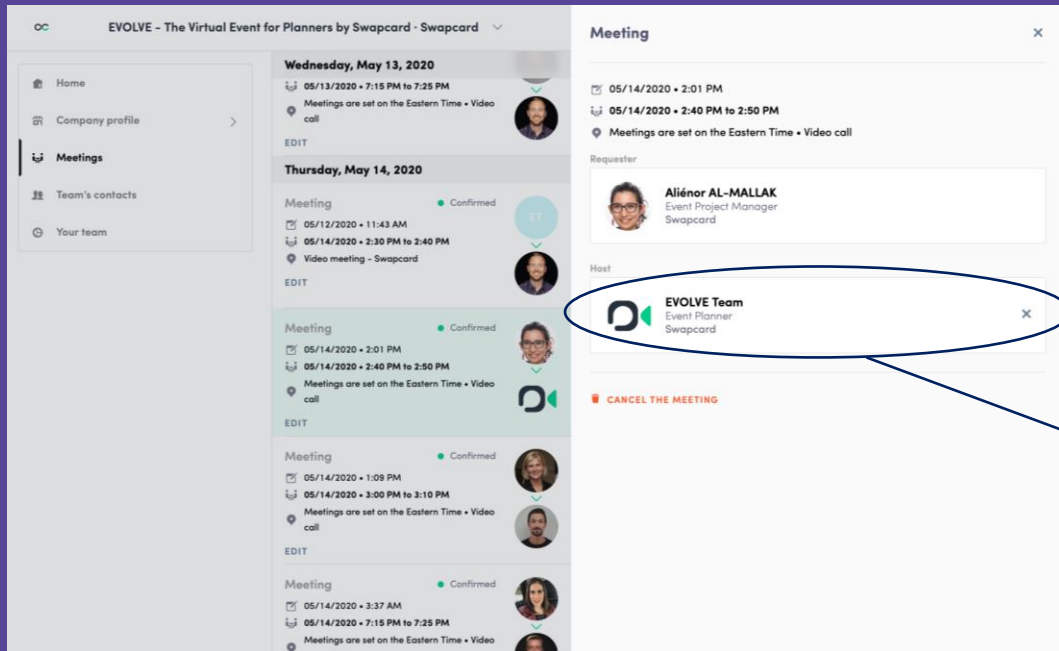
# Accessing your virtual meeting

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.