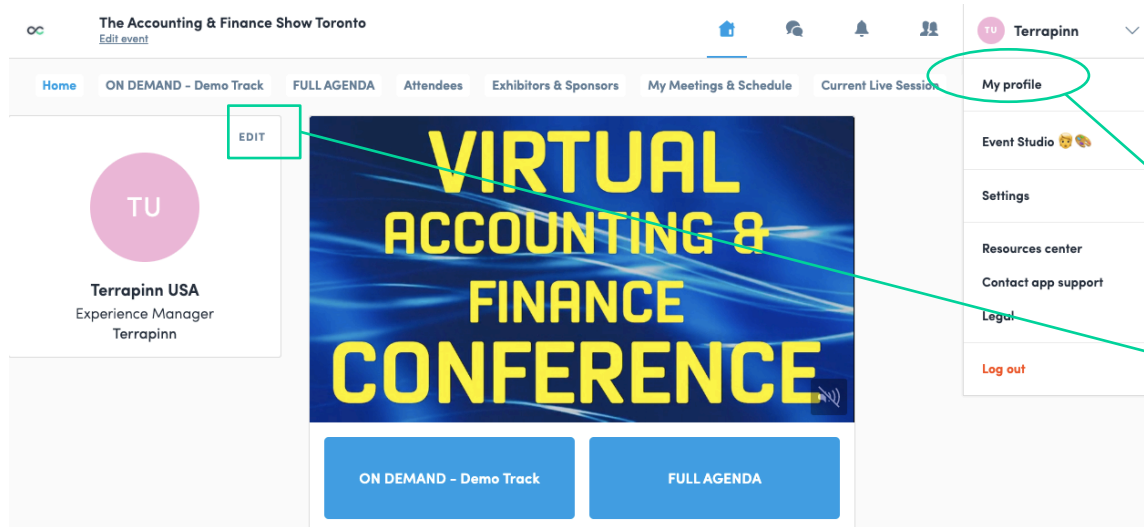


# HOW TO USE SWAPCARD

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



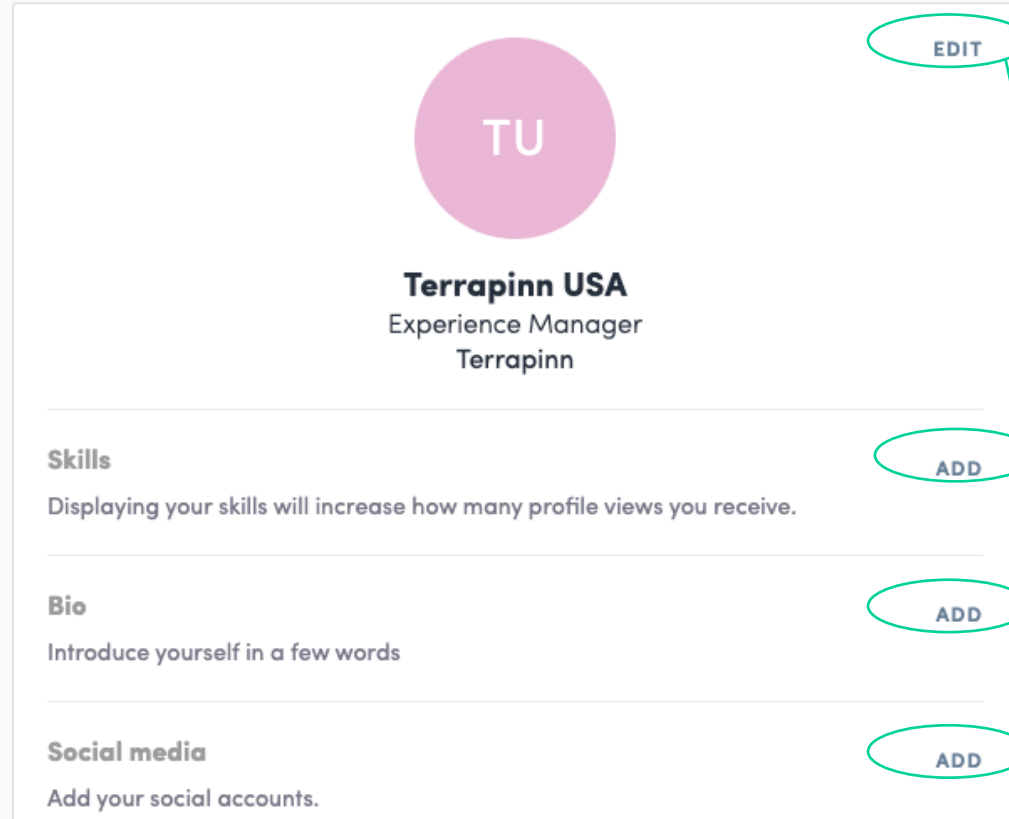
There are two ways for you to access to your profile :

