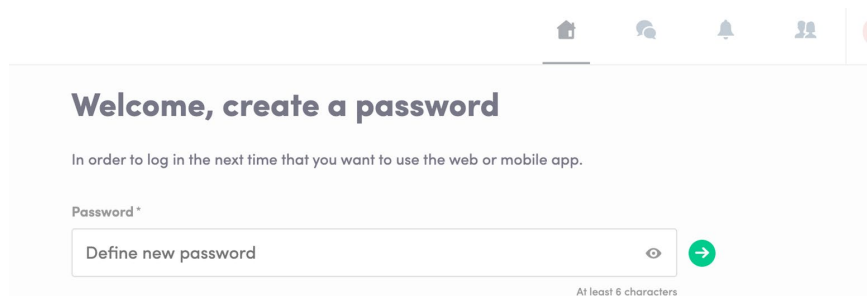# HOW TO GUIDE

Powered by Swapcard
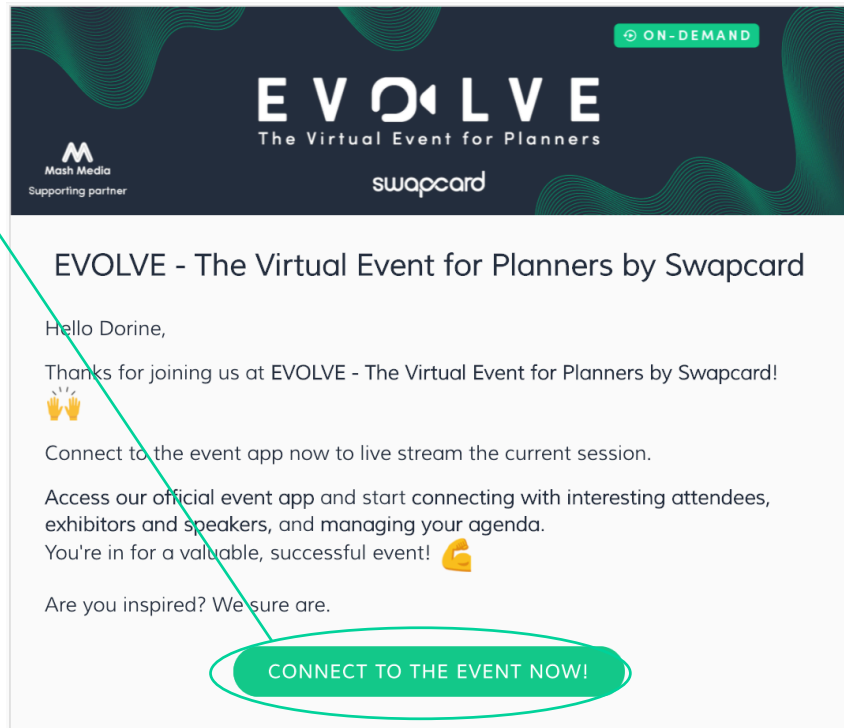
SUMMARY

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.

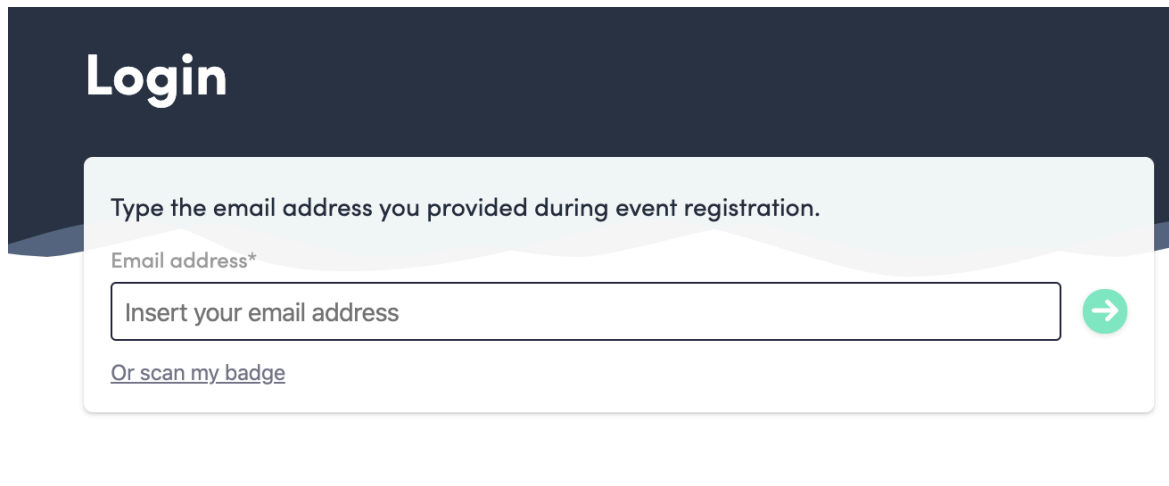A window will then suggest that you create a password for your account.

