

HOW TO GUIDE



Powered by Swapcard

SUMMARY

Access the app

How to login for the first time ?	4
How to login when I have an account ?	5

Available Features - Content features

How to edit my profile ?	7
How to add a video in my company profile ? ...	9
How does the program work ?	10
How to present a live streaming session ?	11
How to create polls during a live session ?	12
How to interact during my live session ?	13
How to access a live streaming session ?	14
How to follow a live streaming session ?	15
How to interact during a live session ?	16
How to activate the autoplay ?	17
How to watch a replay session ?	18

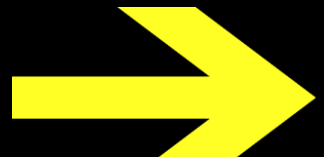
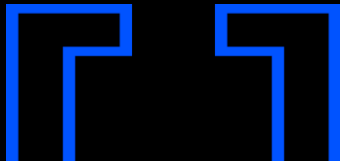
3. Available Features - Networking features

• How to network ?	20
• How to make a connection request ?	21
• How to request a meeting ?	22
• How to do a virtual meeting ?	23
• How to assign a teammate to a meeting ?	24



ACCESS THE APP

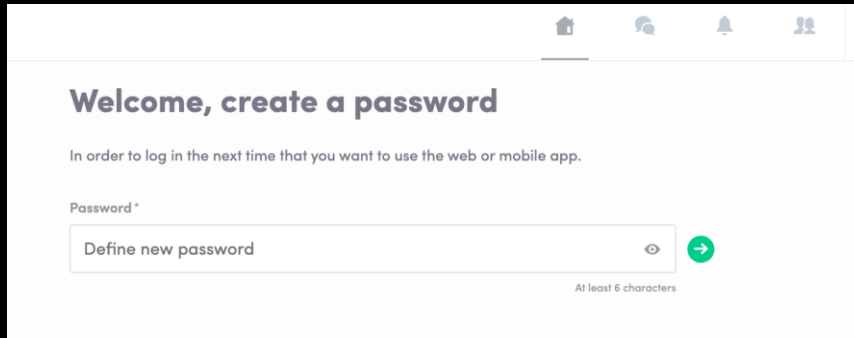
LOGIN



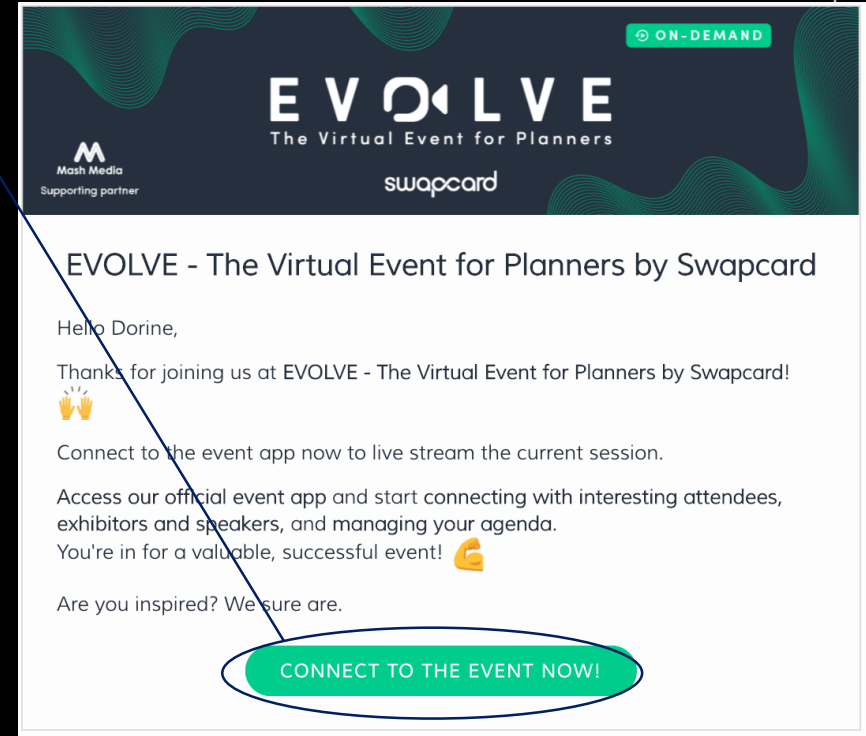
How to login first the first time?

You will receive an email similar to this one 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.