- 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 with green circles and lines point to the 'EDIT' button for the profile picture and the 'ADD' buttons for the Skills, Bio, and Social media sections.

**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

---

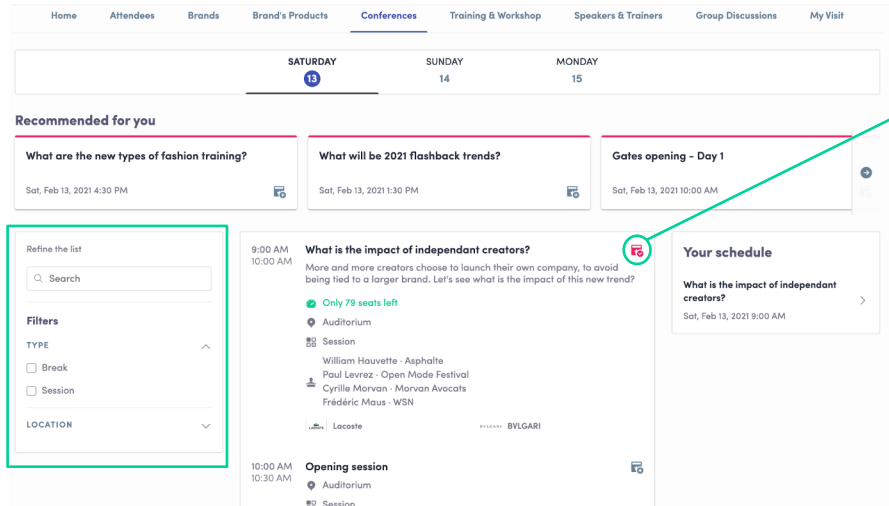
**Social media**  
Add your social accounts.

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?

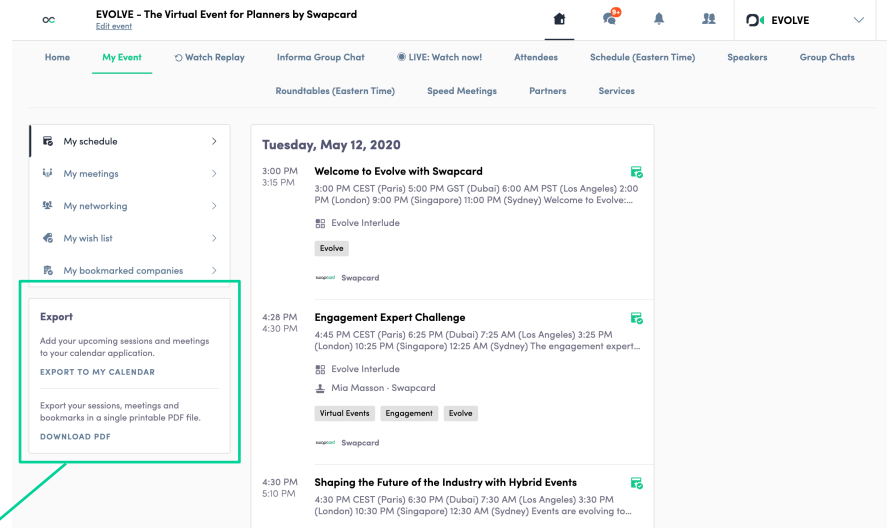


The tab of “**My Event**” allows you to see your own schedule. You can find the **sessions** you are attending, the **sponsors** and **partners** you have bookmarked, as well as your confirmed **meetings**.

