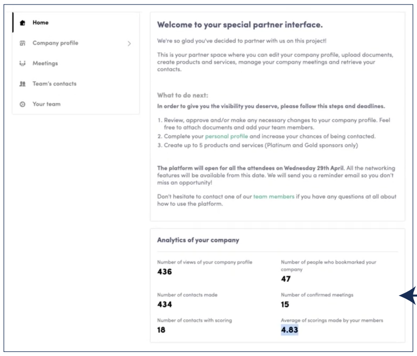
Swapcard App Setup Guide



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

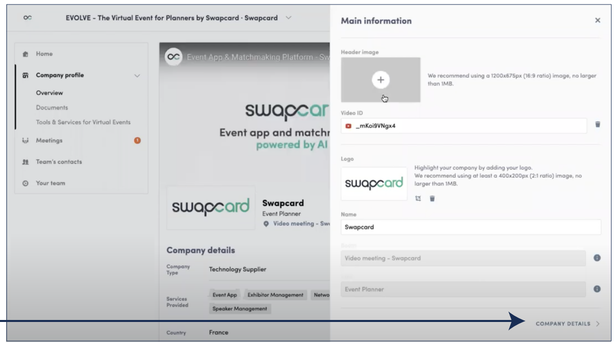
Use the lefthand navigation pane to fill out your company profile, setup and edit meetings, manage you contacts (these are your leads), and edit your team.

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.

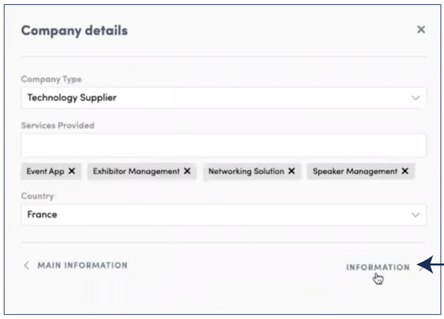
Select “Information” to continue.

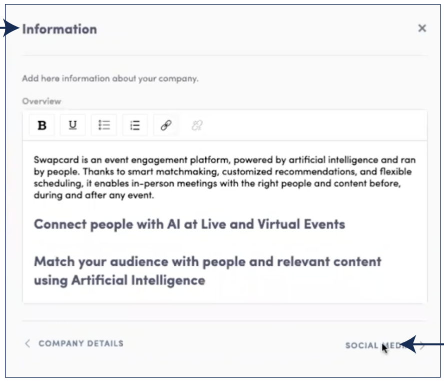
4. Add more information.
Here you can give an overview of your company or any information you would like attendees to see.

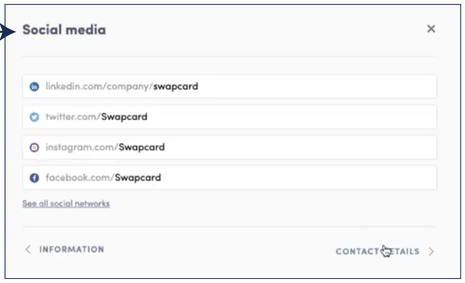
Select “Social Media” to continue.

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

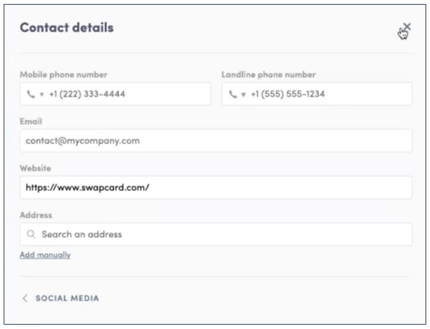
Select “Contact Details” to continue.



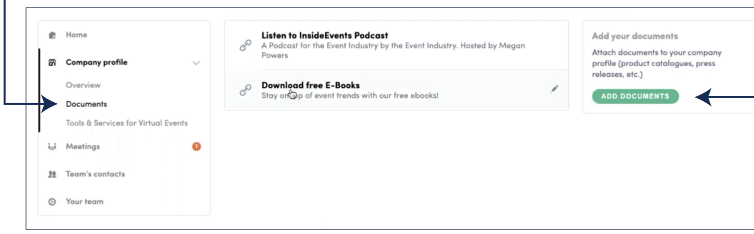




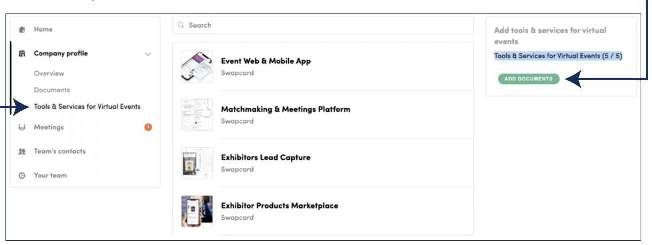
6. Add contact details.
Here you can add a phone number, email, website and mailing address for attendees to use to contact you.



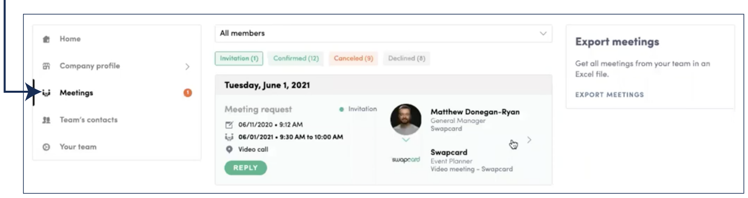
7. Add documents to your profile.
Select "Documents" in the left navigation pane. Click the green "Add Documents" button to upload files. The files will show up in the center once uploaded.



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.

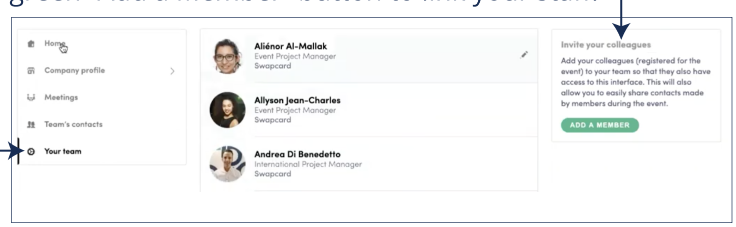


9. Manage meetings with attendees.
Select "Meetings" in the left navigation pane. Here you can accept meeting invitations, view your meeting schedule, assign or change team members for the meeting, and export meetings in an spreadsheet.



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.

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!