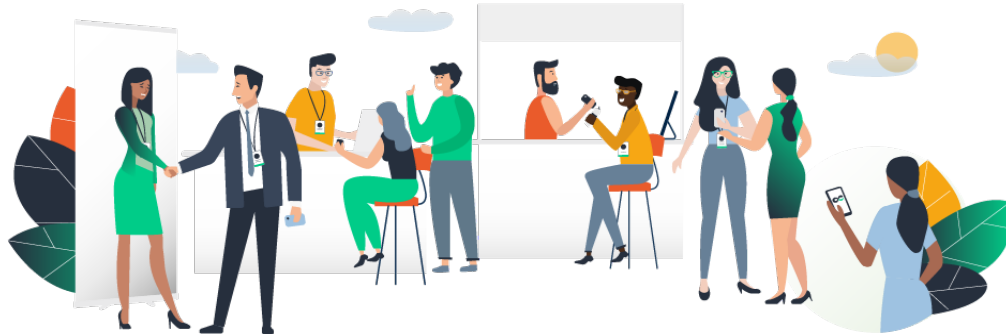# NETWORKING APP HOW TO GUIDE
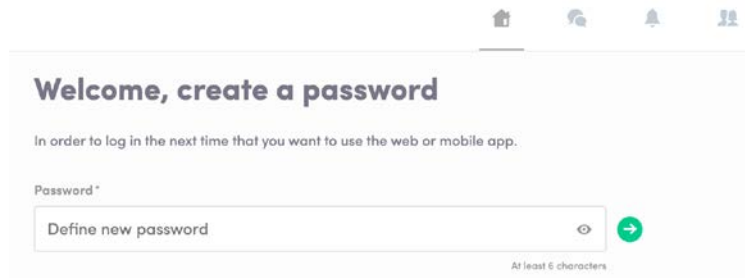
ACCESS THE APP

LOGIN

Logging in for the first time

You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating a password for your account.

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 6 characters

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

Notes: If you don't see this email in your mailbox, please check your spam.

JANUARY 23-25, 2023 | JW Marriott/Ritz-Carlton Los Angeles L.A. LIVE

Hello Jane,

Get ahead of the game and prepare for 'Event Name' 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!

Logging in when you already have an account

Access your account by going to login.swapcard.com
Enter the email you used to register for your event, then enter your password.
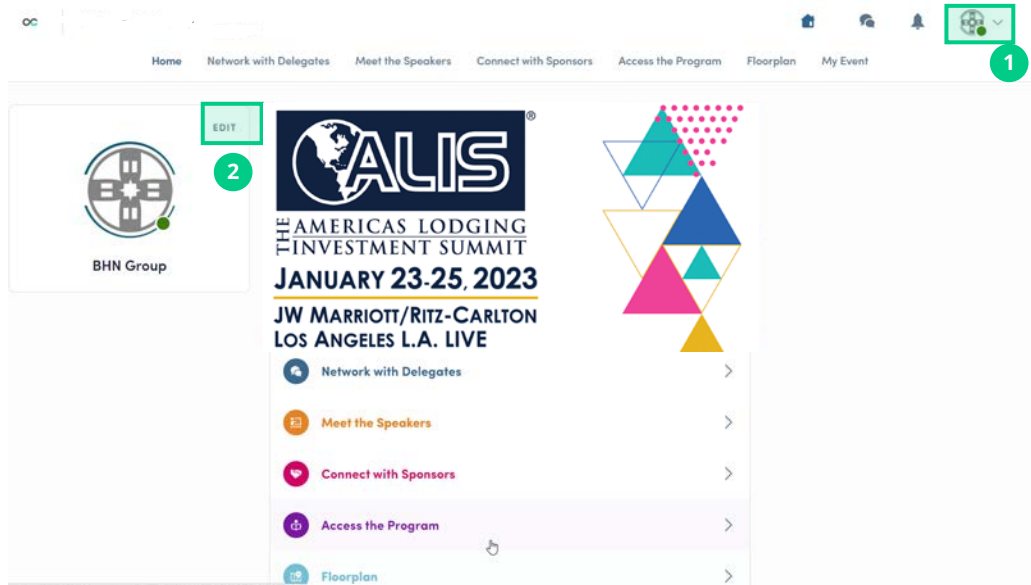Click the arrow to connect.