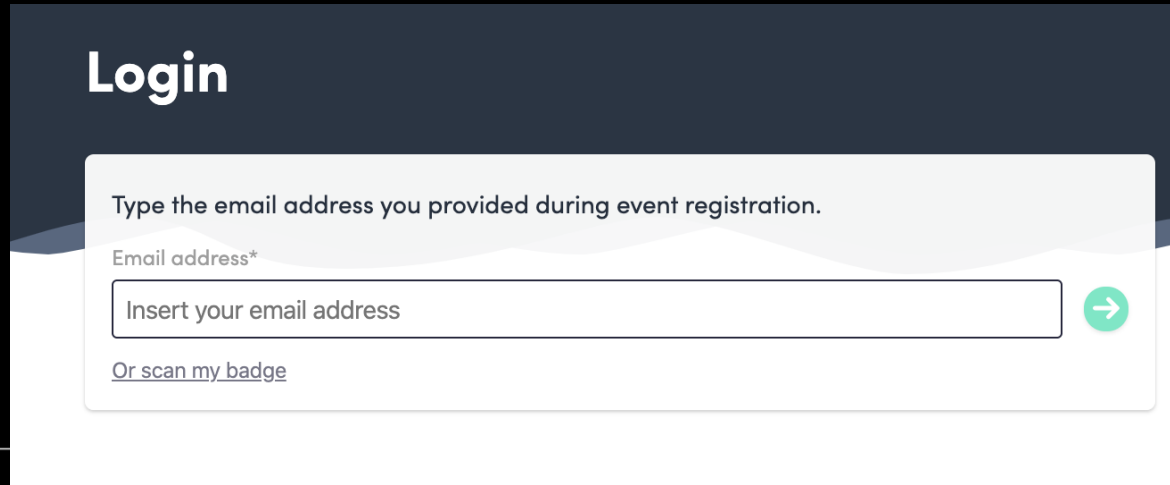
Note : If you don't see this email in your mailbox, please check your spam.



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.

A screenshot of the Swapcard login interface. The page has a dark blue header with the word "Login" in white. Below the header is a white login box. Inside the box, there is a prompt "Type the email address you provided during event registration." followed by the label "Email address*". Below this is 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 is a link that says "Or scan my badge".


Login

Type the email address you provided during event registration.

Email address*

Insert your email address

[Or scan my badge](#)

A large yellow arrow pointing from the left towards the "Note" text.

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



AVAILABLE FEATURES

CONTENT FEATURES

How to edit my profile ? (1/2)

The screenshot shows the EVOLVE - The Virtual Event for Planners by Swapcard interface. The top navigation bar includes links for Home, My Event, Watch Replay, Informa Group Chat, LIVE: Watch now!, Attendees, Schedule (Eastern Time), and My profile (circled in blue). The left sidebar features the EVOLVE Team logo, an EDIT button (circled in blue), and a section for Swapcard Event Planner. The main content area displays the EVOLVE logo, an ON-DEMAND button, and various event-related buttons like My Event, Watch Replay, Informa Group Chat, Partner & Speaker Center, LIVE: Watch now!, and Attendees. A right sidebar contains links for Event Studio, Exhibitor Center, Settings, Resources center, Contact app support, Legal, and Log out. A blue line connects the EDIT button in the left sidebar to the My profile link in the top navigation bar.


There are two ways for you to access to 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 in my company profile ?



2021 Fashion Trend'show

Home Attendees Program Exhibitors Speakers Map Products Chat rooms My visit

Discover more companies

Here's your chance to connect and meet with more like-minded peers and potential partners.

Facebook Platinum Booth 01

YouTube Platinum Booth 02

Samsung Gold Booth 03

Orange Gold Booth 04

Toshiba Silver Booth 05

Highlight Amazon

Interested about Amazon? Add it to your visit to remember it!

TAKE NOW

BOOK A MEETING

Chat with Amazon

Hi John! We would like to create a partnership with your company. Are you available to discuss about it next Monday at Amazon's booth?

Book a meeting

Select a time slot to set up a meeting with Amazon

Thursday, July 26

09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM

See more slots

Nomenclature

Nomenclature

- Machine-outil pour l'enlèvement de métal et périphériques
- Machine-outil pour l'enlèvement de métal et périphériques
- Machine-outil pour l'enlèvement de métal et périphériques

Assemblage et montage

- Assemblage et montage
- Assemblage et montage

Tôlerie, tube, fils et profilés (équipements et outillage)

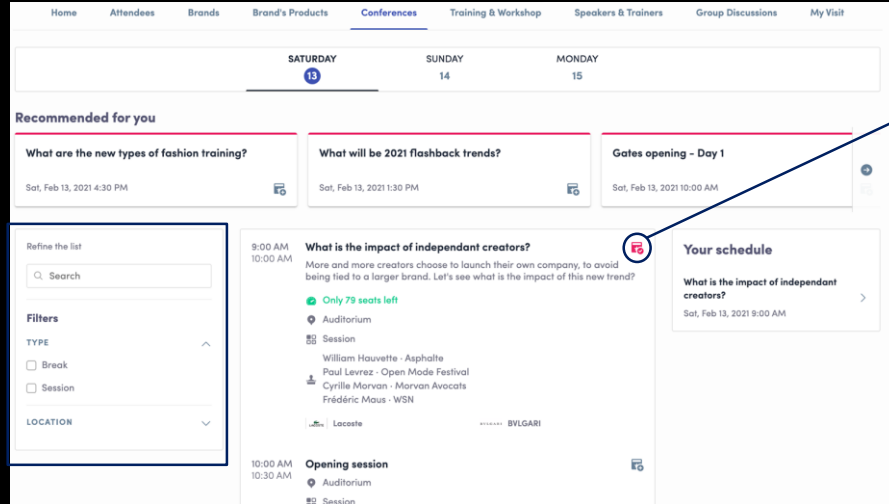
- Machine-outil sans enlèvement de matière
- Machine de fabrication laser CO2

As an exhibitor, you are able to upload an image, a live banner, or a video into 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 file or your Youtube video ID as a banner.