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

Password *

Define new password

At least 6 characters

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

ON-DEMAND

EVOLVE
The Virtual Event for Planners

Mash Media
Supporting partner

swapcard

EVOLVE - The Virtual Event for Planners by Swapcard

Hello Dorine,

Thanks for joining us at EVOLVE - The Virtual Event for Planners by Swapcard! 🙌

Connect to the event app now to live stream the current session.

Access our official event app and start connecting with interesting attendees, exhibitors and speakers, and managing your agenda.
You're in for a valuable, successful event! 💪

Are you inspired? We sure are.

CONNECT TO THE EVENT NOW!

How to login when I have an account ?

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 .

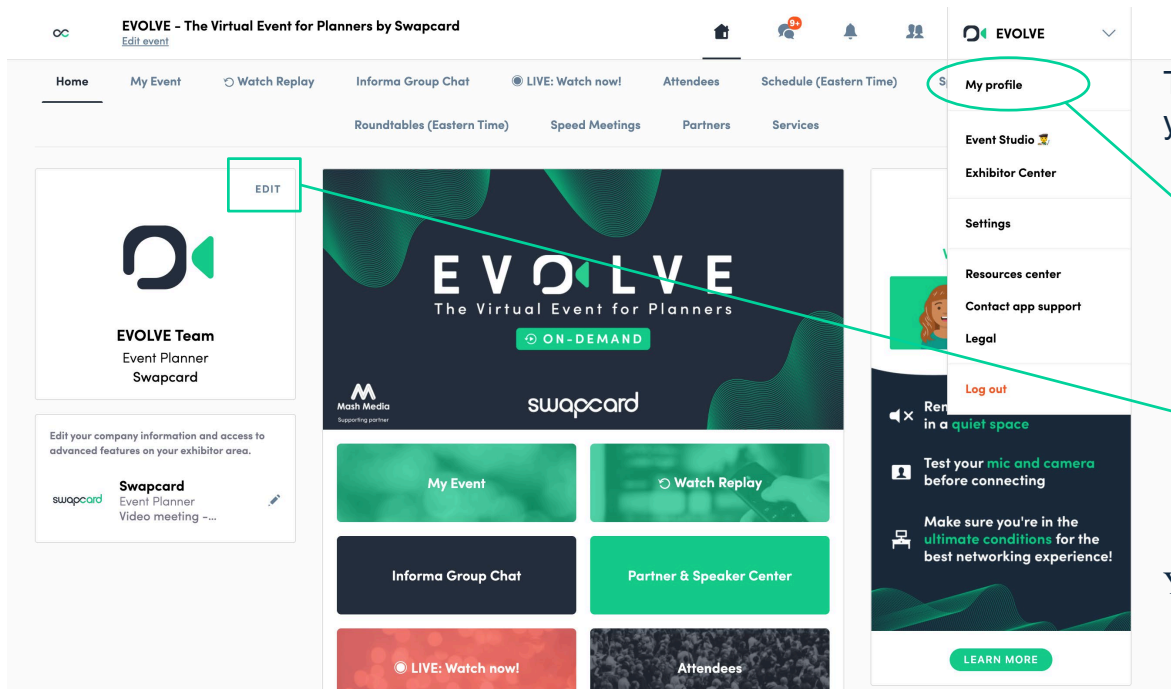**Note :** if you have forgotten your password after entering your email, click on   **send me a magic link** . You'll receive in your mailbox an email to reset your password.
If you need any help, please contact support@swapcard.com

AVAILABLE FEATURES

CONTENT FEATURES

How to edit my profile ? (1/2)

