User's Guide

General guide

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All-In-One Event & Community Platform
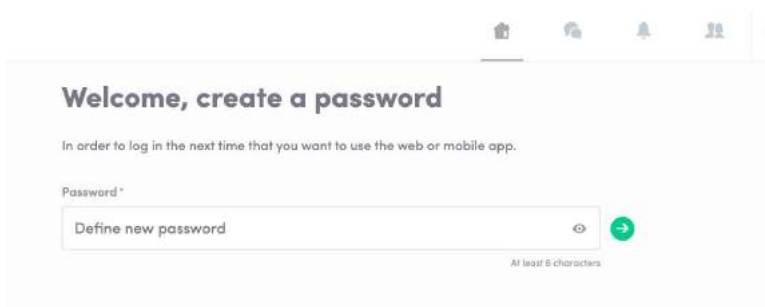Grow your Events into a Community
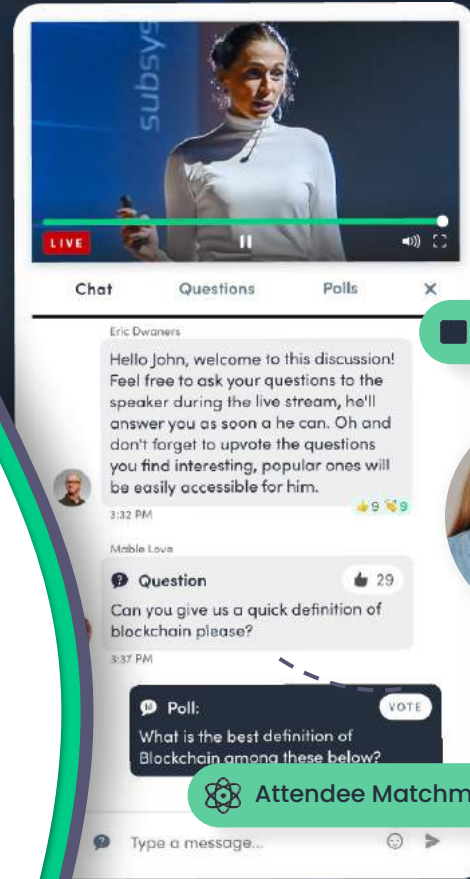
ACCESS THE APP

LOGIN

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How to login for the first time?

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1 You will receive an email similar to **these ones** with a button redirecting you to a login page. Your account is automatically created by the platform after you have registered. A window will then prompt you to create a password for your account:
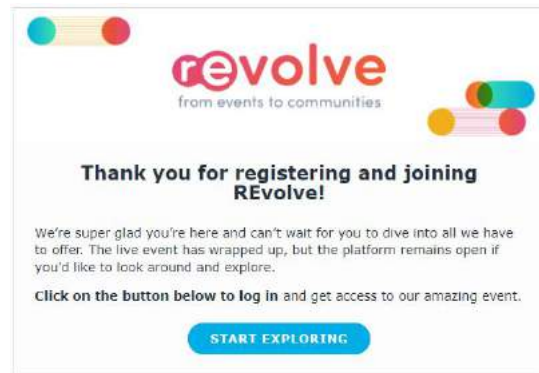
2

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 8 characters

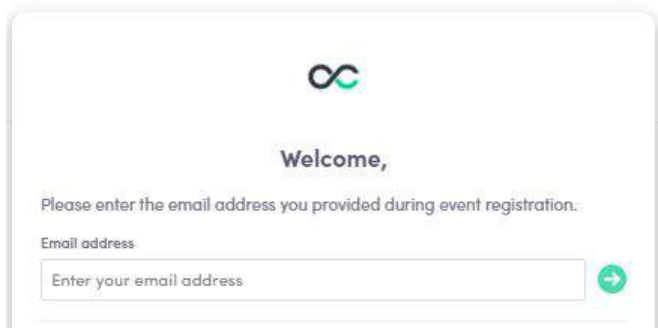You can also access the event from your phone by downloading the Swapcard app (**iOS**/**Androïd**)

i **Note:** If you don't see this email in your mailbox, please check your spam folder. Most of our emails are sent from **noreply@swapcard.com**

