

EXHIBITOR HOW-TO GUIDE



Powered by Swapcard



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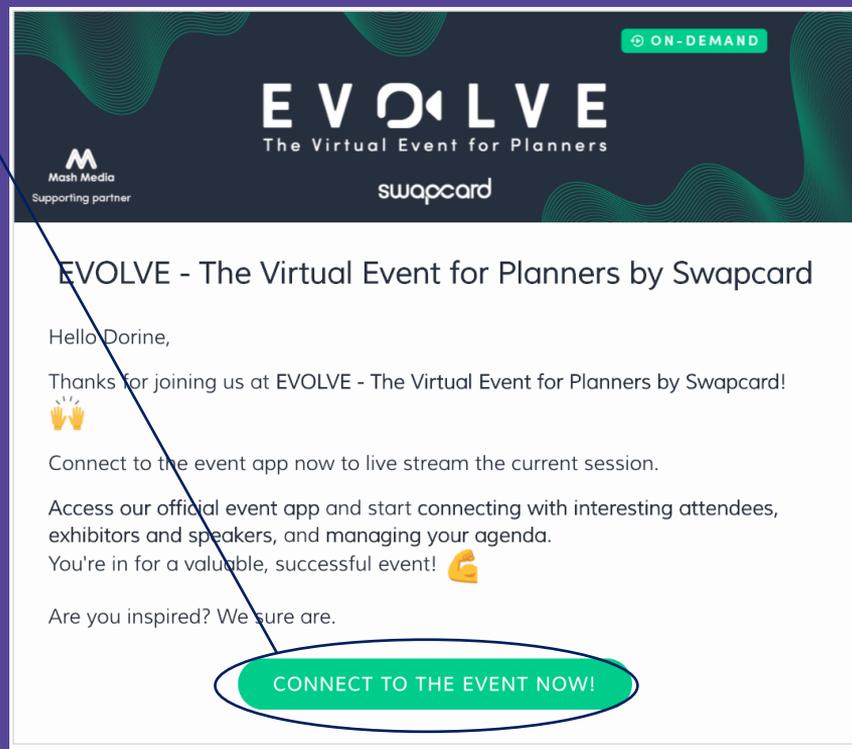
How to log in for the first time?

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.

A screenshot of a web form titled "Welcome, create a password". The form includes a navigation bar with icons for home, messages, notifications, and profile. Below the title, there is a sub-header "Welcome, create a password" and a message: "In order to log in the next time that you want to use the web or mobile app." A "Password*" field is present with a text input containing "Define new password", an eye icon, and a green arrow button. A note below the field states "At least 6 characters".

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





How to login when I have an account?

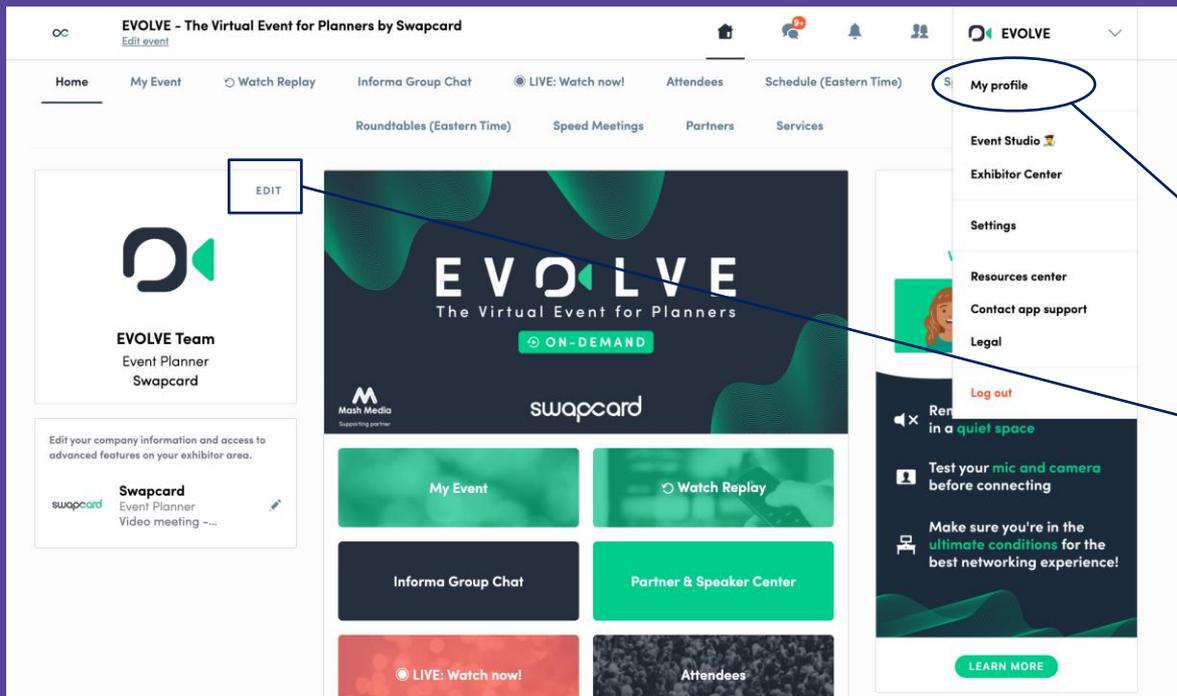
Access your account on login.swapcard.com

