

Swapcard App Setup Guide

Home	Welcome to your special par	Welcome to your special partner interface.				
Company profile	> We're so glad you've decided to partner	We're so glad you've decided to partner with us on this project!				
i Meetings	This is your partner space where you con create products and services, manage y contacts.	n edit your company profile, upload documents, our company meetings and retrieve your				
Teom's contacts						
	What to do next:					
) Your feam	In order to give you the visibility you des	erve, please follow this steps and deadlines.				
	1. Review, approve and/or make any ne free to attach documents and add vo	cessary changes to your company profile. Feel ur team members.				
	2. Complete your personal profile and increase your chances of being contacted.					
	3. Create up to 5 products and services	(Platinum and Gold sponsors only)				
	features will be available from this date miss an opportunity!	ees an Wednesday 20th Agrill. All the networking We will send you a reminder email so you don't nmembers if you have any questions at all about				
	Analytics of your company					
	Number of views of your company profile	Number of people who bookmarked your				
	436	company.				
		47				
	Number of contacts made	Number of confirmed meetings				
		15				
	434					
	434 Number of contacts with scaring	Average of scorings made by your members				

1. This is your behind-the-scenes view from your homepage.

Use the lefthand navigation pane to fill out your company profile, setup and edit meetings, manage you contacts (these are your leads), and edit your team.

At the bottom you can view your analytics.

2. Select "Company Profile" to setup your landing page.

This will open a righthand page where you can upload a header image, a video (must be hosted on YouTube or Vimeo), logo and company name.

Select "Company Details" to fill out the next page. <----

3. Fill in your campany details. Including company type, services you provide, and country.

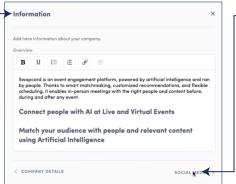
Select "Information" to continue.

Company Type			
Technology S			
Services Provid	ied		
Event App	Exhibitor Management X	Networking Solution $\mathbf X$	Speaker Management X
Country			
France			×

4. Add more information.

Here you can give an overview of your company or any information you would like attendees to see.

Select "Social Media" to continue.



5. Link your social media accounts. Here you can fill in the URLs for your social media accounts.

Select "Contact Details" to continue.

	ial media	
0	linkedin.com/company/swapcard	
0	twitter.com/Swapcard	
0	instagram.com/ Swapcard	
0	facebook.com/Swapcard	
iee c	Il social networks	
< 1	NFORMATION	CONTACT

🖻 Home	Event App & Match	making Platform - Sw	Header image		
Company profile Overview Documents Tools & Services for Virtual Events Meetings			C _mKollVNgx4		o lorger
Team's contacts Your team		powered by AI	swapcard	Highlight your company by adding your lege. We recommend using at least a 400x200ps (21 relia) image, na larger than MB.	
	swapcard	Swapcard Event Planner © Video meeting - Swi	Nome Swapcard	- Na 19	
	Company details	splier	Video meeting - Swap	scend	•
	Services EventApp D Provided Speaker Manag	chibitor Monogement Netwo	Event Planner		•

6. Add contact details.

Here you can add a phone number, email, website and mailing address for attendees to use to contact you.

Contact details		Š
Mobile phone number	Landline phone number	
% v +1 (222) 333-4444	%, ▼ +1 (555) 555-1234	
Email		
contact@mycompany.com		
Website		
https://www.swapcard.com/		
Address		
Q. Search an address		
Add manually		
< SOCIAL MEDIA		

7. Add documents to your profile.

 Select "Documents" in the left navigation pane. Click the green "Add Documents" button to upload files. The files will show up in the center once uploaded.

會 Home 否 Company profile	~ do	Listen to InsideEvents Podcast A Podcast for the Event Industry by the Event Industry. Hosted by Megan Powers		Add your documents Attach documents to your company profile (product catalogues, press
Overview Documents	co	Download free E-Books Stay on ap of event trends with our free ebooks!	1	releases, etc.) ADD DOCUMENTS
Tools & Services for Virtual Events				
i _o i Meetings	0			
魏 Team's contacts				
O Your team				

8. Add up to five product listings.

Select "Tools & Services" in the left navigation pane. Click the green "Add Documents" button to upload files. The files will show up in the center once uploaded.

÷	Home	Q Search		Add tools & services for virtual events
6	Company profile ~	٢	Event Web & Mobile App Swapcard	Tools & Services for Virtual Events (5 / 5)
•	Cools & Services for Virtual Events Meetings		Matchmaking & Meetings Platform Swapcard	
n O	Team's contacts Your team	8	Exhibitors Lead Capture Swapcard	
			Exhibitor Products Marketplace Swapcard	

9. Manage meetings with attendees.

Select "Meetings" in the left navigation pane. Here you can accept meeting invitations, view your meeting schedule, assign or change team members for the meeting, and export meetings in an spreadsheet.



10. Manage your leads.

Select "Team Contacts" in the left navigation pane. Here you can view all of your leads and export them to a spreadsheet.

	Home	Q. Searc	h					EXPORT ALL
66	Company profile >	Photo	First name _≵↓	Last name 🚺	Job title	Company	Email	Created at
•	Meetings Team's contacts	0	Jenna	Abbott	Operations Director, CEST / GMT+02:00 (Paris)	Mrs	jabbott@shardfinancialmedia.com	05/12/2020 -
0	Your team	sun	Skift	Admin			jc@skift.com	05/04/2020
			Ben	Agrew	Managing Director, CEST / GMT+02:00 (Paris)	DatacenterDynamics	ben.agnew@datacenterdynamics.com	05/20/2020
		0	Aliénor	Al-Mallak	Event Project Manager	Swapcard	alianar@swapcard.com	05/13/2020

11. Manage your team.

Select "Your Team" in the left navigation pane. Here you can manage your team members. Click the green "Add a Member" button to link your staff.



Congratulations, you're now setup and ready!