Note: If you have 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
marketing@burba.com

AVAILABLE FEATURES

CONTENT

How to edit your profile (1/3)

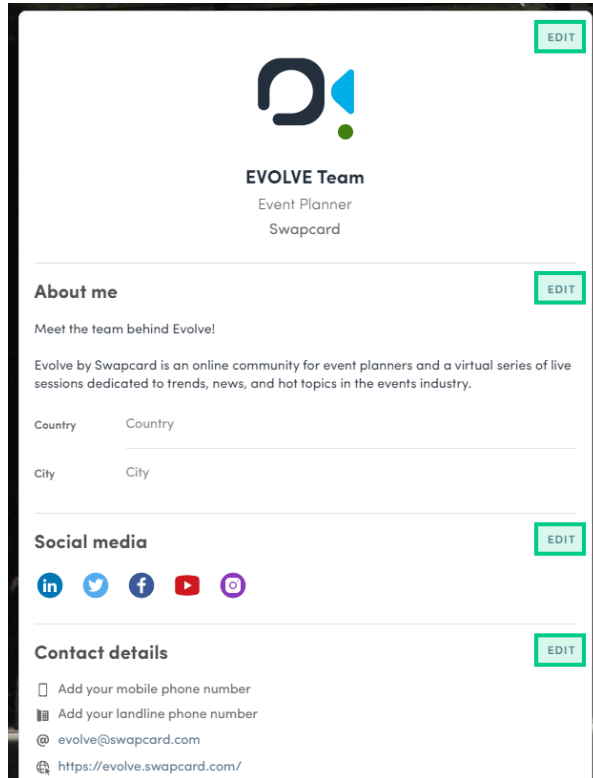There are two ways of **accessing your profile**:

1

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

2

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.
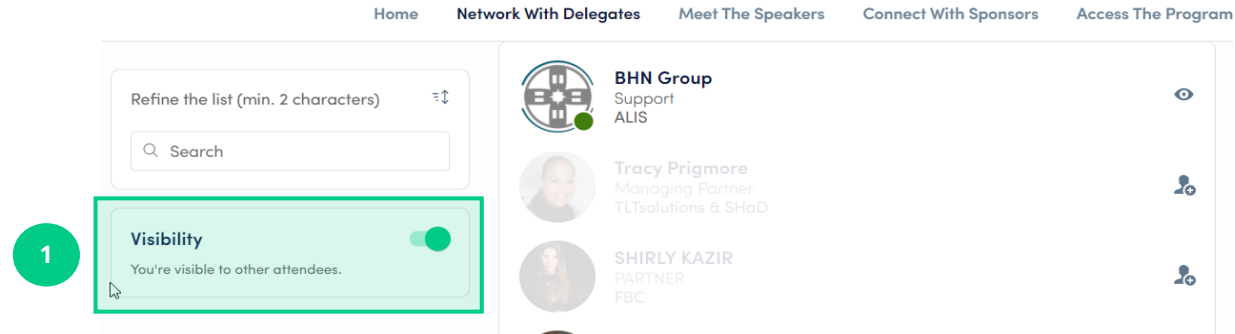
How to edit your profile (2/3)

To edit your profile, click "**Edit"** or "**Add"** next to the information section you want to edit.

Here is some of the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Add a Photo

Networking Opt Out / Visibility (3/3)

1 If you Opted Out of Networking during registration, your profile will not be visible to other ALIS Delegates. If this was done in error, or you would like to adjust this, you can adjust your Visibility from the sidebar of Network With Delegates page.
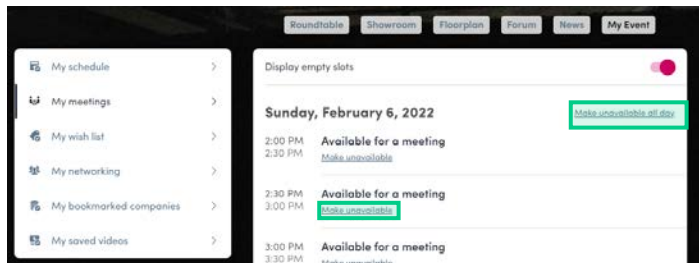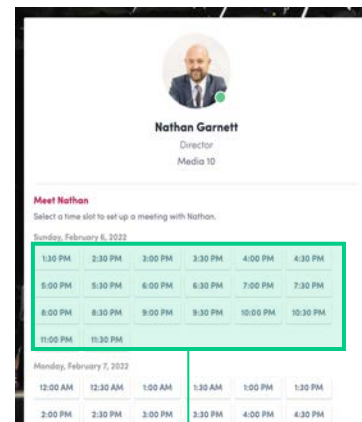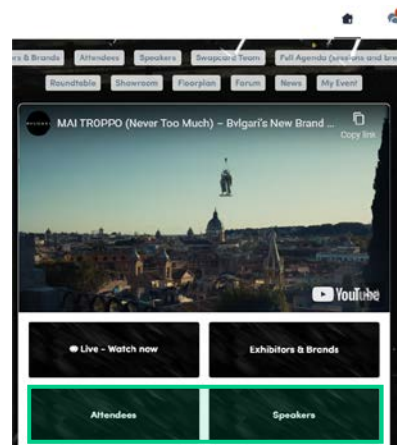
AVAILABLE FEATURES

NETWORKING

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.