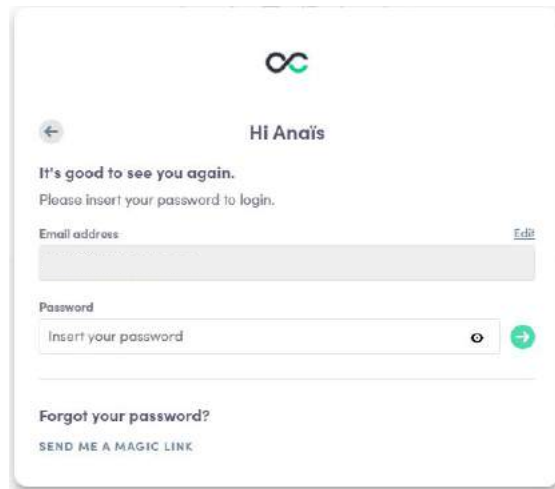**revolve**
from events to communities

Thank you for registering and joining REvolve!

We're super glad you're here and can't wait for you to dive into all we have to offer. The live event has wrapped up, but the platform remains open if you'd like to look around and explore.

Click on the button below to log in and get access to our amazing event.

START EXPLORING

2021 FASHION TREND'SHOW | FEB 13-15 | swapcard

Fashion Trend'Show 2.0

Hello Jane,

Get ahead of the game and prepare for **Fashion Trend'Show 2.0** to save yourself time and **get the most out of your event**.

Swapcard app makes it easy to **access the event content** and connect with the **right people** in advance.

All you have to do is **activate your profile** with the tap of the below button. We'll keep all of your **information and data secure**.

Are you ready to join your event community?

LET'S GET STARTED!

How to login when I have an account?

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① Access your account on app.swapcard.com

② Enter the email you used to register from your event and your password. Click the green arrow to connect.

ⓘ **Note:** If you have forgotten your password, click **"Send me a magic link"** after entering your email.
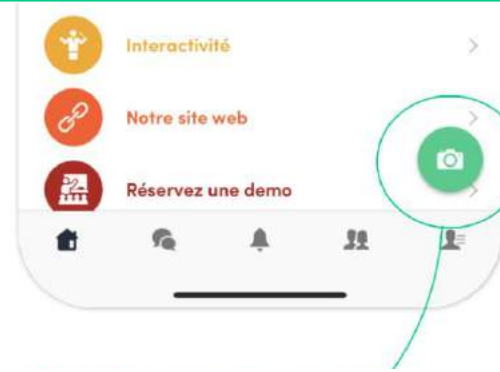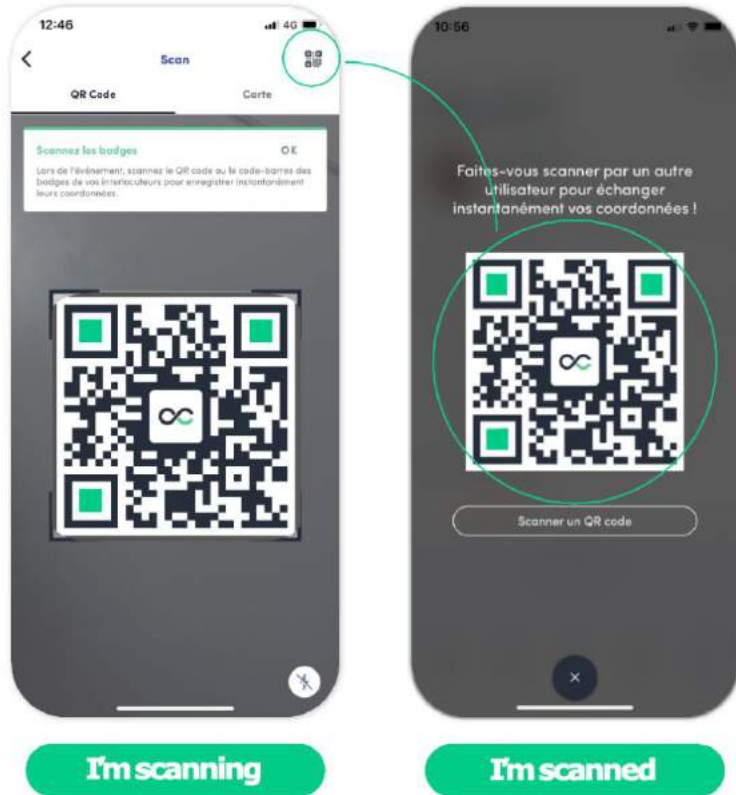You'll receive an email to reset your password (valid for 1 hour).
If you need any help, please contact https://help-attendees.swapcard.com

