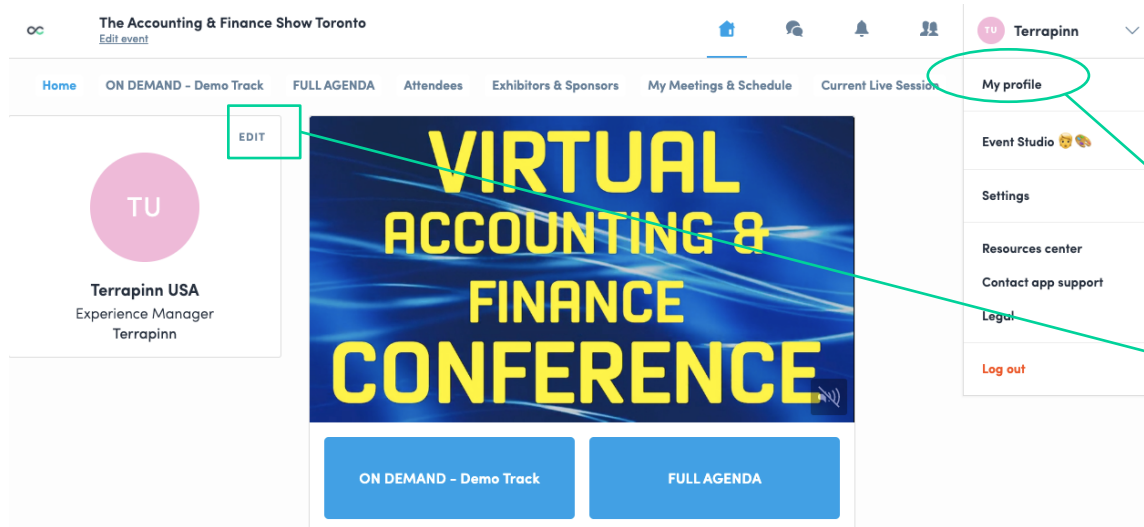


HOW TO USE SWAPCARD

How to edit my profile ? (1/2)



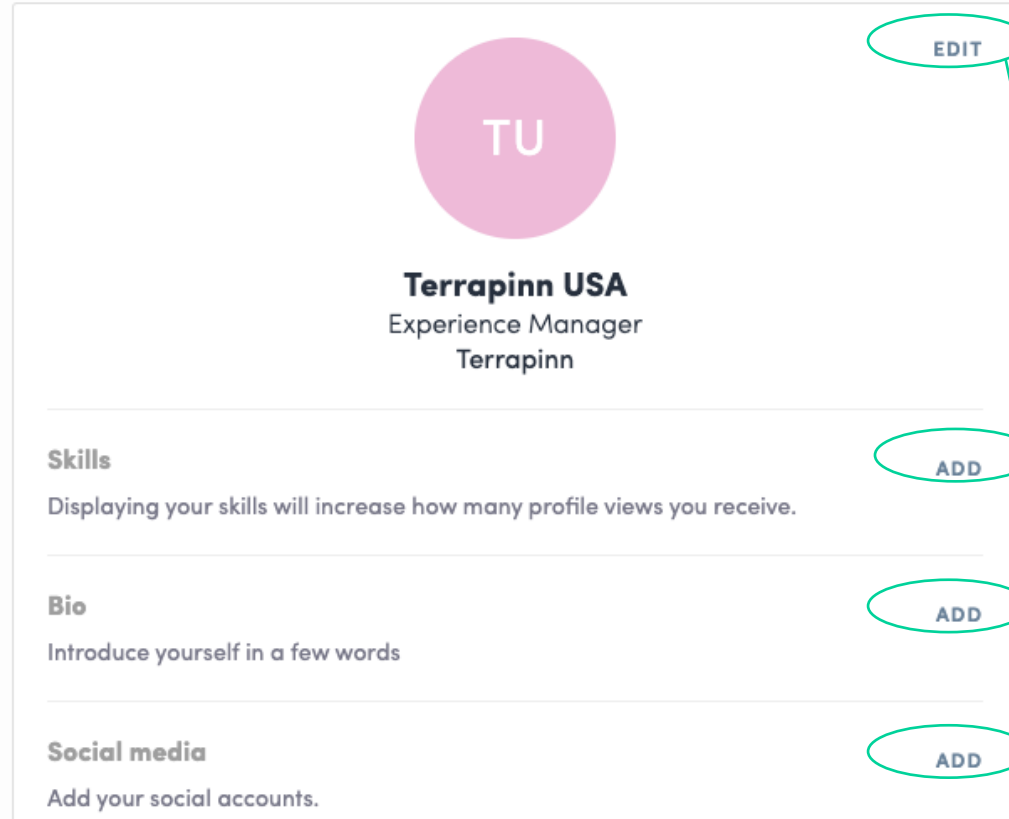
There are two ways for you to access to your profile :

- 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 directly be redirected to your profile details.

