

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 'Edit event'. Below this, a menu bar contains '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 side, a 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. Below the banner are several interactive buttons: 'My Event', 'Watch Replay', 'Informa Group Chat', 'Partner & Speaker Center', 'LIVE: Watch now!', and 'Attendees'. A 'Mash Media' logo is visible as a supporting partner.

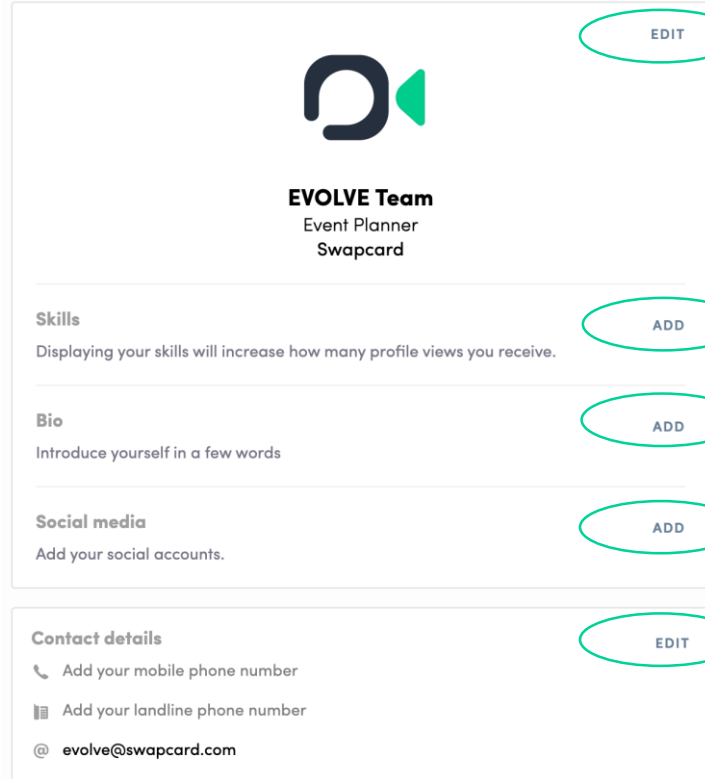
There are two ways for you to access to your profile :

- 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



The screenshot shows a user profile page for 'EVOLVE Team'. The profile includes a logo, name, and title. Below this are sections for Skills, Bio, Social media, and Contact details. Each section has an 'EDIT' or 'ADD' button highlighted in red. The 'EDIT' button is located to the right of the profile header, and the 'ADD' buttons are located to the right of the Skills, Bio, and Social media sections. The 'EDIT' button is located to the right of the Contact details section.

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 is the information you can edit on your profile :

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