PHYSICAL EVENT

QR CODE / SCAN BADGE

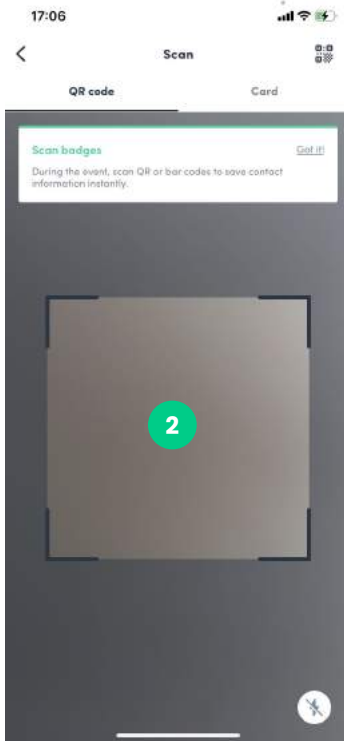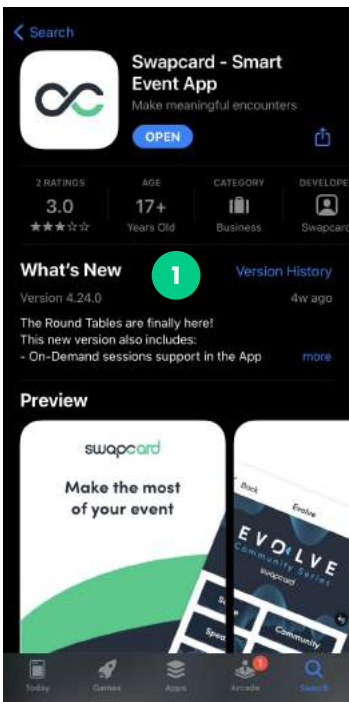swapcard

App/ Badge Scanning

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To scan a badge, click the **scan icon** on the home screen of your event.

By scanning the QR code of an attendee's badge, you automatically add it to your contacts. This allows you to **chat, share contact details and add tags and scoring** to your contact. **Your contact details are also shared to the other person.**
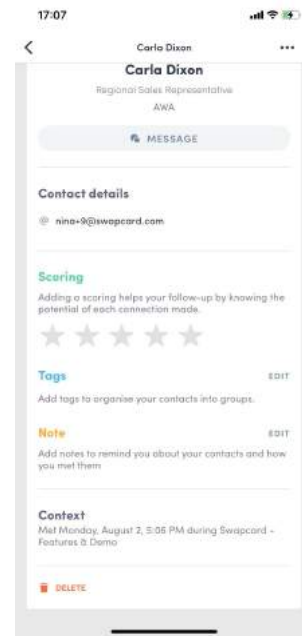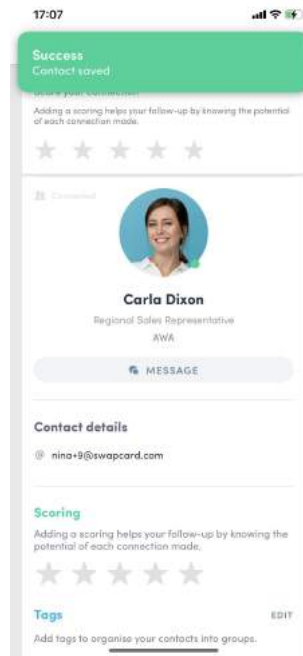
You can display your **electronic badge** to be scanned. It is located on the top right-hand corner of the scanning interface.

