



## LOGGING INTO THE PLATFORM

To access the platform, follow these steps:

1. Are you registered?
  - a. Only registered attendees have received login information. If not, register here: [https://secure.terrapinn.com/V5/step1.aspx?E=10155&\\_ga=2.217013078.1178527013.1597672118-2090393656.1596048904](https://secure.terrapinn.com/V5/step1.aspx?E=10155&_ga=2.217013078.1178527013.1597672118-2090393656.1596048904)
  - b. You will receive an email from [hello@swapcard.com](mailto:hello@swapcard.com) within 30 minutes of registering.
2. All exhibitors will receive an email from [hello@swapcard.com](mailto:hello@swapcard.com) with their login 2 weeks prior to the show to update their booth
3. All attendees will receive an email from [hello@swapcard.com](mailto:hello@swapcard.com) with their login 1 week prior to the show
4. If you cannot find this email, follow these steps:
  - a. Go to [app.swapcard.com](http://app.swapcard.com)
  - b. Enter the email address you registered with
  - c. Send me a magic link
    1. You will receive an email from [hello@swapcard.com](mailto:hello@swapcard.com) within 30 minutes of requesting the magic link.
5. The event will be live in swapcard to network, set up meetings and view presentations until September 24<sup>th</sup> 2020.

## CONTENT

6. If you missed a presentation, all sessions are being recorded and will be available to view under the agenda tab.

## MEETINGS & NETWORKING

7. To make connections with other attendees, view the attendee list and search by job title, company etc.
8. Click on the plus sign next to the person's name
9. You can then send a message directly to the person
10. When the connection request is accepted, you have the option to set up a video call within the platform

## HELP DESK

11. All tutorial videos on how to navigate the platform can be found under the help desk tab in the platform
12. If you need further assistance, contact [Ashley.Pierson@Terrapinn.com](mailto:Ashley.Pierson@Terrapinn.com)