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 login page. The title 'Login' is in white on a dark background. Below it, a white box contains the text 'Type the email address you provided during event registration.' followed by 'Email address*'. There is a text input field with the placeholder 'Insert your email address' and a green arrow button to its right. Below the input field is a link that says '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

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.

EDIT

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

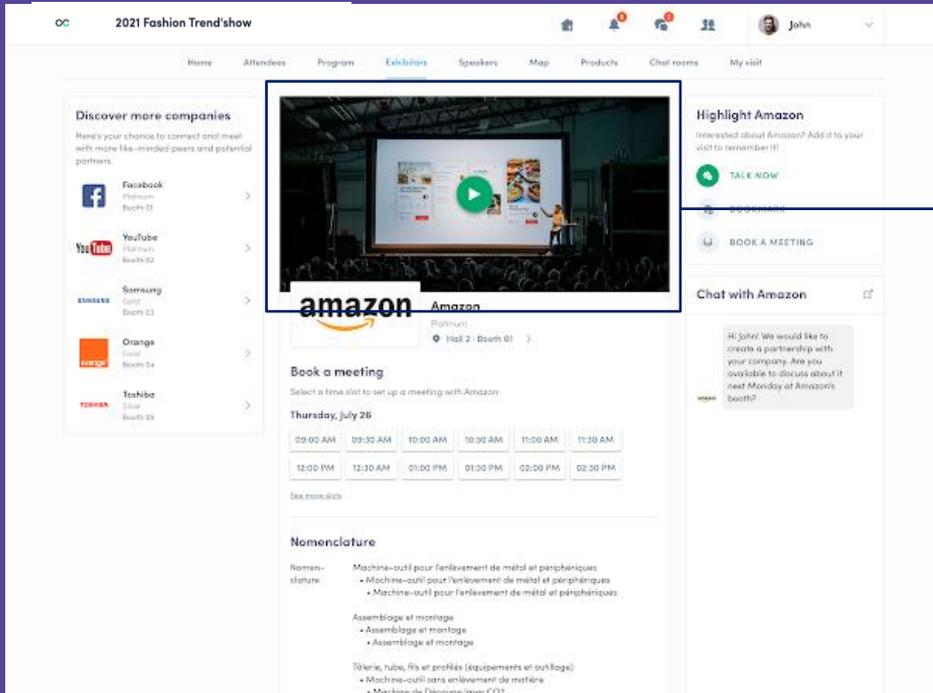
EDIT

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?



The screenshot shows the exhibitor profile for Amazon at the 2021 Fashion Trend show. The profile includes a video player (highlighted with a red box) and a 'Highlight Amazon' section with an 'EDIT' button (indicated by a red arrow). The profile also features a 'Book a meeting' section with a time slot grid and a 'Nomenclature' section with a list of product categories.