How to Scan a Badge

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1 Download the app Swapcard

2 Open the camera and scan the QR code

3 You will have access to the participant's information

AVAILABLE FEATURES

CONTENT

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How to edit your profile (1/2)
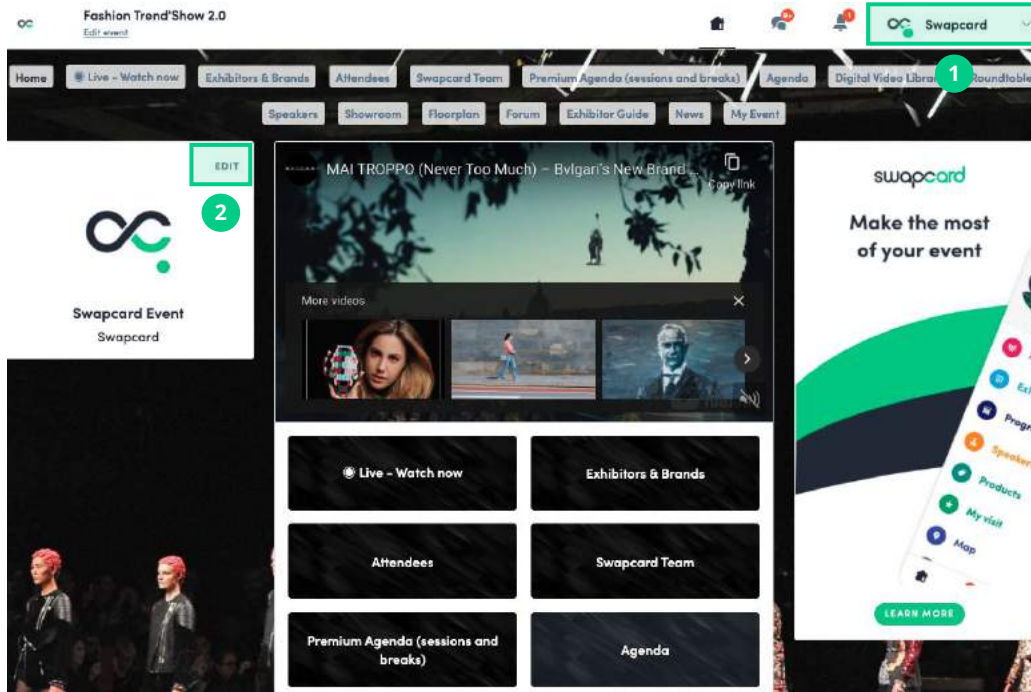
There are **two ways** of accessing your profile:

From the drop-down on the upper-right corner of your screen, click **"My profile"**

On the left side of your screen next to your photo, click **"Edit"**

You'll be redirected to your profile where you can edit your information.

How to edit your profile (2/2)
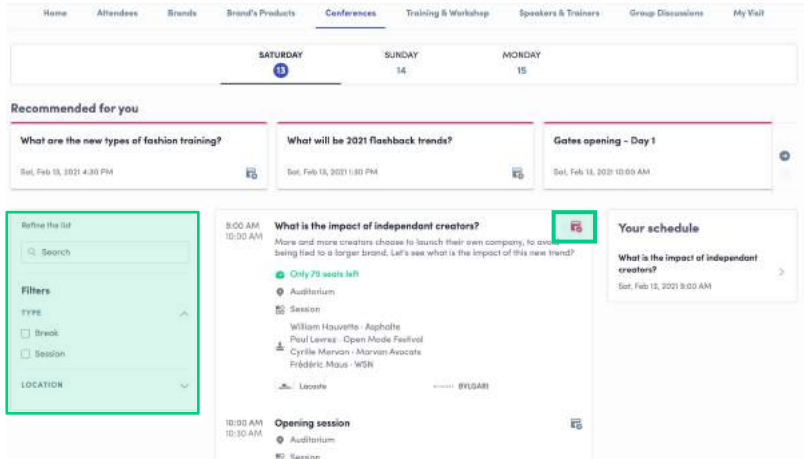
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To edit your profile, click "**Edit"** or "**Add"** next to the information section you want to edit.

Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organizer

How the schedule works

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The schedule/agenda button gives you an overview of the event sessions. You can register for sessions by clicking on this **bookmarking** icon.

You can find sessions by using the **search** bar and **filters** located on the left side of the screen.

The tab "**My Event**" allows you to see your own schedule. Here you can find the **sessions**, **sponsors** and **partners** you bookmarked, your confirmed meetings and more.

