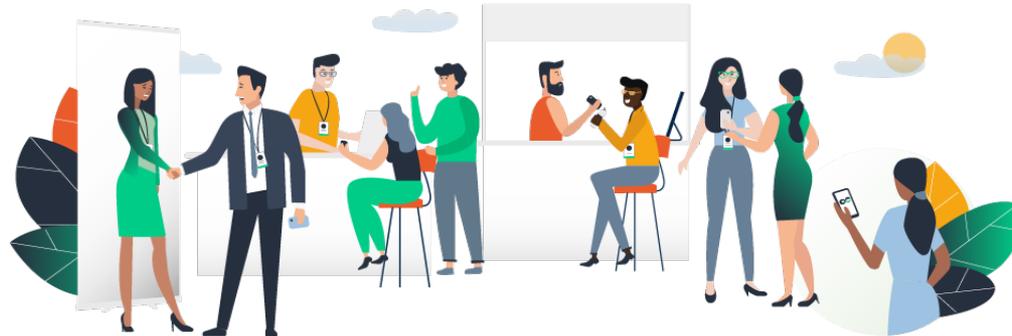




# NETWORKING APP HOW TO GUIDE

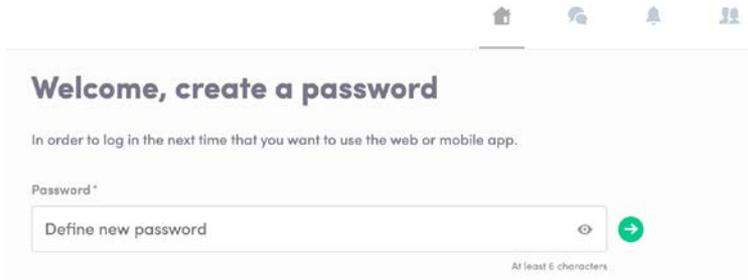


**ACCESS THE APP**

LOGIN

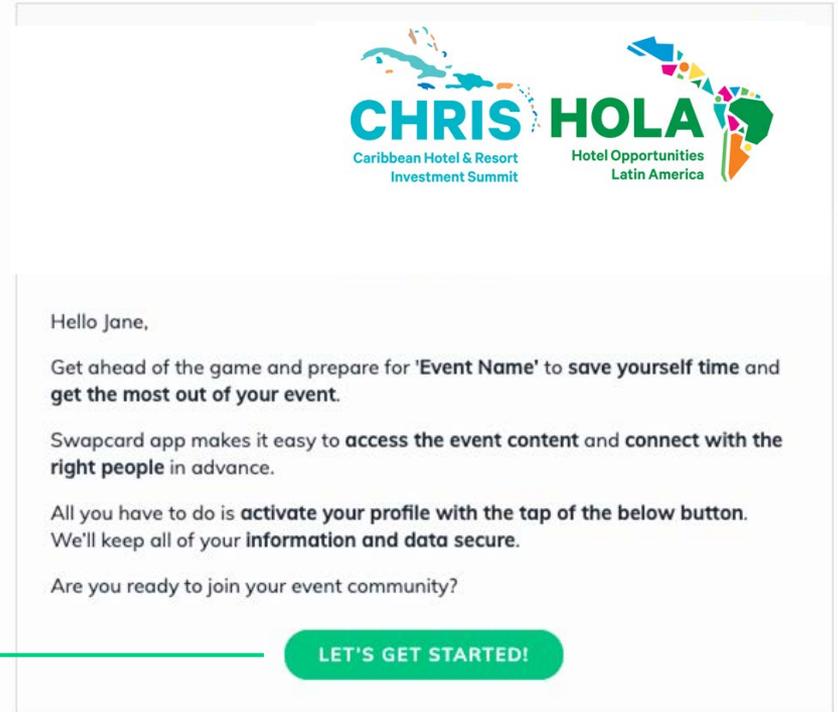
# Logging in for the first time

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.



The screenshot shows a mobile app interface for creating a password. At the top, there are navigation icons: a home icon, a refresh icon, a notification bell, and a user profile icon. Below these is a header that reads "Welcome, create a password". Underneath, a sub-header says "In order to log in the next time that you want to use the web or mobile app." There is a "Password\*" label above a text input field containing the placeholder text "Define new password". To the right of the input field is a green eye icon and a green arrow icon. Below the input field, it says "At least 6 characters".