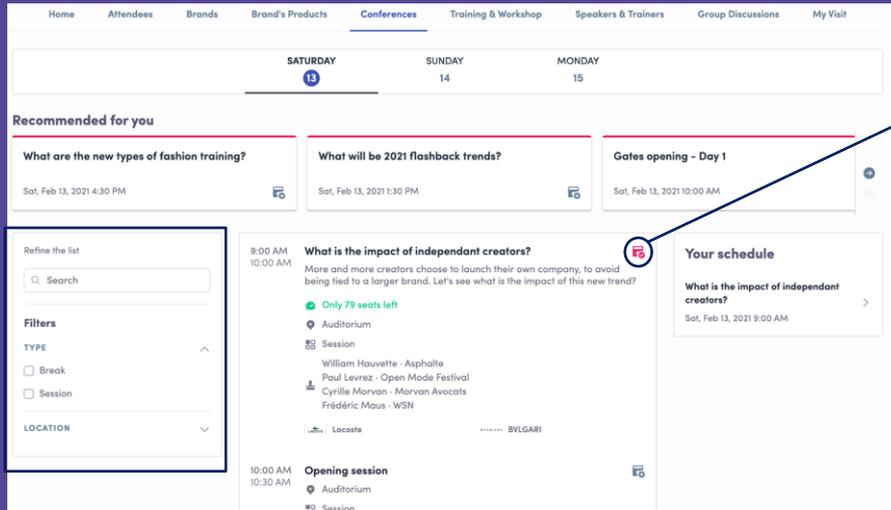
As an exhibitor, you are able to upload an image, a live banner, or a video to your company homepage.

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

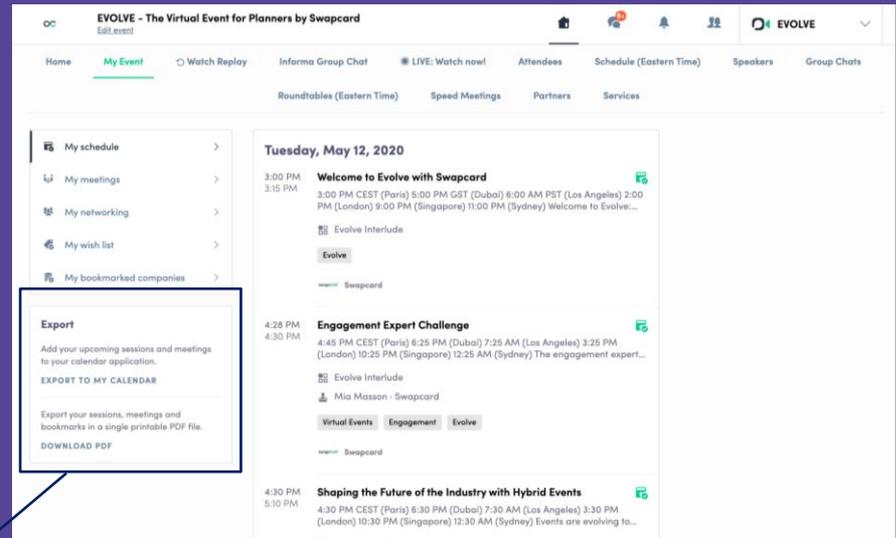


The agenda tab displays all the sessions during the event. You can easily register for sessions by clicking on this logo.

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**.