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

EDIT

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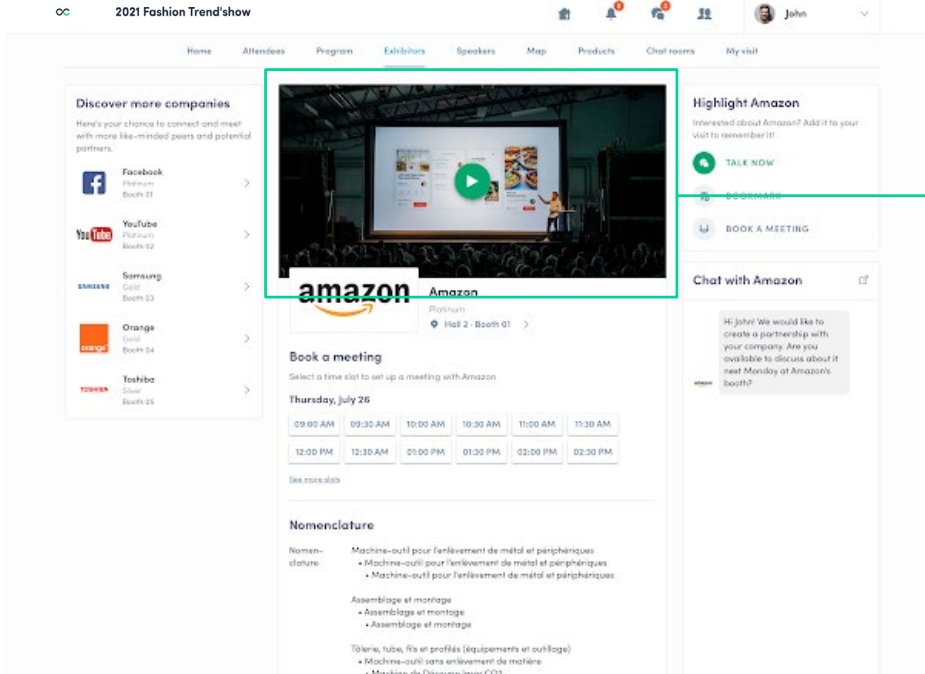
As an exhibitor , you are able to upload an image, a live banner, or a video into your company homepage .

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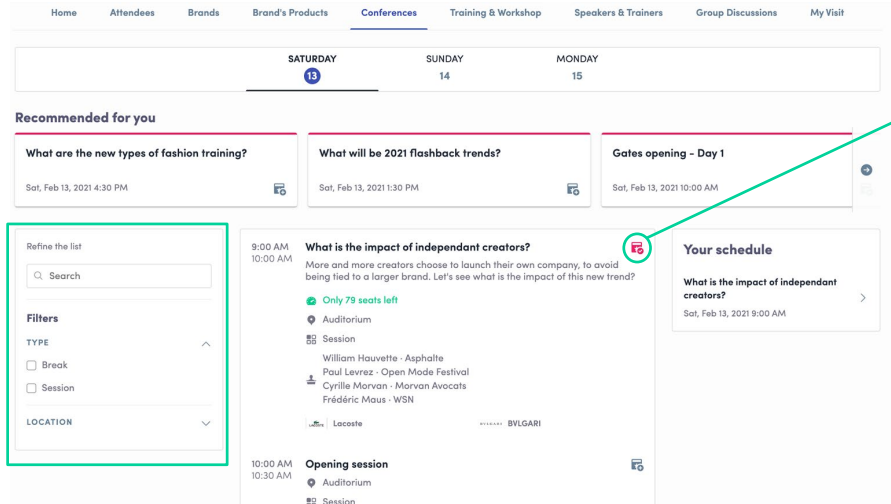
The program tab gathers all sessions of the event. You can easily register to sessions by clicking on this logo.

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 .
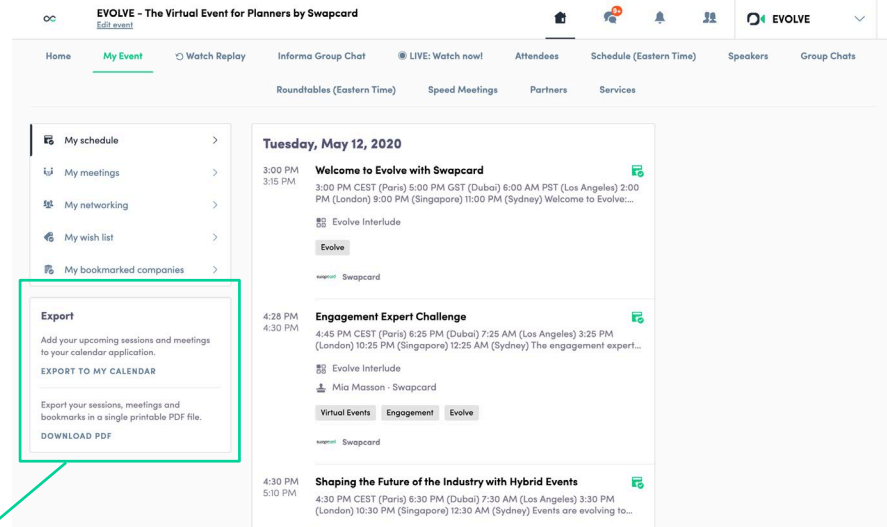
How to present a live streaming session ?