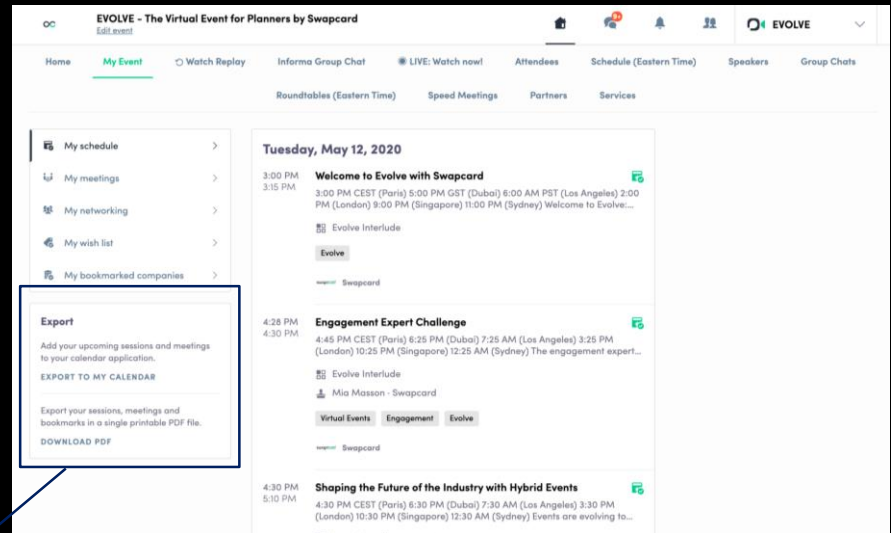
How does the program work ?



The program tab gathers all sessions of the event. You can easily register to sessions by clicking on this logo.

Note : You can define your search by using **filters** located on the left side of the screen.

The tab of “My Event” 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 on the Export to my calendar or Download PDF.



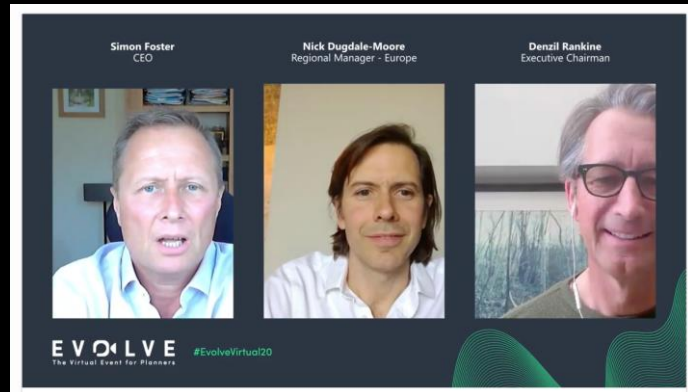
How to present a live streaming session ?

Before the event, we recommend you to follow these instructions :

- Setup and test your equipment (computer, microphone, webcam,...)
- Make sure you sound good for the session
- Make sure you look good on the camera (background, shirt, lighting)
- Review your process for the Conference Day
- Create your polls in advance (*See : How to create polls during a live session?*)

During the event, follow the instructions of your organizer (tasks may vary). Make sure to get access to these two tabs, this is why having two screens could be useful :

- Connect to the streaming tool
- Connect to your live session on Swapcard



How to create polls during a live session ?

Both the organizer and the speaker(s) of a session can launch polls at any moment. These polls can be created beforehand or live.

To create a poll, go to your session page, and in the Poll tab click on « Create a poll ».

You can choose between Quiz or Opinion, and Single or Multiple choice.

Once it is created, you can edit or delete it. During your session, publish the poll when you are ready.

At the end of your session you will be able to export the results.

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

The main content area shows the 'Astronomy' session page. On the left, a sidebar lists various topics: Robots & A.I., Astronomy, Blockchain, Sustainability, Event industry, Energy, and Healthcare. The 'Astronomy' topic is selected, showing a poll titled 'What interests you most about space?'. The poll has 21 people joined and is currently unpublished. The poll options are: 'Four', 'Five', 'No vote yet', and 'You can't answer your own quiz'. The poll is set to 'Share results instantly after vote'.