You can **export** your **schedule** by clicking "Export to my calendar" or "Download PDF."
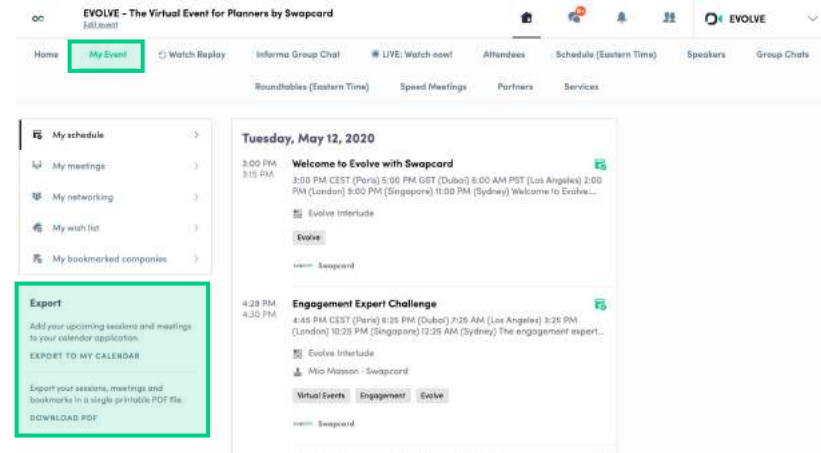
How to access an ongoing live session

There are several ways to access an ongoing live session.

1

From **Event Home**, click the "**Live session"** button. If there is a live session, the live button should also be present as a tab on the top navigation bar.

You will get redirected to the ongoing session, or the following one if nothing is happening at that time.

2

You can also access it from the "**Event schedule"** or "**My Event"** tab. Click on the ongoing session to reach the session page.
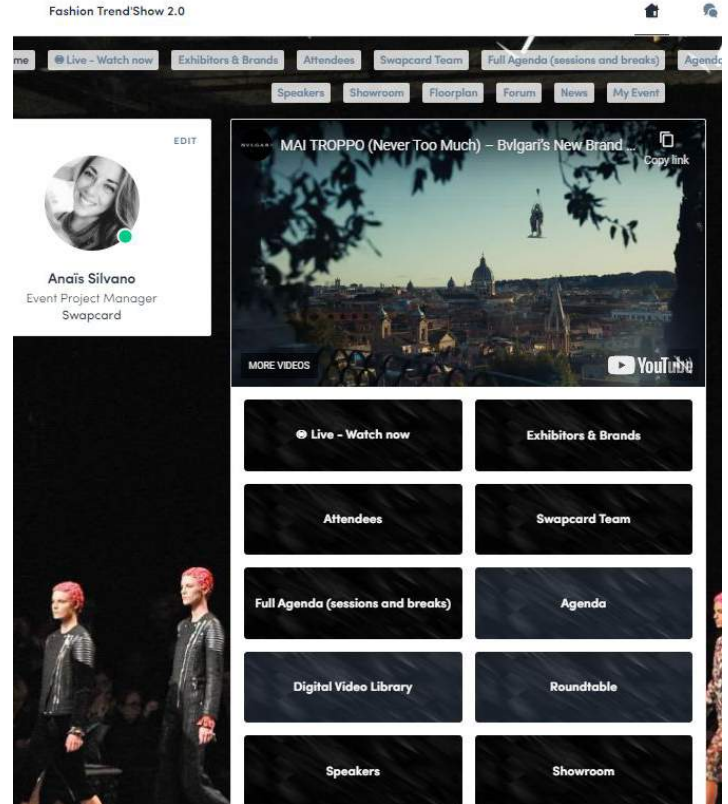
How to access a streaming session

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Less than **24 hours** before a live stream session a countdown will show on the session page.

Streaming will start Monday, April 20, 2020 4:40 PM   06 03

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically. You can refresh the page if it does not.