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

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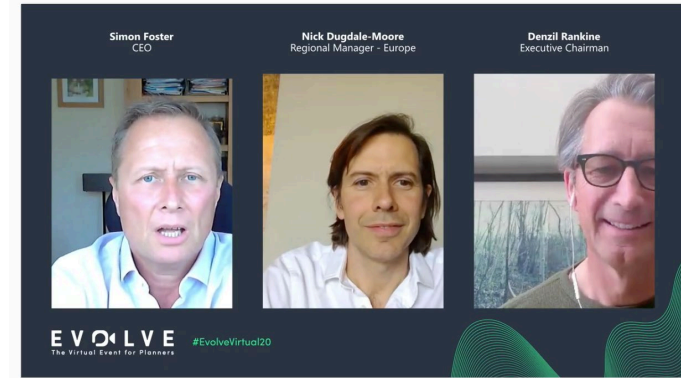
How to create polls during a live session ?

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.

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.
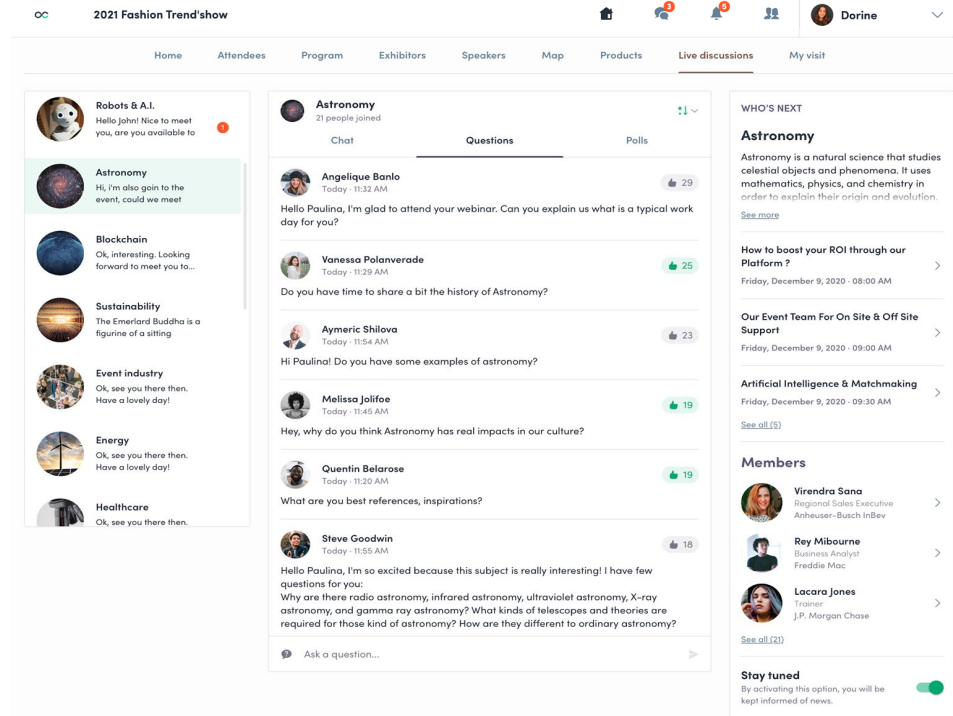
How to access a live streaming session ?

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.

Information Classification: General

How to follow a live streaming session ?

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

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 .

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 .