The main content area displays the poll results. The poll is titled 'What interests you most about space?'. The results are as follows:

- 0% Discovering new stars, exoplanets or black holes
- 0% Search for traces of life around planet Earth
- 25% The work of astronauts
- 75% Following the technologies we are creating to explore the universe.

The poll has 364 votes and 2 hours left. The user can't answer their own quiz. The poll is set to 'Share results when poll is closed'.

Below the poll, there are sections for 'Share your experience about this session' and 'Suggest your ideas to the speakers'. The 'Share your experience' section shows 4 hours ago, never share results, and average results 3.9/5 - 97 votes. The 'Suggest your ideas' section shows 35 mins ago, never share results, and 49 votes - 12 mins left.

On the right side of the interface, there is a 'WHO'S NEXT' section with a list of upcoming sessions: 'Astronomy', 'How to boost your ROI through our Platform?', 'Our Event Team For On Site & Off Site Support', and 'Artificial Intelligence & Matchmaking'. Each session has a 'See all' link.

Below the 'WHO'S NEXT' section, there is a 'Members' section with a list of members: 'Virendra Sana', 'Rey Mibourne', and 'Lacara Jones'. Each member has a profile picture and a bio. There is a 'See all' link at the bottom of the members list.

At the bottom of the interface, there is a 'Stay tuned' section with a toggle switch that is currently turned on. The text says: 'By activating this option, you will be kept informed of news.'

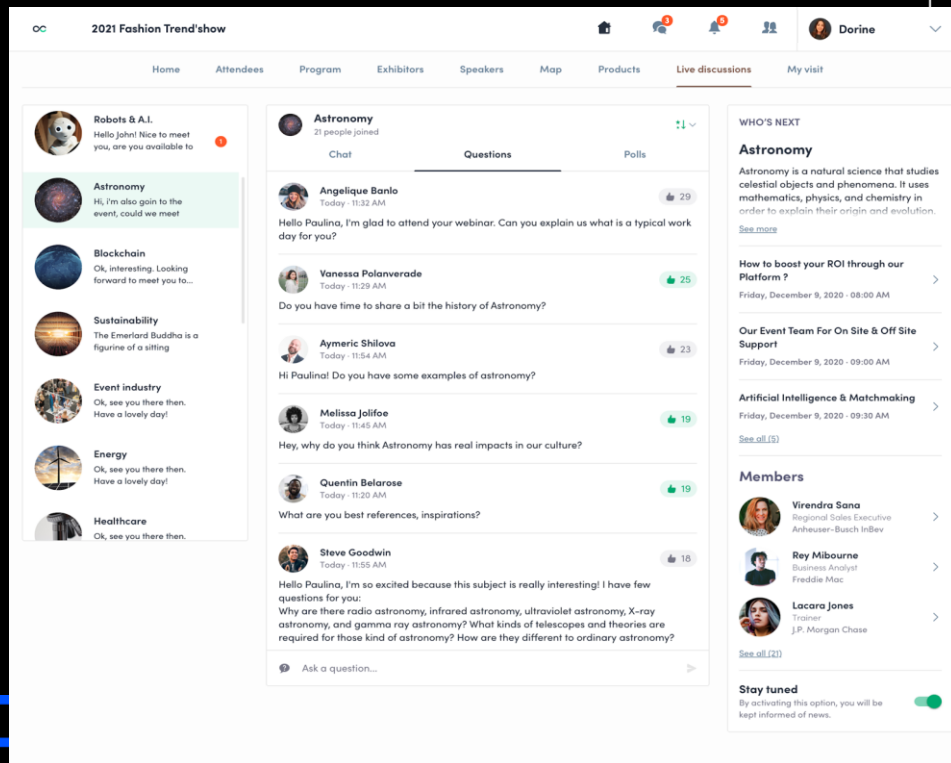
How to interact during my live session?

When recording your live session, you'll probably have a tab in background that captures yourself, so you can give your attention on the Swapcard screen to see and manage interactivity.

Tip : *If you have the equipment, the best for you would be to have 2 screens.*

Thanks to the interactivity part, you are able to answer questions asked from your audience, and create polls they will answer. Questions will be sorted by upvotes to help you choose the most relevant.

Note : *The organizer can play the role of moderator regarding the audience posts.*



How to access a live streaming session ?

There are two ways to access a live streaming session.

From your **Event Home**, click on the « **Live session** » button which should be displayed. You will get redirected to the current session, or the following one if nothing is happening at that time.

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

The screenshot displays the EVOLVE event page on the Swapcard platform. The page features a header with navigation links: Roundtables, Speed Meetings, Partners, and Services. The main content area includes the EVOLVE Team logo, the event title "EVOLVE The Virtual Event for Planners", and the "ON-DEMAND" status. Below this, there is a grid of buttons for "My Event", "Watch Replay", "Informa Group Chat", "Partner & Speaker Center", "Attendees", and "Speakers". A red circle highlights the "LIVE: Watch now!" button in the "My Event" section.