How to edit my profile ? (2/2)

My profile



The screenshot shows a LinkedIn profile for 'Terrapinn USA', an Experience Manager at Terrapinn. The profile includes sections for Skills, Bio, and Social media. Annotations highlight the 'EDIT' button for the profile picture and the 'ADD' buttons for each of the three sections below.

TU

Terrapinn USA
Experience Manager
Terrapinn

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

Bio
Introduce yourself in a few words

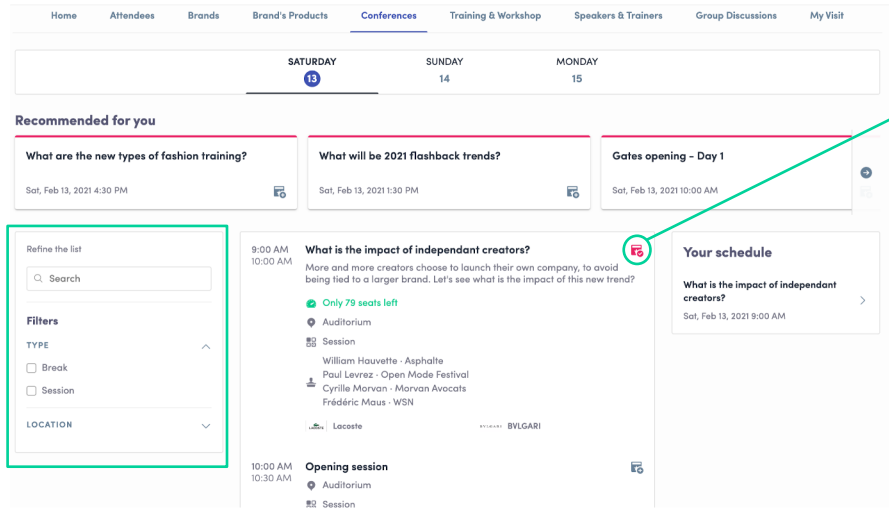
Social media
Add your social accounts.

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
- Biographie
- Social Media
- Contact details
- Company

How to create your schedule?

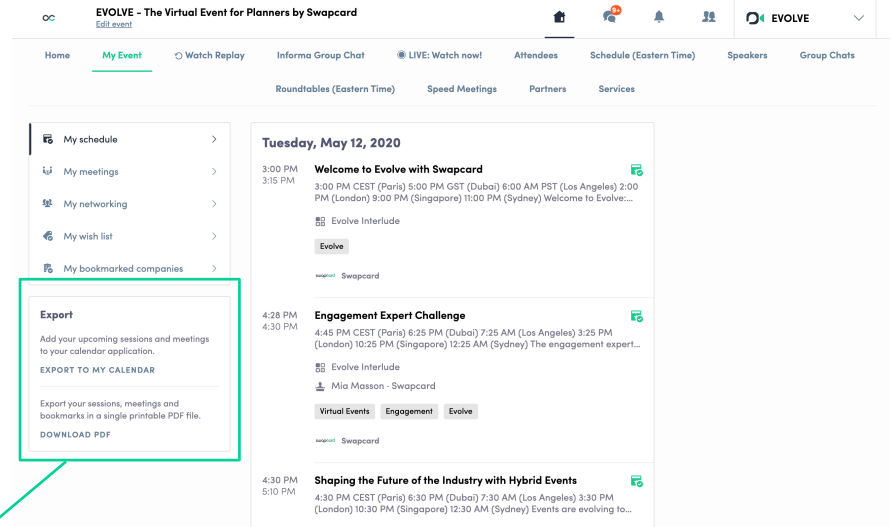


The tab of “**My Event**” allows you to see your own schedule. You can find the **sessions** you are attending, the **sponsors** and **partners** you have bookmarked, as well as your confirmed **meetings**.

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

The **FULL AGENDA** 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.



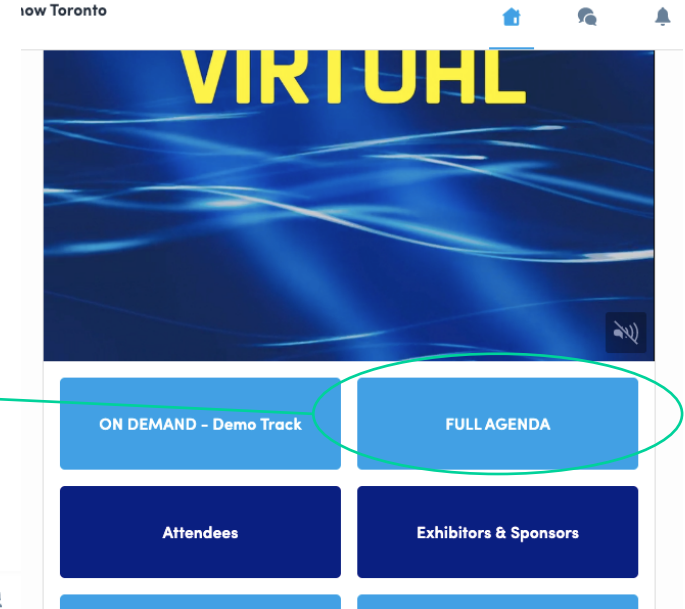
How to view a session ?

