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How to log in for the first time?

You'll 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.

**Note:** If you don't see this email in your mailbox, please check your spam.
How to log in when I have an account?

Access your account on login.swapcard.com

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’ve forgotten your password after entering your email, click on Send me a magic link. You’ll receive 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 your profile:

- On the upper right-hand 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.
To edit the information on your profile, simply click on the **Edit** or **Add** parts depending on the type of information you want to edit.

Here’s a list of information you can edit on your profile:

- Personal information
- Skills
- Biography
- Social Media
- Contact details
- Company
How does the program work?

The Conference Sessions tab displays all the sessions in the event. You can easily register for sessions by clicking on this logo.

Note: You can refine your search by using filters located on the left of the screen.

The tab of "My Event" allows you to see your own schedule. You can find the sessions for which you’ve registered, the sponsors and partners you have bookmarked, as well as your confirmed meetings. You can export your program by clicking on “Export to my calendar or Download PDF”.

Information Classification: General
How to access a live-streamed session?

There are two ways to access a live streaming session.

From your **Event Home**, click on the “**LIVE! Watch Now!**” button which should be displayed.

You will be redirected to the current session, or the following one if no live stream is taking place at that time.

From the **Conference Sessions** or **My Event** tab, click on the current session you want to follow. You'll be taken to the page where the live session is taking place.
How to watch a live stream?

At about 24 hours before the session starts, a countdown will be added to the session’s 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’ll 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?

You can chat with other attendees, ask questions to the speakers, and respond to different polls organizers and speakers send out.

React to other people’s messages with emojis and “upvote” your favorite speaker questions with a thumbs-up sign.
What’s “autoplay”?

The autoplay feature is automatically activated when you click on a “live” agenda button.

This feature allows a seamless experience when watching sessions as it takes you from one session to the next without interrupting your viewing.

To deactivate it, simply click on the “Autoplay” button on the top left-hand side of your screen.
How to watch a session on replay?

You’ll have access to on-demand sessions available on the event for people who want to watch them at anytime after the live session occurs.

To access the replay, find the desired session in the **Conference Sessions or My Event** tab. The on-demand content will be within the session details.
How to network?

On the homepage of the event, you can access the **Speaker** and **Attendee** lists.

This is a great tool for identifying people you want to meet. Don’t hesitate to contact them through the application to network and schedule ‘**face-to-face**’ meetings.

If you see time slots on people’s profiles, it means that the organizer has allowed scheduled meetings on the event. Don’t waste time, request meetings before all their slots are booked!

You can manage your own availabilities from the "**My Event**" section of the application.
How to send a connection request?

To send a connection request to a person, go to their 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. People enjoy a personal greeting!

You'll 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:** Click on a person’s profile from 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”.

**Note:** If you plan to do a virtual meeting, select Online Meeting when choosing the location.
How to start your virtual meeting?

To set up your 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).