How to follow a live streaming session ?

Participants

Less than 24 hours before: a countdown will be added to the session page

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

06 03 17

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically (except on Safari for which you will have to click on "Play").

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

The screenshot shows a web application interface for a live streaming event titled "2021 Fashion Trend'show". The top navigation bar includes links for Home, Attendees, Program, Exhibitors, Speakers, Map, Products, Chat rooms, and My visit. A user profile for "Dorine" is visible in the top right corner. The main content area is divided into three columns. The left column lists upcoming sessions, including "The 3 Golden Rules Professional Graphic Designers Don't Want You..." starting at 09:00 AM, "Next sessions" with a redirect notice, "How to boost your ROI through our Platform?", "Our Event Team For On Site & Off Site Support", "Artificial Intelligence & Matchmaking", "Use our Widgets to Display the Information on your Website", and "Can we detect cancer before it strikes?". The middle column features a large video player showing a woman speaking into a microphone, with a green play button overlay. Below the video, the session title "The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About" is displayed, along with details for Thursday, October 10, 2019, at Hall 1 - Main stage. The right column contains a "Live discussion" section with 27 people joined, a "Question" section with 29 questions, and a "Poll" section asking for the best definition of Blockchain. At the bottom, there is a "Register to the session" section with a note about receiving a notification reminder and a link to "UNREGISTER FROM THE SESSION".

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

The main content area is divided into three sections:

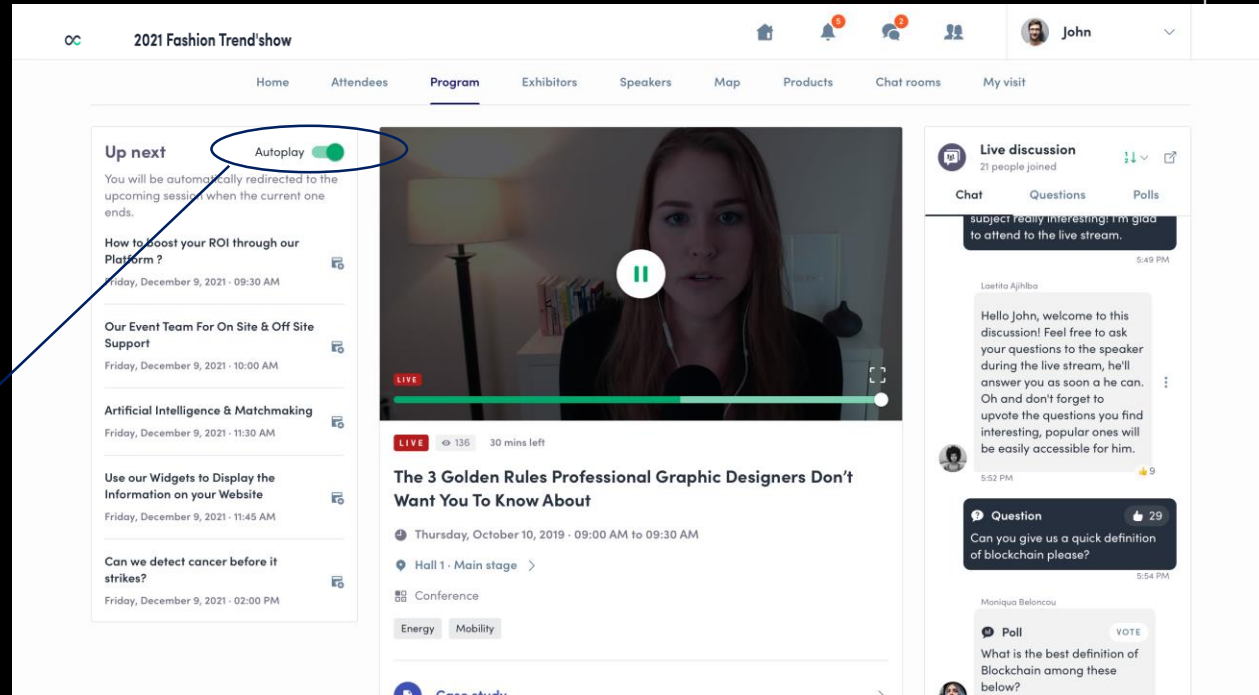
- Left Sidebar:** A list of topics with circular icons: Robots & A.I., Astronomy (selected), Blockchain, Sustainability, Event industry, Energy, and Healthcare.
- Central Chat Area:** Titled 'Astronomy' with 21 people joined. It shows a list of messages:
 - Angelique Barlo: 'Hello Paula, I'm glad to attend your webinar. Can you explain us what is a typical work day for you?' (29 upvotes)
 - Vanessa Palanverade: 'Do you have time to share a bit the history of Astronomy?' (25 upvotes)
 - Aymeric Shilova: 'Hi Paulina! Do you have some examples of astronomy?' (23 upvotes)
 - Melissa Jalfoe: 'Hey, why do you think Astronomy has real impacts in our culture?' (19 upvotes)
 - Quentin Belarose: 'What are your best references, inspirations?' (19 upvotes)
 - Steve Goodwin: 'Hello Paulina, I'm so excited because this subject is really interesting! I have few questions for you: Why are there radio astronomy, infrared astronomy, ultraviolet astronomy, X-ray astronomy, and gamma ray astronomy? What kinds of telescopes and theories are required for those kind of astronomy? How are they different to ordinary astronomy?' (18 upvotes)
- Right Sidebar:** Contains sections for 'WHO'S NEXT' (Astronomy definition and links), 'How to boost your ROI through our Platform?' (with a date), 'Our Event Team For On Site & Off Site Support' (with a date), 'Artificial Intelligence & Matchmaking' (with a date), 'Members' (listing Virendra Sana, Rey Mibourne, and Lacara Jones), and 'Stay tuned' (with a toggle switch).