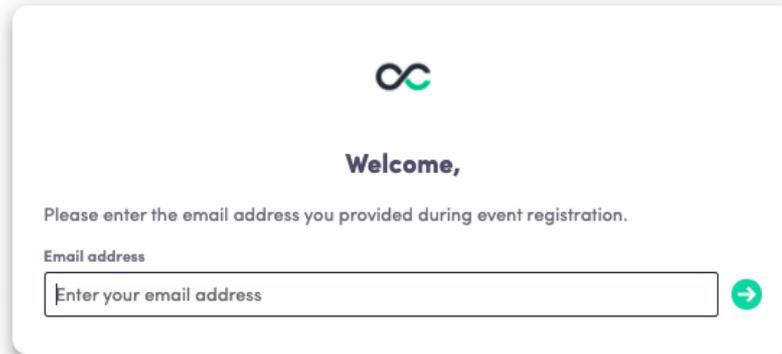
You can also access the event from your phone by downloading the Swapcard app ([iOS](#)/[Android](#))



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

# Logging in when you already have an account

Access your account by going to [login.swapcard.com](https://login.swapcard.com)  
Enter the email you used to register for your event, then enter your password.  
Click the arrow to connect.



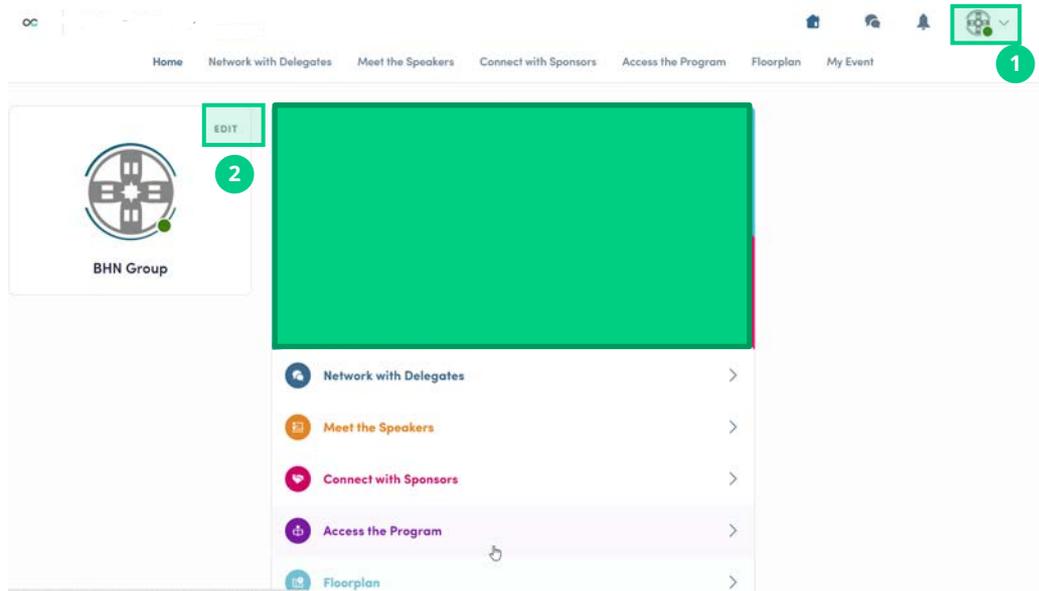
The screenshot shows a white login card with a dark grey border. At the top center is the Swapcard logo, an infinity symbol with a green dot. Below the logo, the text "Welcome," is displayed in a bold, dark grey font. Underneath, a smaller line of text reads "Please enter the email address you provided during event registration." Below this is the label "Email address" in a small, dark grey font. A text input field with a thin grey border contains the placeholder text "Enter your email address". To the right of the input field is a green circular button with a white right-pointing arrow.