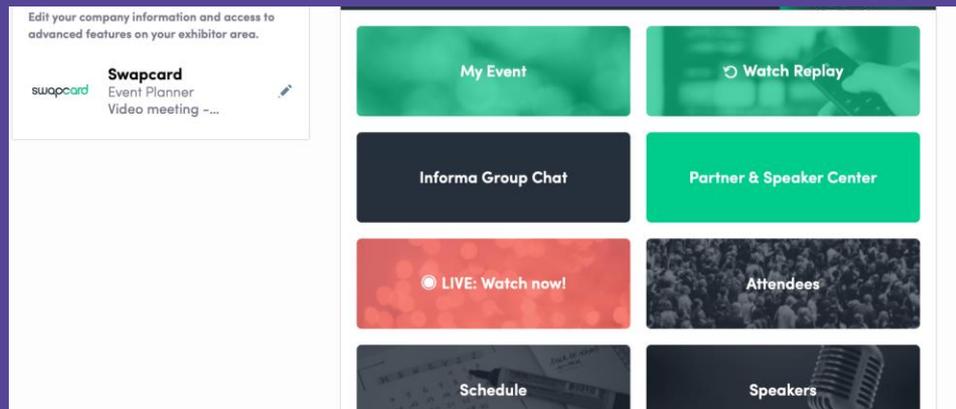
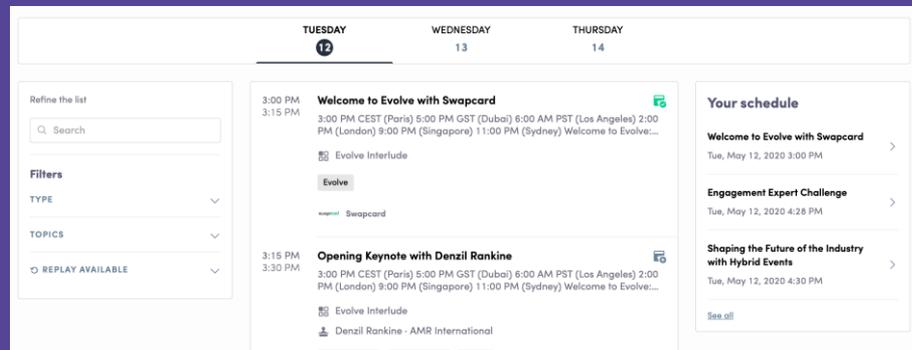
You can **export your program** by clicking “Export to my calendar” or “Download PDF.”



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.

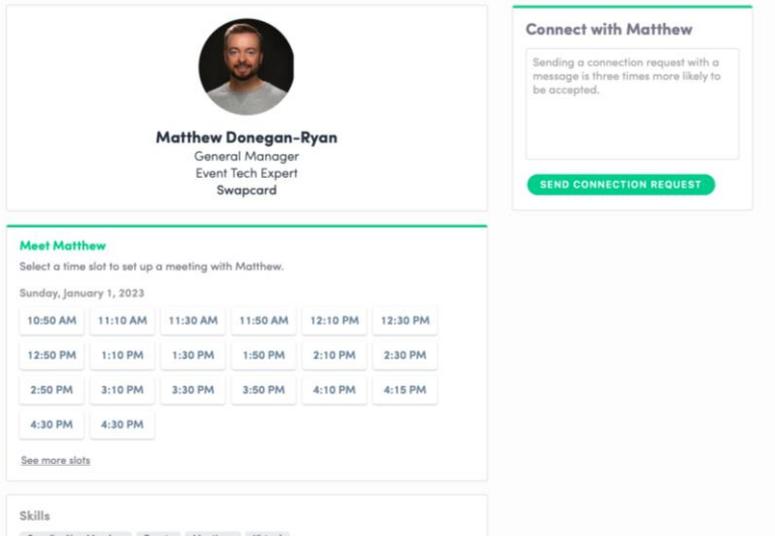
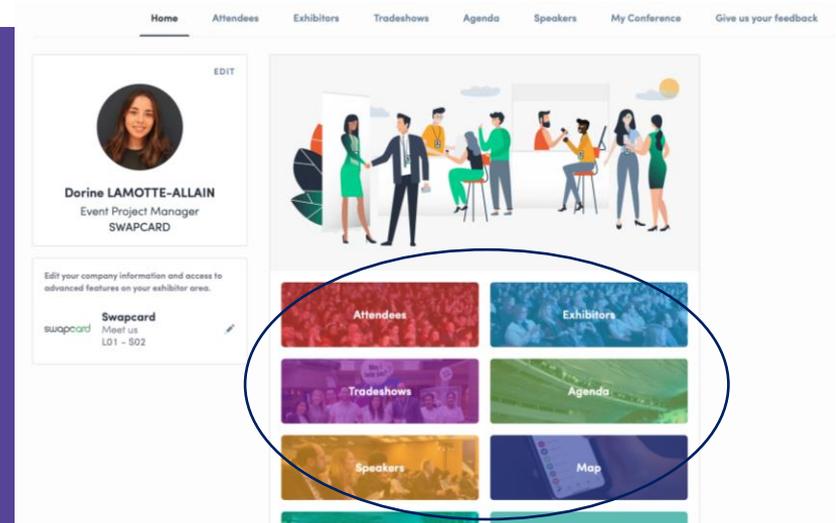
A screenshot of a live session interface for '2021 Fashion Trend'show'. The interface is divided into several sections. On the left, there is a list of topics: Robots & A.I., Astronomy (highlighted), Blockchain, Sustainability, Event industry, Energy, and Healthcare. The main area is titled 'Astronomy' and shows a chat and questions section. The chat shows messages from Angelique Banlo, Vanessa Palanverade, Aymeric Shilova, Melissa Jalfoe, Quentin Belarose, and Steve Goodwin. The questions section shows questions from the same users, such as 'Hello Paulina, I'm glad to attend your webinar. Can you explain us what is a typical work day for you?' and 'Do you have time to share a bit the history of Astronomy?'. On the right, there is a 'WHO'S NEXT' section for 'Astronomy' with a description and a link to 'See more'. Below that is a section for 'How to boost your ROI through our Platform?' and 'Our Event Team For On Site & Off Site Support'. At the bottom right, there is a 'Members' section with profiles of Virendra Sana, Rey Mibourne, and Lacara Jones. A 'Stay tuned' toggle is also visible at the bottom right.



