

# How to edit my profile ? (1/2)

The screenshot displays the EVOLVE virtual event interface. At the top, the header reads "EVOLVE - The Virtual Event for Planners by Swapcard" with an "Edit event" link. A navigation bar includes "Home", "My Event", "Watch Replay", "Informa Group Chat", "LIVE: Watch now!", "Attendees", and "Schedule (Eastern Time)". A dropdown menu is open, showing "My profile" (circled in green), "Event Studio", "Exhibitor Center", "Settings", "Resources center", "Contact app support", "Legal", and "Log out". On the left, the user's profile card for "EVOLVE Team" (Event Planner, Swapcard) has an "EDIT" button (circled in green). The main content area features a large banner for "EVOLVE The Virtual Event for Planners" with an "ON-DEMAND" button, and several interactive tiles for "My Event", "Watch Replay", "Informa Group Chat", "Partner & Speaker Center", "LIVE: Watch now!", and "Attendees". A sidebar on the right contains a profile picture and a "Log out" button, with a green arrow pointing from the "My profile" menu item to it.

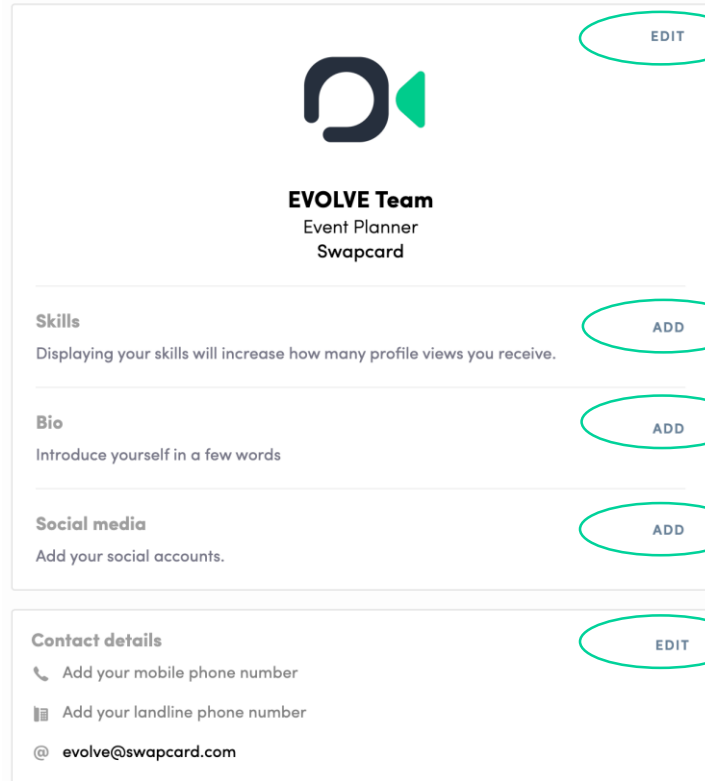
There are two ways for you to access your profile :

- 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



The screenshot shows a profile page for 'EVOLVE Team'. The profile picture area has an 'EDIT' button. Below it are sections for 'Skills', 'Bio', and 'Social media', each with an 'ADD' button. At the bottom is a 'Contact details' section with an 'EDIT' button. Green circles highlight each of these buttons, with lines pointing to a central point on the right side of the page.

**EVOLVE Team**  
Event Planner  
Swapcard

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

**Bio**  
Introduce yourself in a few words

**Social media**  
Add your social accounts.

**Contact details**  
📞 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 are the information you can edit on your profile :

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