**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](mailto:marketing@burba.com)**

# AVAILABLE FEATURES

CONTENT

# How to edit your profile (1/3)



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

1

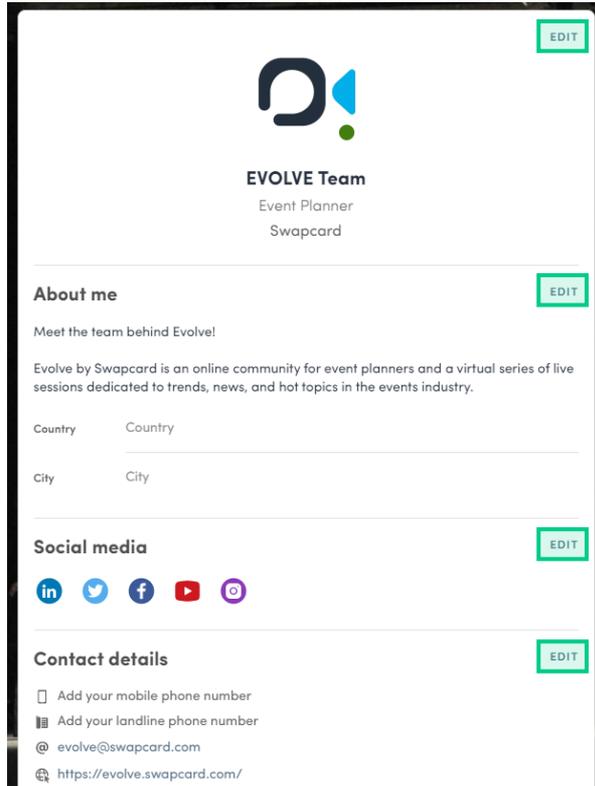
From the drop-down on the upper-right corner of your screen, click **"My profile."**

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 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.

A screenshot of a web application interface. At the top, there is a navigation bar with links: Home, Network With Delegates, Meet The Speakers, Connect With Sponsors, and Access The Program. Below the navigation bar is a search area with the text 'Refine the list (min. 2 characters)' and a search input field containing the word 'Search'. To the right of the search area is a list of delegates. The first delegate is 'BHN Group' with the role 'Support ALIS'. The second is 'Tracy Prigmore' with the role 'Managing Partner TLTsolutions &amp; SHaD'. The third is 'SHIRLY KAZIR' with the role 'PARTNER FBC'. A green box highlights the 'Visibility' toggle switch in the sidebar, which is currently turned on. A green circle with the number '1' is placed to the left of the 'Visibility' section. The text below the toggle says 'You're visible to other attendees.'

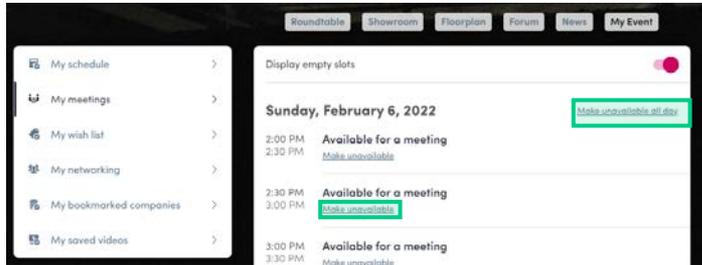
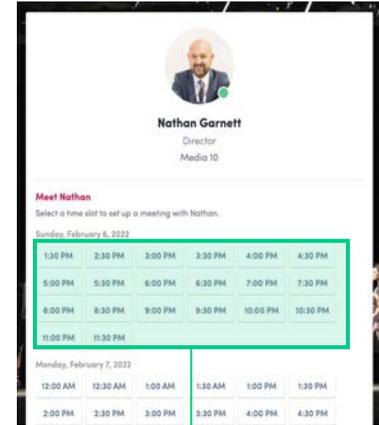
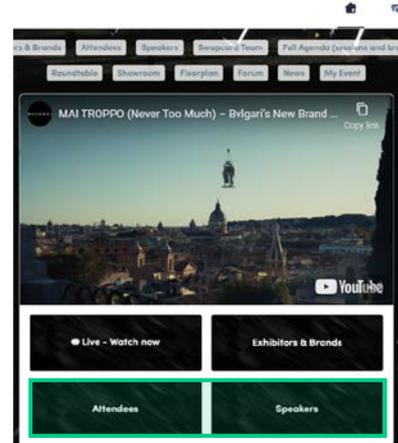
# AVAILABLE FEATURES

NETWORKING

# Networking

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

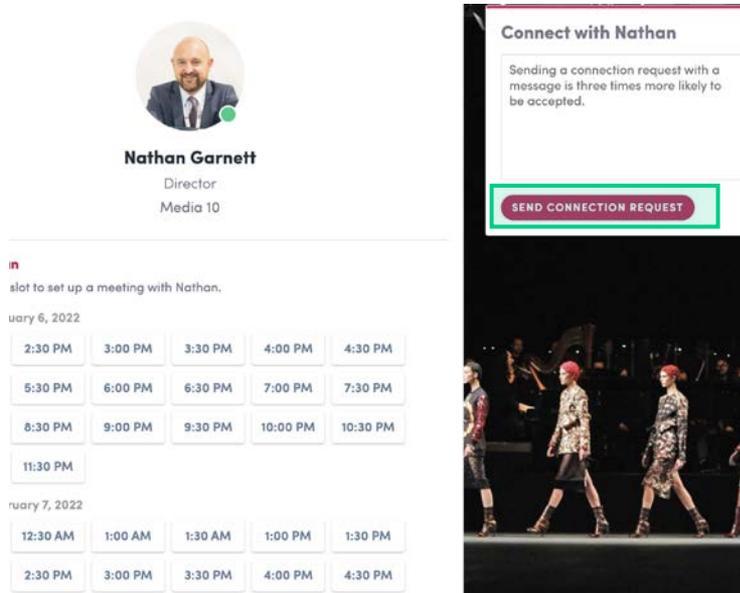
Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face.