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?

A screenshot of a user profile page for Matthew Donegan-Ryan. The profile includes a circular profile picture, the name 'Matthew Donegan-Ryan', and the titles 'General Manager', 'Event Tech Expert', and 'Swapcard'. Below the profile is a 'Meet Matthew' section with a grid of time slots for a meeting on Sunday, January 1, 2023. The time slots are: 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, and 4:30 PM. A 'See more slots' link is below the grid. At the bottom, there is a 'Skills' section with tabs for 'Supplier Non Member', 'Events', 'Meetings', and 'Virtual'. A 'SEND CONNECTION REQUEST' button is circled in blue and has a blue arrow pointing to it from the right.

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

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

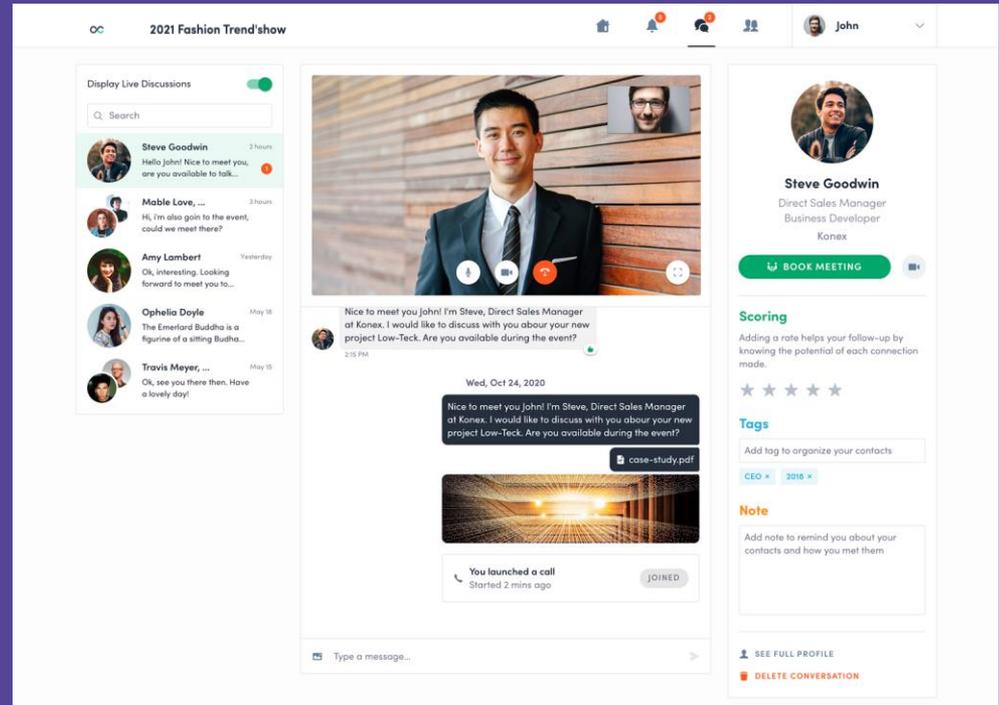
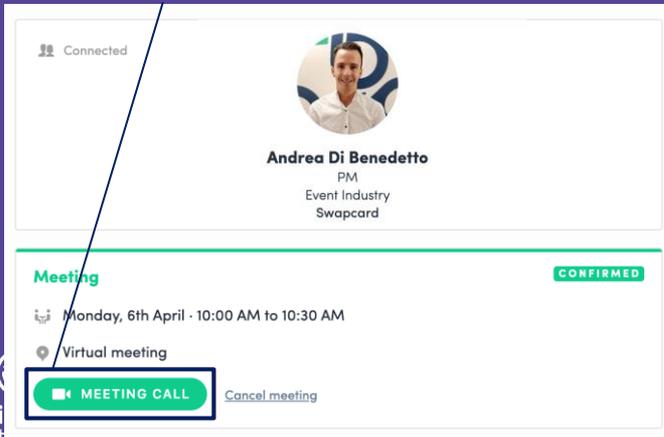
Supplier Non Member Events Meetings Virtual



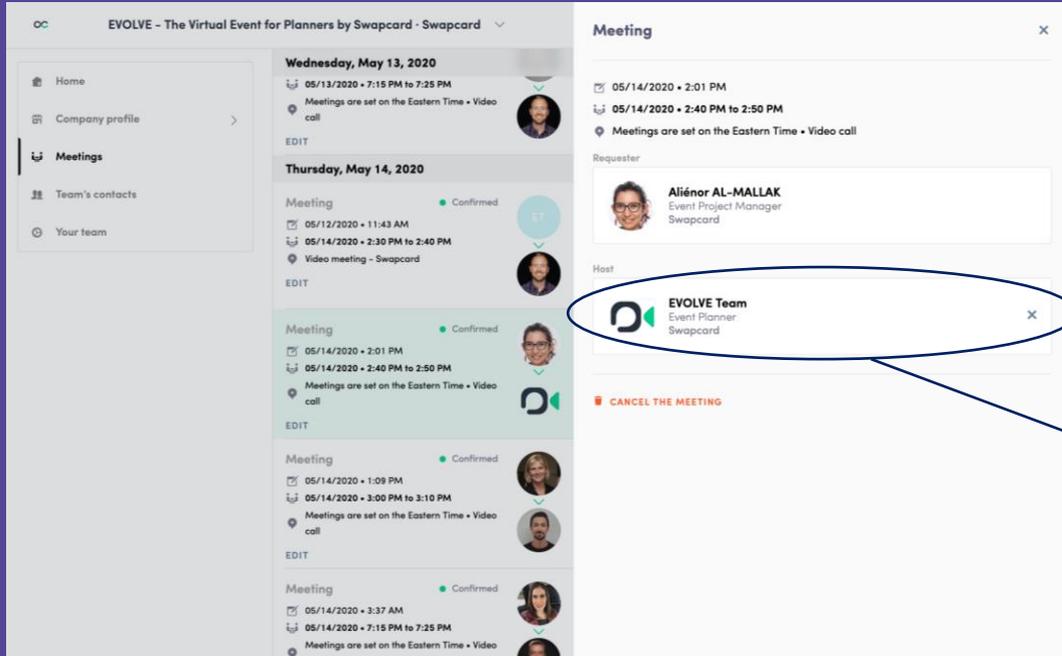
Accessing your virtual meeting

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.