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 **Full Agenda** tab, click on the current session you want to follow. You are now to the session page where the live session is taking place.



How to follow a live streaming session ?

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

Streaming will start Monday, April 20, 2020 4:40 PM

06 03 1A

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.

The screenshot shows a web application interface for a live streaming event titled "2021 Fashion Trend'show". The top navigation bar includes icons for home, attendees, program, exhibitors, speakers, map, products, chat rooms, and my visit. The user's name "Dorine" is visible in the top right corner.

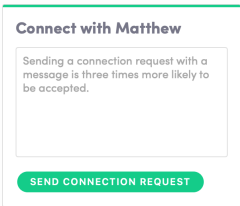
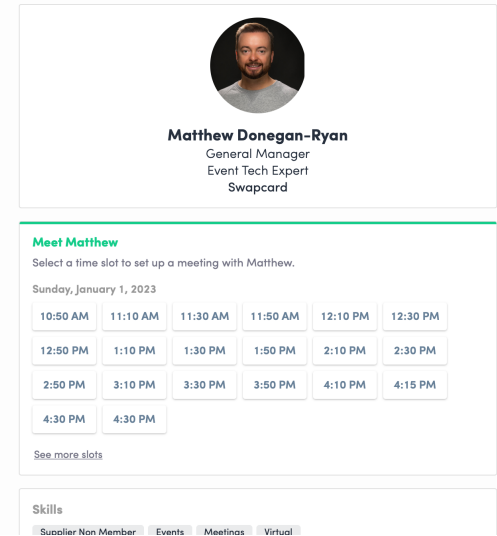
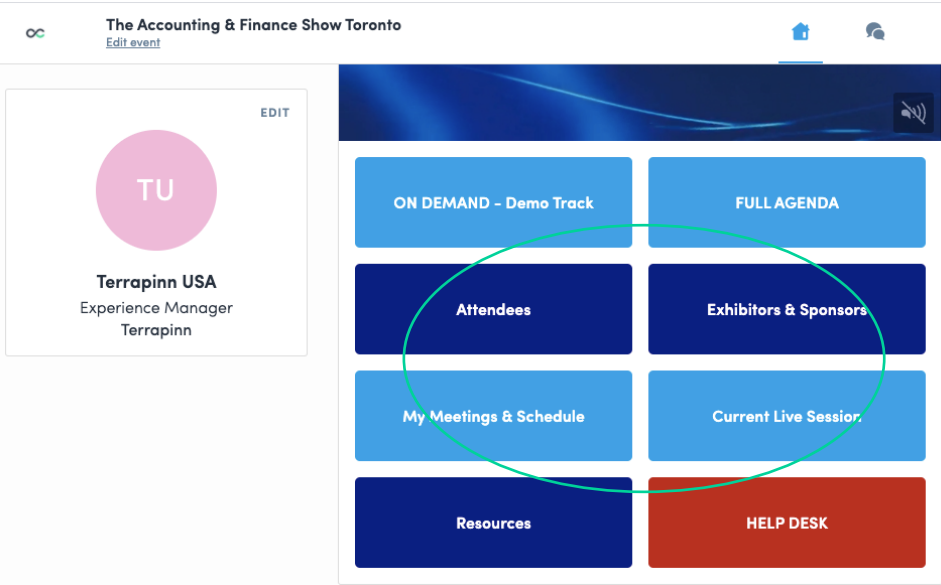
The main content area is divided into three columns:

- Left Column:** A list of "Next sessions" with titles and times. The first session is "The 3 Golden Rules Professional Graphic Designers Don't Want You..." starting at 09:00 AM. Other sessions include "How to boost your ROI through our Platform?", "Our Event Team For On Site & Off Site Support", "Artificial Intelligence & Matchmaking", "Use our Widgets to Display the Information on your Website", and "Can we detect cancer before it strikes?".
- Center Column:** A video player showing a woman speaking. Below the video is the title "The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About". Below the title are tabs for "Details", "Partners", "Speakers", "Documents", and "Participants". The "Details" tab is active, showing the date and time "Thursday, October 10, 2019 - 09:00 AM to 09:30 AM", the location "Hall 1 - Main stage", and the event type "Conference". There are also tags for "Energy" and "Mobility". Below this is a "Case study" section with a title and a brief description of Amazon as a multinational technology company.
- Right Column:** A "Live discussion" section with 21 people joined. It includes a "Questions" tab and a "Polls" tab. A question is displayed: "Can you give us a quick definition of blockchain please?". Below this is a "Poll" section with the question "What is the best definition of Blockchain among these below?". At the bottom of the right column is a "Register to the session" section with a brief description and a link to "UNREGISTER FROM THE SESSION".