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



**Nathan Garnett**  
Director  
Media 10

in  
slot to set up a meeting with Nathan.

February 6, 2022

2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM
5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM
8:30 PM	9:00 PM	9:30 PM	10:00 PM	10:30 PM
11:30 PM				

February 7, 2022

12:30 AM	1:00 AM	1:30 AM	1:00 PM	1:30 PM
2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM

**Connect with Nathan**

Sending a connection request with a message is three times more likely to be accepted.

**SEND 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.

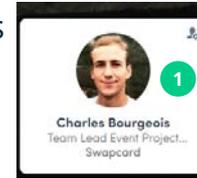
**Tip:** Add a note to your connection request to introduce yourself and explain the reason for your request.

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

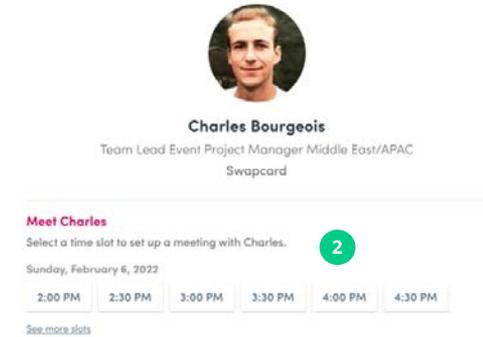
**i Note:** Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

# How to request a meeting

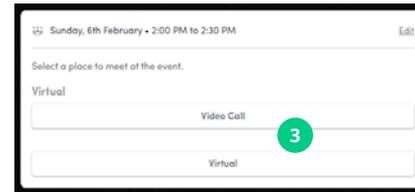
1 Access a person's profile (i.e.: from the Network With Delegates button)



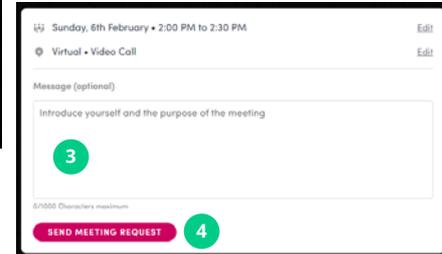
2 Click on one of the suggested meeting slots. For more slots click "see more slots"



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.

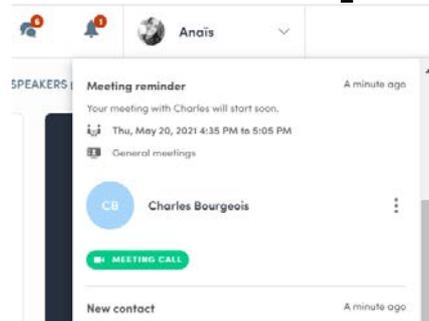
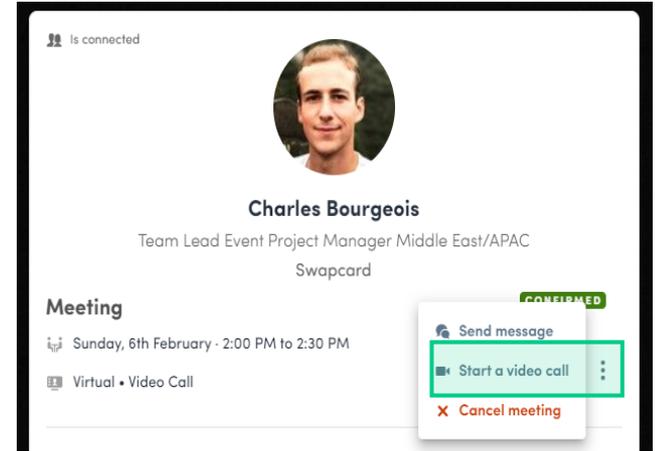
# How to have a virtual meeting?



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.



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

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

If needed, contact  
[marketing@burba.com](mailto:marketing@burba.com)  
to ask our team for support.

**GET READY !**