You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app while watching the session in a **pop-out window**.
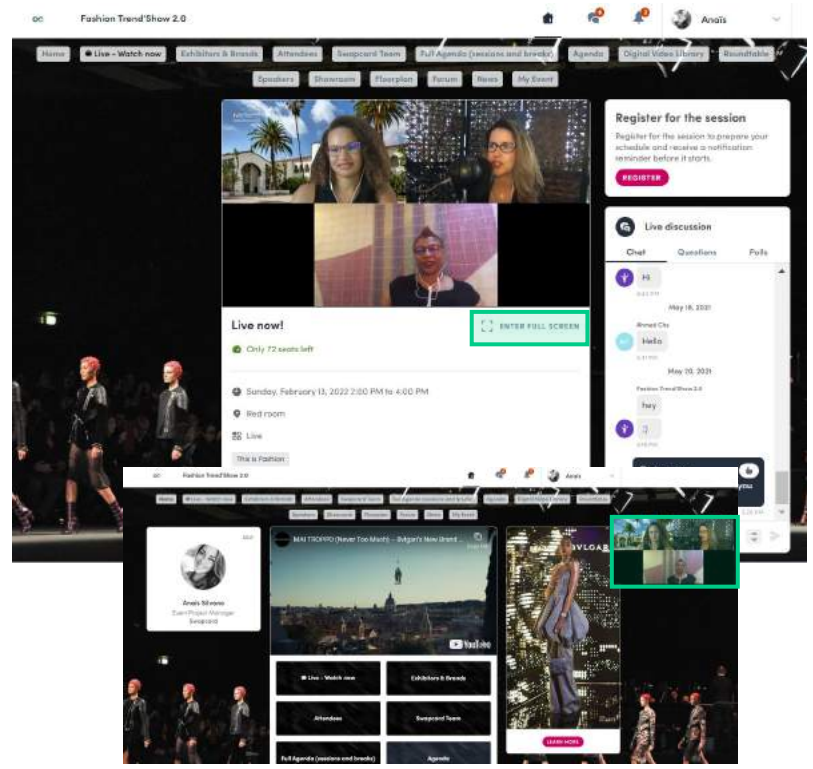
How to interact during a session

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With "**Live discussion,**" you can **chat** with other attendees, ask **questions** to the speakers, and answer **polls** created by the organizers or speakers.

You can react and answer to other people's messages, or delete your message by clicking on the three dots next to it.

Questions will be sorted by upvotes where the most liked questions will rise to the top.

The live discussion should be open when sessions are ongoing. If you do not see it, click on the bubble on the bottom right to open it.
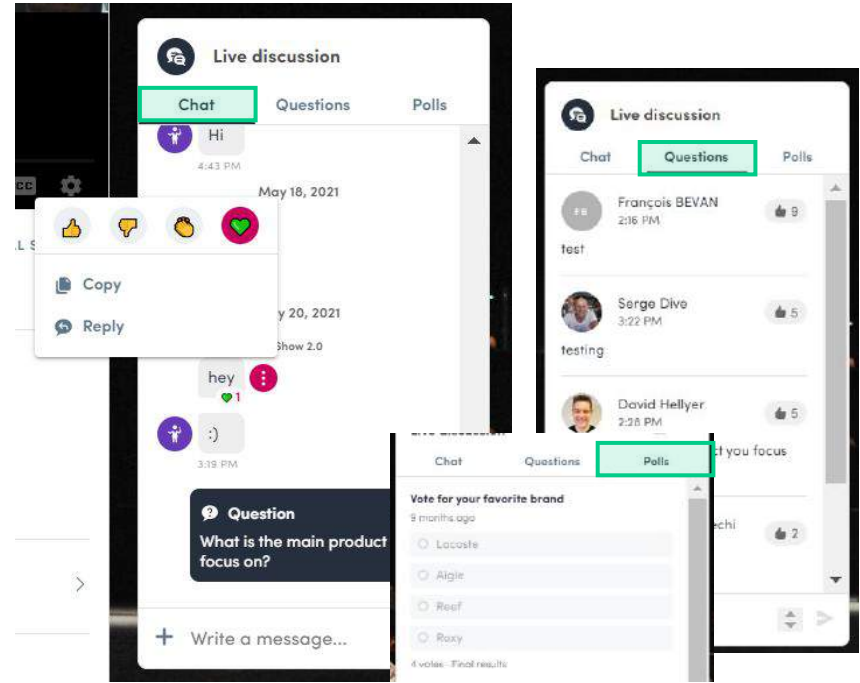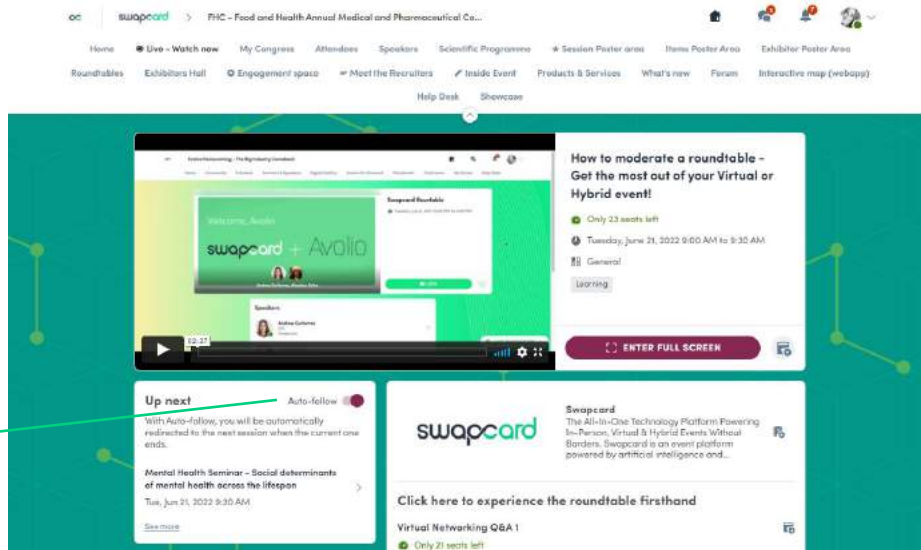
What is auto-follow?