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.



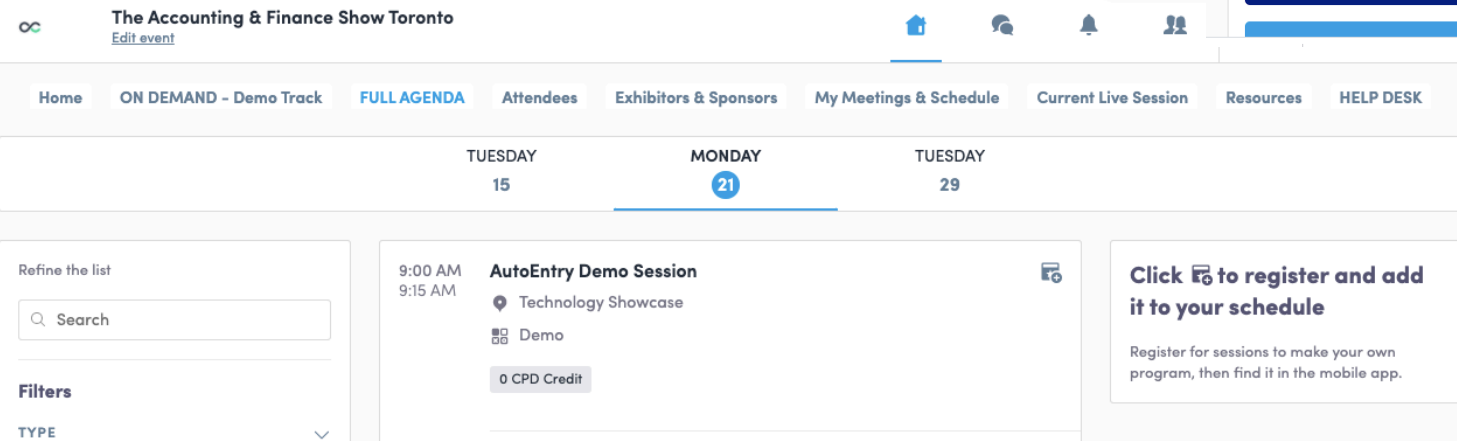
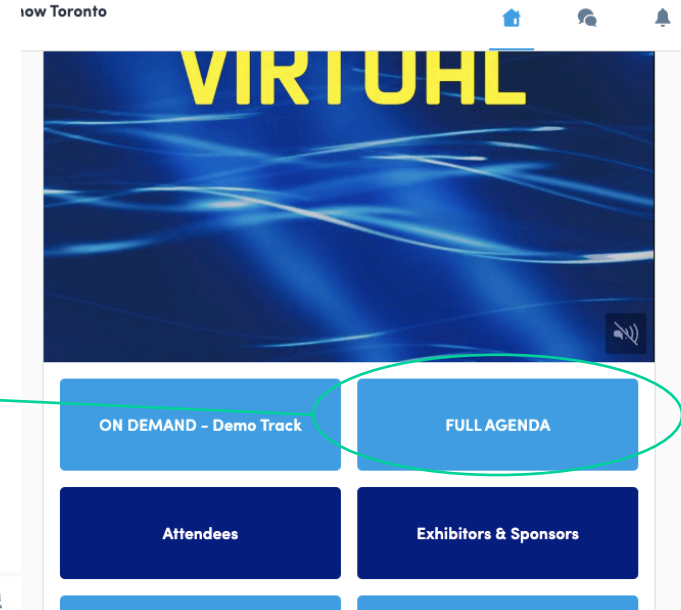
# How to view a session ?