What's the autoplay ?

The autoplay feature is automatically activated when you click on a "live" agenda button.

This features allows a seamless experience when watching sessions since it takes you from one session to another at the end of the first one.

To deactivate it, simply click on the « Autoplay » button on the upper left side of your screen.




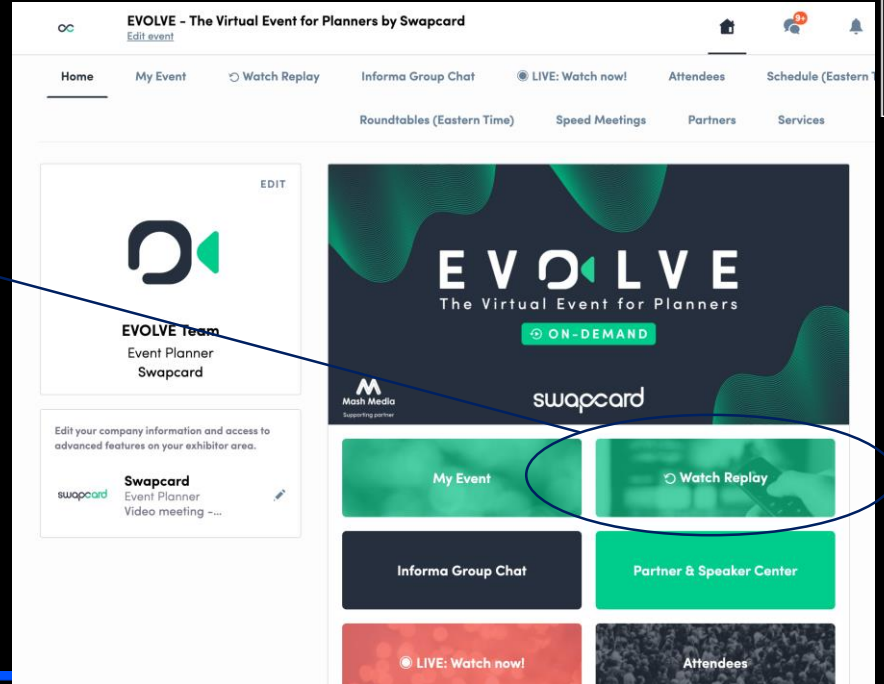
How to watch a replay session ?

The organizing team, if they decide it, will make the sessions available on the event for people who want to watch them on demand.

To access the replay, go to your Event Home where the button « **Replay** » should be displayed.
Then you will be able to find all the sessions available.

If there is no « Replay » button, go to our schedule and look for session is this icon saying the replay is available in the session details.
(this is a custom field)