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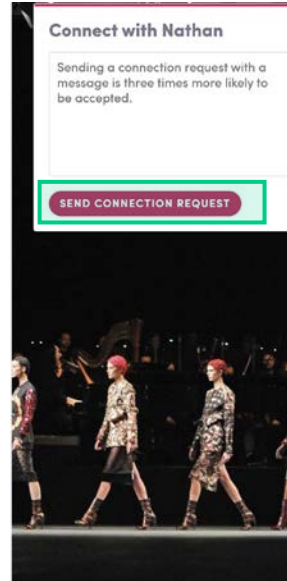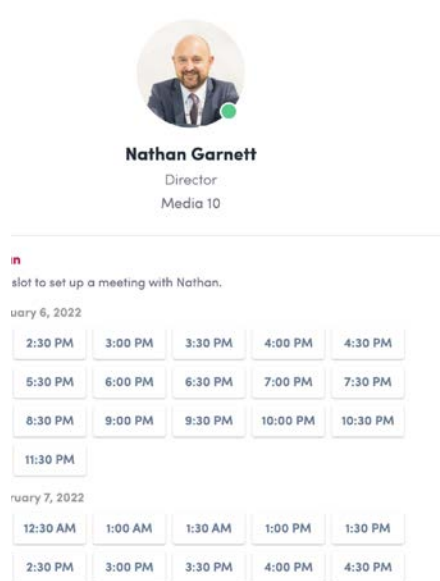
To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the "**Send connection request**" button.

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.

How to request a meeting

1 Access a person's profile (i.e.: from the Network With Delegates 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"**
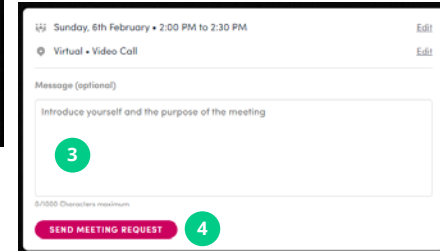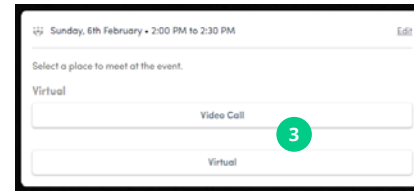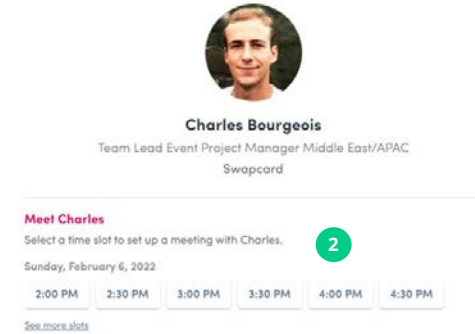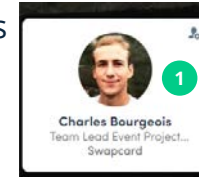
i **Note:** If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.

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.
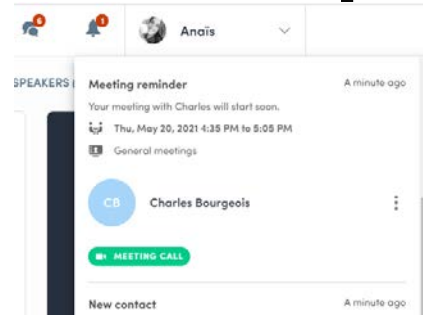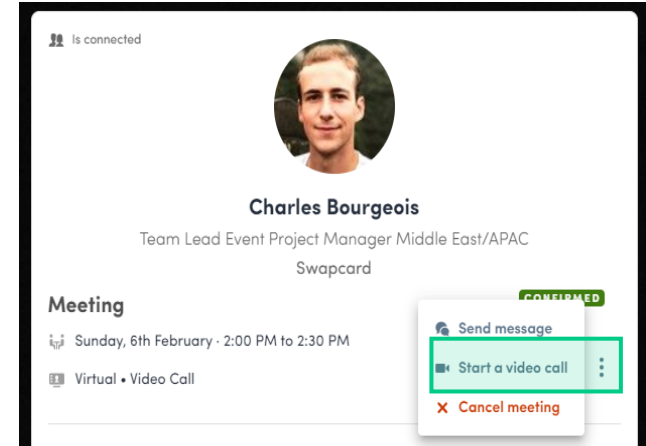
Note: You can also access a meeting directly from the meeting notification.

Maximize your experience at the conference by accessing the ALIS Networking App today.

If needed, contact
marketing@burba.com
to ask our team for support.

GET READY !