The **auto-follow** feature is activated by default when you click on a **"Live"** schedule button.

This feature allows a seamless experience when watching sessions since it will take you from one session to the next every time a session is completed.

To deactivate it, simply **toggle it off.**

ℹ️ **Note:** The auto-follow is never active if you arrive on the session page without clicking a live button or tab.

How to watch session on-demand?

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The event organizer can make sessions available to watch **on-demand**.

You can access on-demand sessions through the schedule by clicking on past sessions.

There may be an **On-demand**, **Replay** or **Digital Video Library** button added by the organizer on the homepage. This is where content is available to watch after the
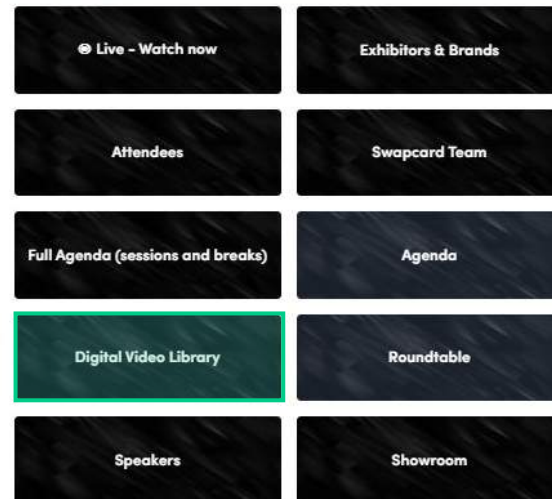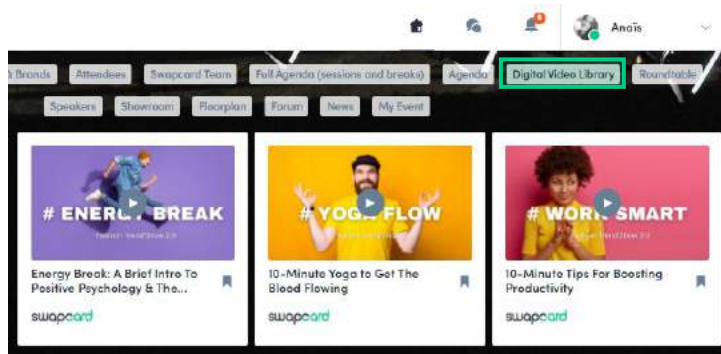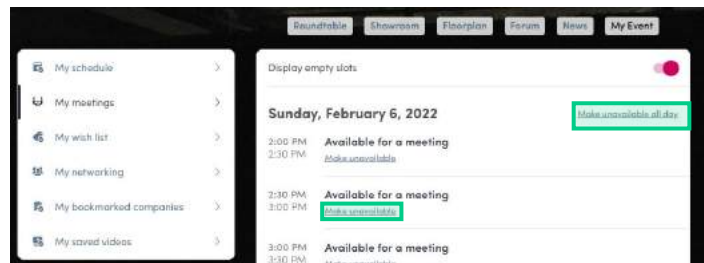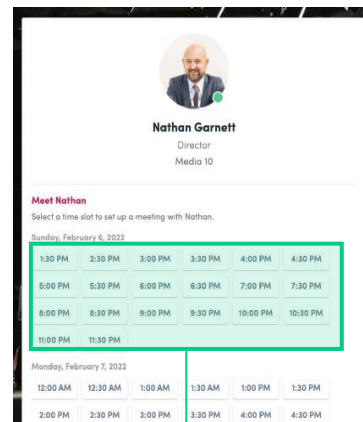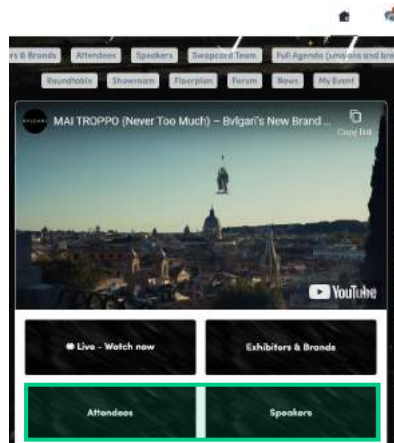
AVAILABLE FEATURES