 Replay Available	Yes
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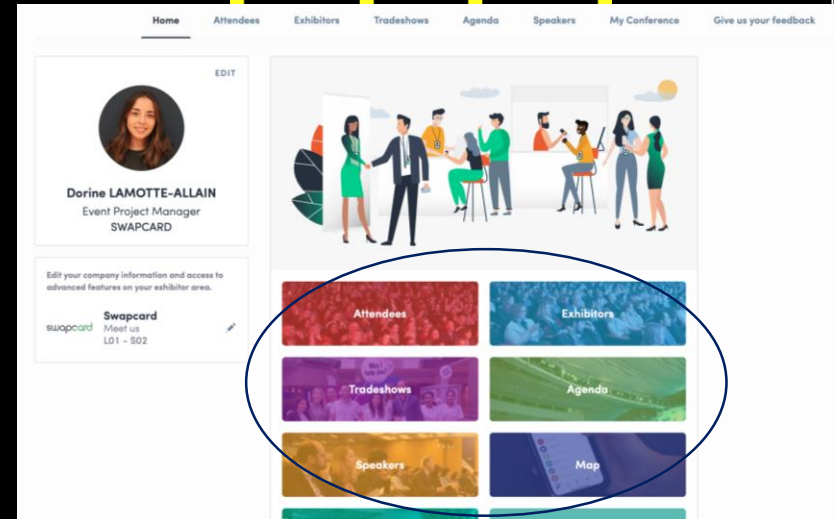
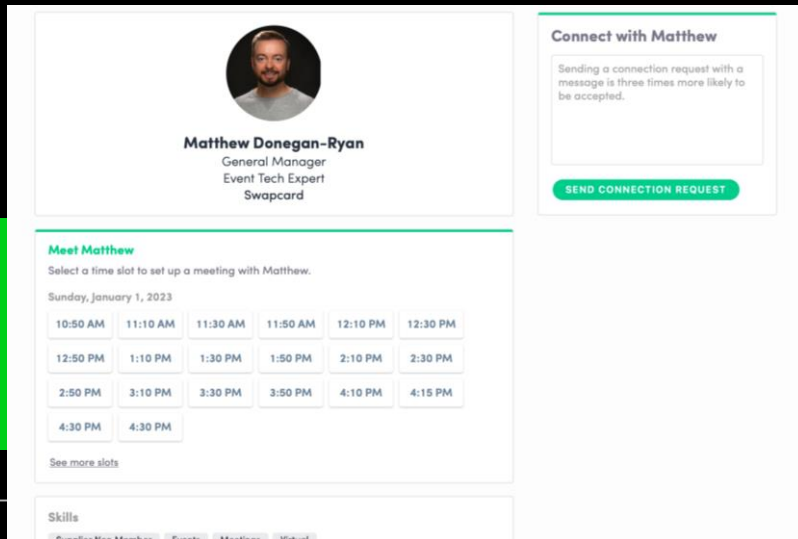
AVAILABLE FEATURES

NETWORKING FEATURES

How to network ?

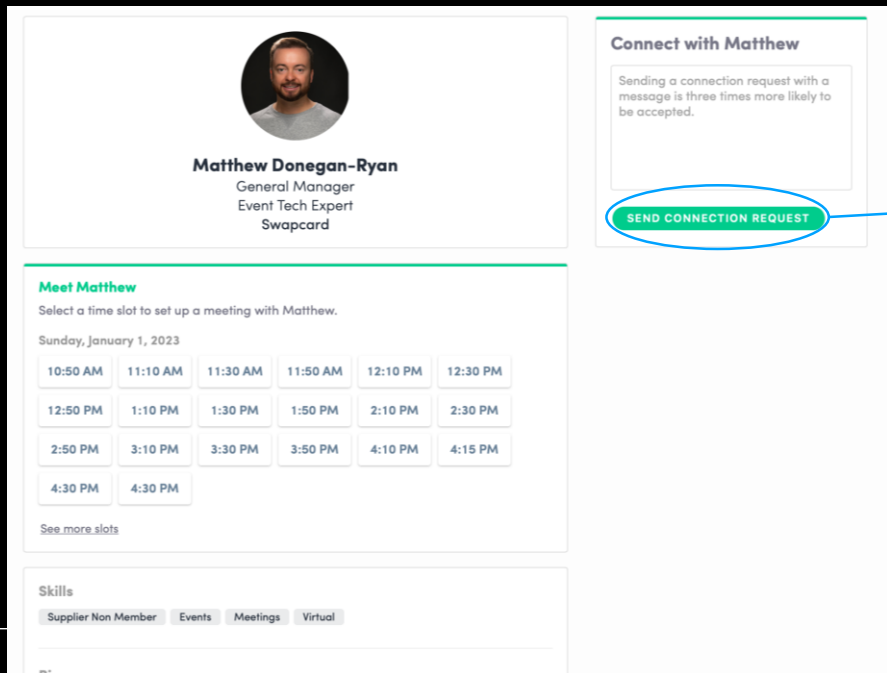
In the home page of the event, you can access the **Speakers** and **Attendees** lists.

Thanks to this, you can identify people of interest. Do not hesitate to contact them through the application to network and schedule 'face-to-face' meetings.



If you see time slots appearing on people's profiles, it means that the organizer has allowed scheduling meetings on the event. Don't lose time and ask for meetings with the people of your choice before all their slots are booked. You can manage your availabilities from the "My Event" section of the application.

How to make a connection request ?



The screenshot shows a user profile for Matthew Donegan-Ryan, General Manager and Event Tech Expert at Swapcard. The profile includes a circular profile picture and a bio. Below the bio is a 'Meet Matthew' section with a grid of time slots for a meeting on Sunday, January 1, 2023. The time slots are arranged in a 4x6 grid, with the last cell empty. A 'See more slots' link is below the grid. At the bottom is a 'Skills' section with tabs for 'Supplier Non Member', 'Events', 'Meetings', and 'Virtual'. To the right of the profile is a 'Connect with Matthew' section with a text box and a green 'SEND CONNECTION REQUEST' button, which is circled in blue.