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 17

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 displays the user interface of the '2021 Fashion Trend'show' app. At the top, there's a navigation bar with icons for Home, Attendees, Program (selected), Exhibitors, Speakers, Map, Products, Chat rooms, and My visit. The main content area is divided into three sections:

- Left Sidebar:** Contains a list of 'Next sessions' with titles like 'The 3 Golden Rules Professional Graphic Designers Don't Want You...', '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?'. Each session has a timestamp and a right-pointing arrow.
- Center Video Player:** Shows a live video of a woman speaking. Below the video, the title 'The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About' is displayed. Underneath the title are tabs for 'Details' (selected), 'Partners', 'Speakers', 'Documents', and 'Participants'. Below the tabs, there's a schedule for 'Thursday, October 10, 2019 - 09:00 AM to 09:30 AM' and a 'Conference' section with 'Energy' and 'Mobility' tags. At the bottom of this section is a 'Case study' link.
- Right Sidebar:** Features a 'Live discussion' section with 21 people joined. It includes a 'Questions' tab and a 'Polls' tab. A question is visible: '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 sidebar is a 'Register to the session' section with instructions 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.



**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



**Terrapinn USA**  
Experience Manager  
Terrapinn

**ON DEMAND - Demo Track**

**FULL AGENDA**

**Attendees**

**Exhibitors & Sponsors**

**My Meetings & Schedule**

**Current Live Session**

**Resources**

**HELP DESK**

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

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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

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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 figurine 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 JOINED

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.

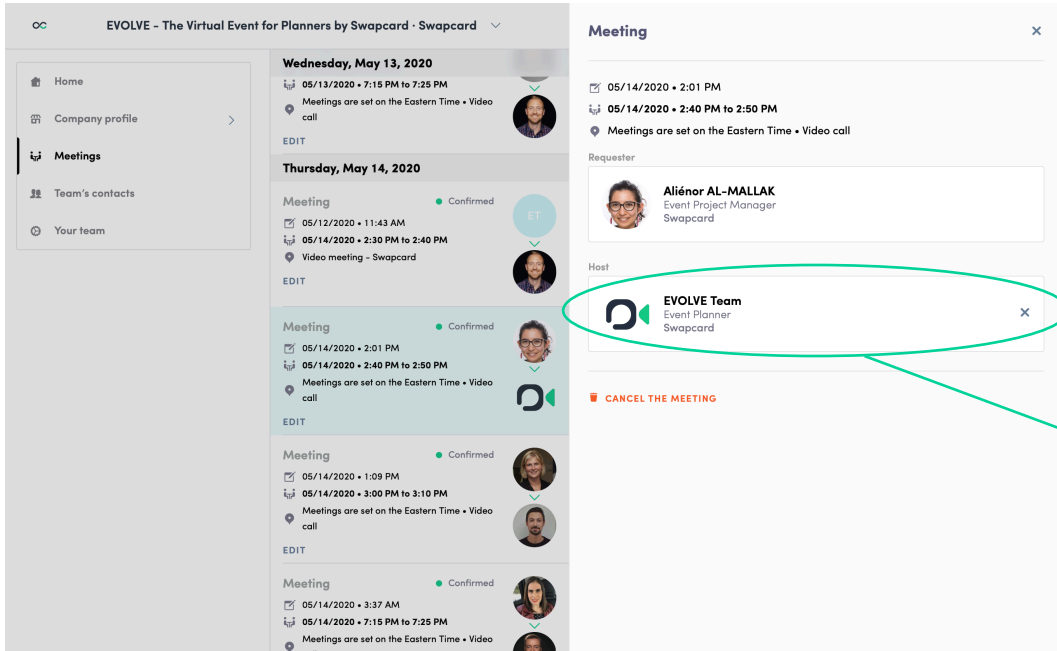
★★★★★

**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.