How to network ?

In the home page of the event, you can access to the **Attendees** list.

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.



You will 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 to the people of your choice before all their slots are booked.

You can manage your availability from the **"My Meetings & Schedule"** section of the application.

How to make a connection request ?



Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Connect with Matthew

Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

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

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 attendees or exhibitors & sponsors.

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.

← **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](#)



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](#)

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 colored "**Meeting call**" button that will launch the video call (only available if the meeting is confirmed).



Andrea Di Benedetto
PM
Event Industry
Swapcard

Meeting CONFIRMED

Monday, 6th April - 10:00 AM to 10:30 AM

Virtual meeting

 MEETING CALL [Cancel meeting](#)

2021 Fashion Trend'show

Display Live Discussions

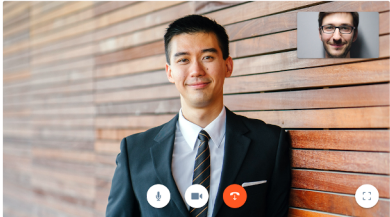
Steve Goodwin 2 hours
Hello John! Nice to meet you, are you available to talk...

Mable Love, ... 3 hours
Hi, I'm also going to the event, could we meet there?

Amy Lambert Yesterday
Ok, interesting. Looking forward to meet you to...

Ophelia Doyle May 16
The Emerald Buddha is a figure of a sitting Buddha...

Travis Meyer, ... May 16
Ok, see you there then. Have a lovely day!



Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

Wed, Oct 24, 2020

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

case-study.pdf

You launched a call
Started 2 mins ago

Type a message...

Steve Goodwin
Direct Sales Manager
Business Developer
Konex

[BOOK MEETING](#)

Scoring
Adding a rate helps your follow-up by knowing the potential of each connection made.

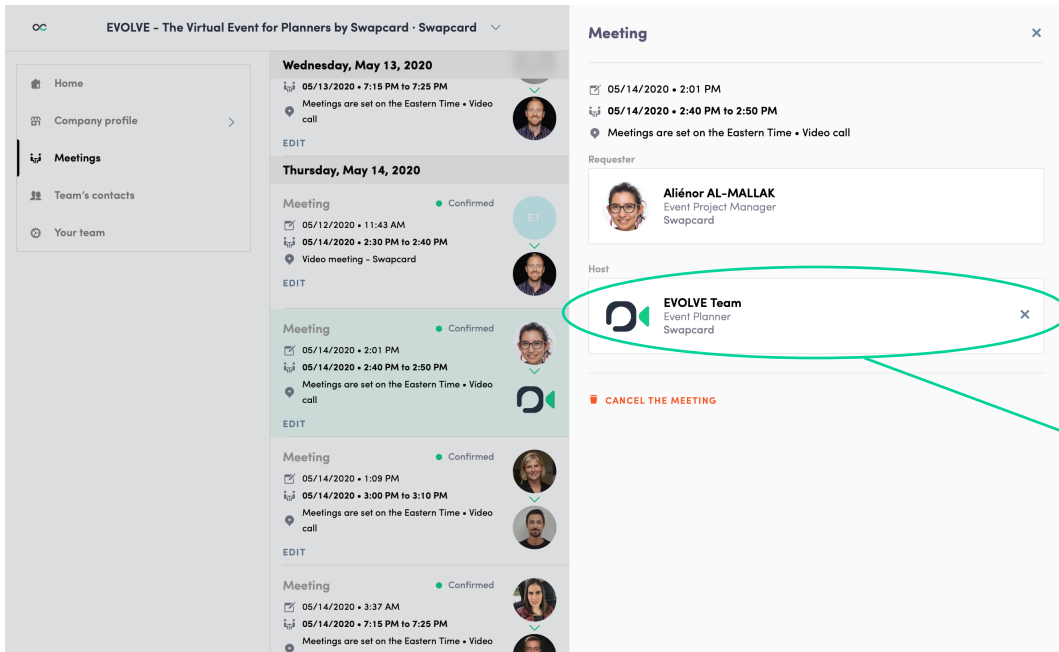
★★★★★

Tags
Add tag to organize your contacts
CEO × 2018 ×

Note
Add note to remind you about your contacts and how you met them

[SEE FULL PROFILE](#)
[DELETE CONVERSATION](#)

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.