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.
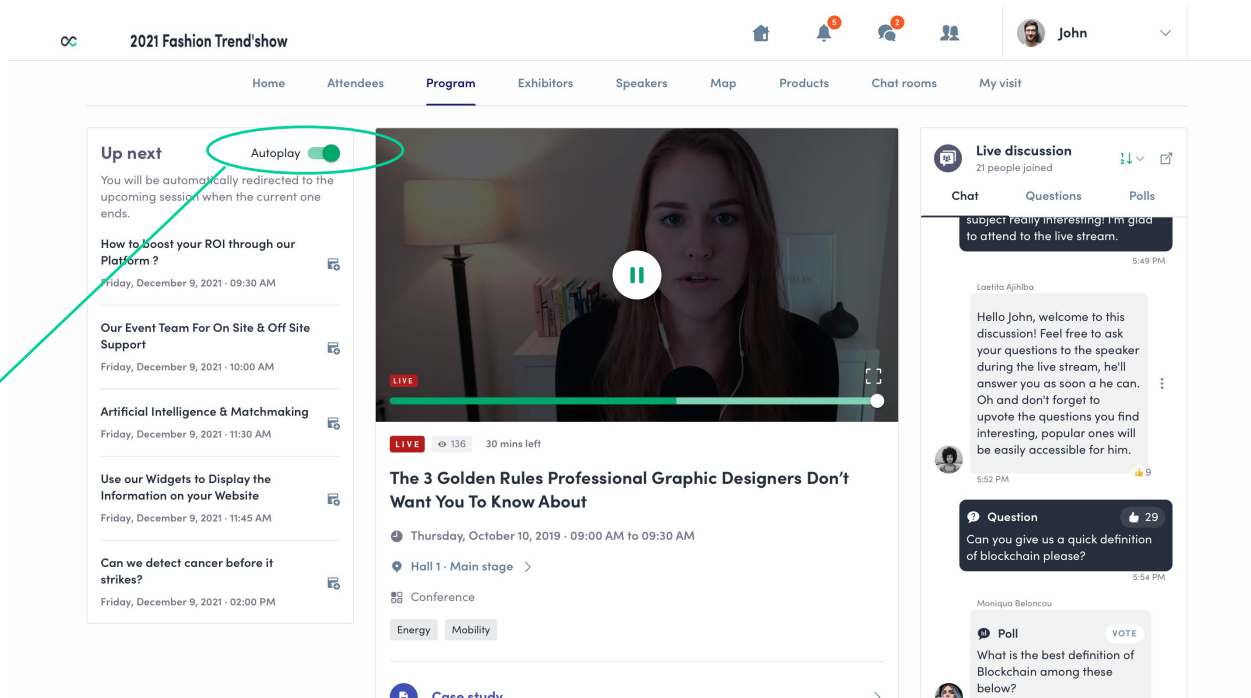
How to watch a replay session ?

The organizing team, if they decide it, will make the sessions available on the event for people who want to watch them on demand.
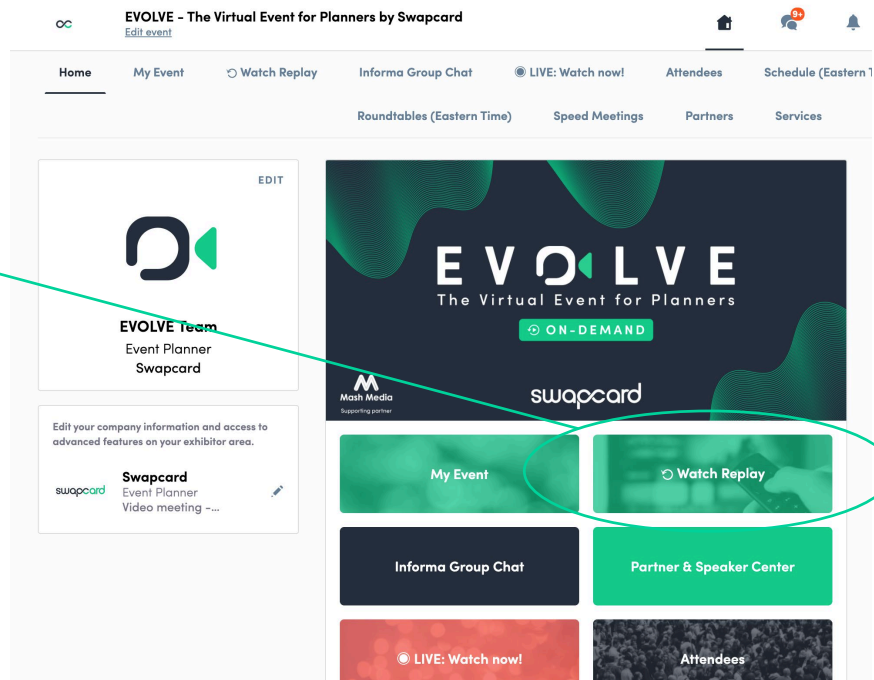
To access the replay , go to your Event Home where the button « **Replay** » should be displayed .
Then you will be able to find all the sessions available .

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)

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 ?

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 .

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

Select location

Steve Goodwin — Add

Thu, July 26 · 11:00 to 11:30 AM — Edit

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 — Edit

Main Exhibition Hall • Match! Arena — Edit

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

SEND MEETING REQUEST

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 ?

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.

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