

# How to edit your profile



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

The screenshot displays the EVOLVE virtual event interface. At the top, the navigation bar includes 'EVOLVE - The Virtual Event for Planners by Swapcard' and a user profile icon labeled 'EVOLVE'. A dropdown menu is open, showing options: 'My profile', 'Event Studio', 'Exhibitor Center', 'Settings', 'Resources center', 'Contact app support', 'Legal', and 'Log out'. The 'My profile' option is circled in green. On the left side of the main content area, there is a profile card for 'EVOLVE Team' with an 'EDIT' button highlighted in a green box. A green line connects this 'EDIT' button to the 'My profile' option in the dropdown menu. Below the profile card, there are several event-related buttons: 'My Event', 'Watch Replay', 'Informa Group Chat', 'Partner & Speaker Center', 'LIVE: Watch now!', and 'Attendees'.

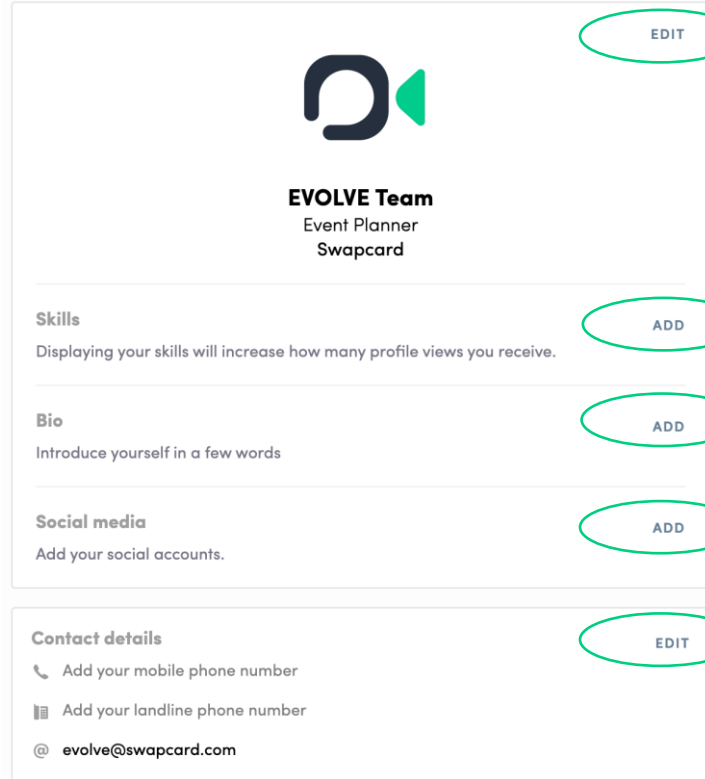
There are two ways for you to access your profile :

- 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', an Event Planner on Swapcard. The profile includes a logo, a bio, skills, social media, and contact details. Green ovals highlight 'EDIT' buttons for the profile header and contact details, and 'ADD' buttons for the Skills, Bio, and Social media sections. Lines connect these buttons to a central point on the right side of the image.

**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