NETWORKING

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Networking

From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.

Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face depending on how the event is organized.

If you see **time slots** appearing on people's profiles, it means that the organizer has made it possible for you to book meetings with them. Slots disappear once booked.

You can manage your **availability for meetings** by going to the **My meetings** tab in **My Event**. Making yourself unavailable all day or at specific times will remove meeting slots.

How to send a connection request

Nathan Garnett
Director
Media 10

To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the **Send connection request** button.

Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in **"My Event"** under **"My Networking"**.

Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

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How to request a meeting

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1. Access a person's profile (i.e.: from the Attendees button)

2. Click on one of the suggested meeting slots.
   For more slots click "see more slots"

3. After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.

4. Once done, click "**Send meeting request**"
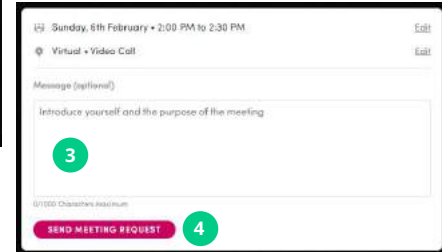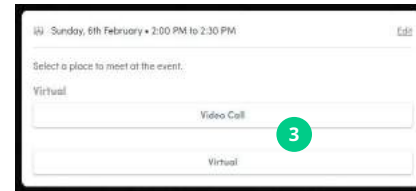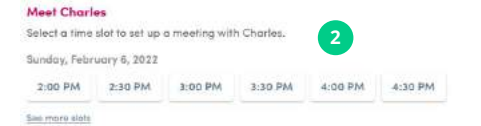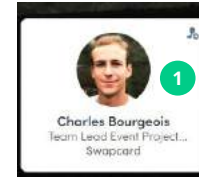
Note: If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.

How to have a virtual meeting?

5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the "**Meeting call**" button.

This will launch the video call. This button is only available if the meeting is confirmed.
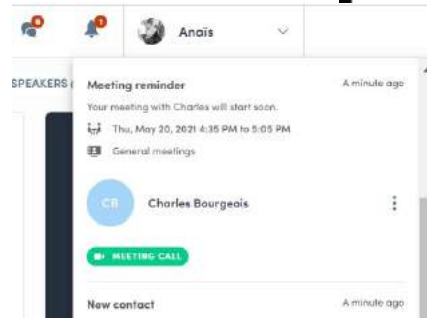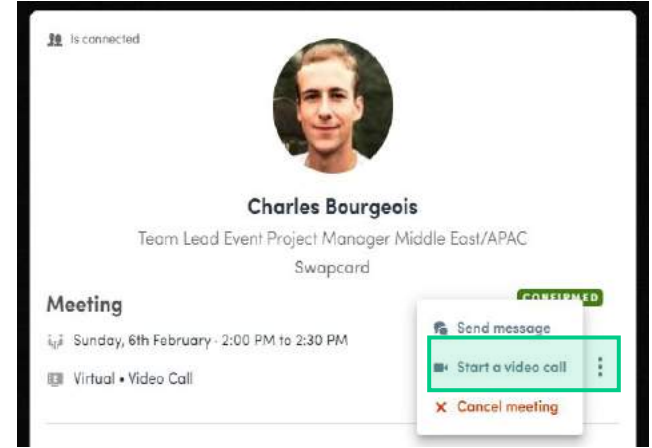
Note: You can also access a meeting directly from the meeting notification.

⚡

Thank you for taking the time to read this presentation.

If needed, you can fill out this **quick form** and our **support team** will get in touch: **https://help-attendees.swapcard.com**

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