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. If you want to see other slots, click see more slots.

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

Select location

Steve Goodwin

Thu, July 26 - 11:00 to 11:30 AM

Select a place to easily find them at the event.

MAIN STAGE

CHALLENGE STAGE

ONLINE MEETING

Wednesday, 13th May - 10:30 AM to 11:00 AM

Main Exhibition Hall - Match! Arena

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

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

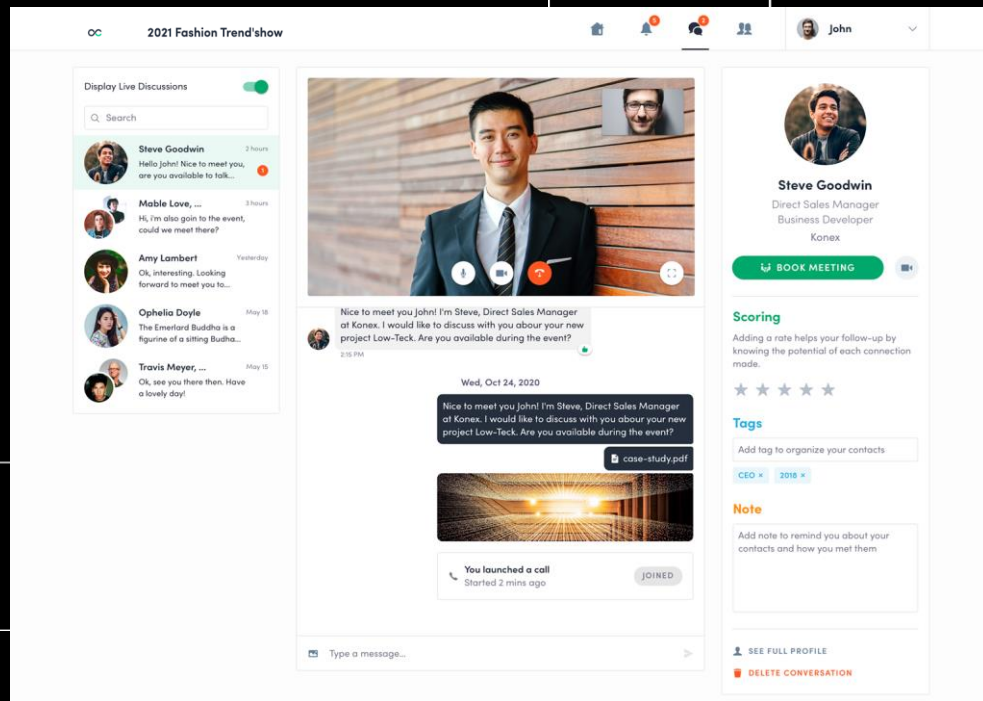
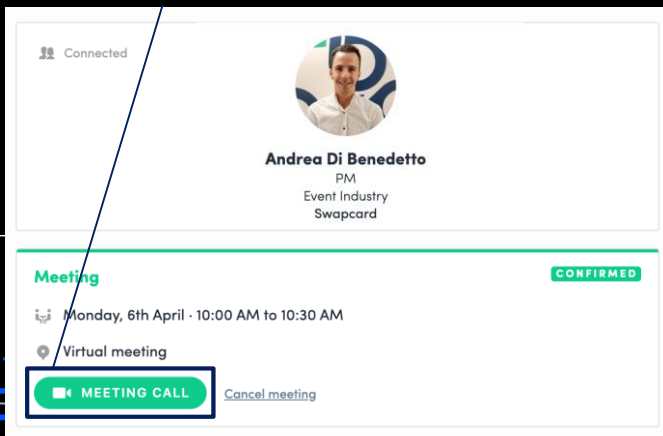
Supplier Non Member Events Meetings Virtual

Note: If you plan to do a virtual meeting, select Online Meeting when choosing the location.

How to do a virtual meeting ?

To do a virtual meeting, you must select the **virtual location** when requesting a meeting.
(See : *How to request a meeting?*)

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 ?

The screenshot displays the 'EVOLVE - The Virtual Event for Planners by Swapcard' interface. On the left, a sidebar menu includes 'Home', 'Company profile', 'Meetings' (highlighted), 'Team's contacts', and 'Your team'. The main content area shows a list of meetings for Wednesday, May 13, 2020, and Thursday, May 14, 2020. Each meeting entry includes a date, time, and status (e.g., 'Confirmed'). A blue circle highlights a specific meeting on Thursday, May 14, 2020, at 2:01 PM. To the right, a detailed view of this meeting is shown, featuring the 'Requester' (Aliénor AL-MALLAK, Event Project Manager, Swapcard) and the 'Host' (EVOLVE Team, Event Planner, Swapcard). A red button labeled 'CANCEL THE MEETING' is visible at the bottom of the meeting details.

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 to a meeting, click on the meeting and choose the team member you want to assign.