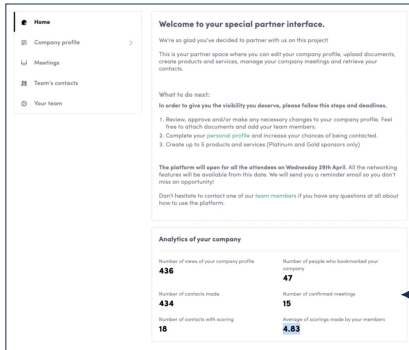


CORROSION

Virtual Conference & Expo

April 19-30 2021

Swapcard App Setup Guide



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

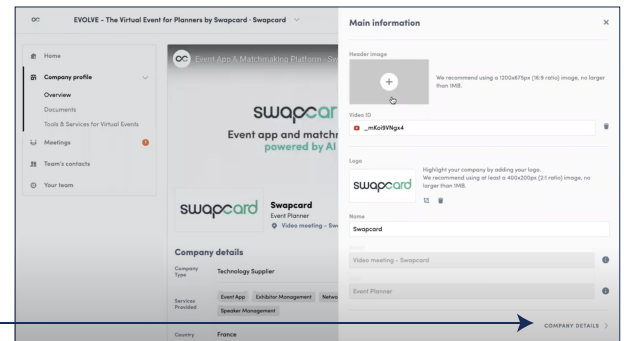
Use the lefthand navigation pane to fill out your company profile, setup and edit meetings, manage you contacts (these are your leads), and edit your team.

At the bottom you can view your analytics.

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

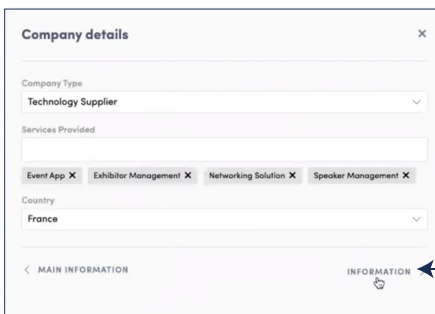
This will open a righthand page where you can upload a header image, a video (must be hosted on YouTube or Vimeo), logo and company name.

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



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

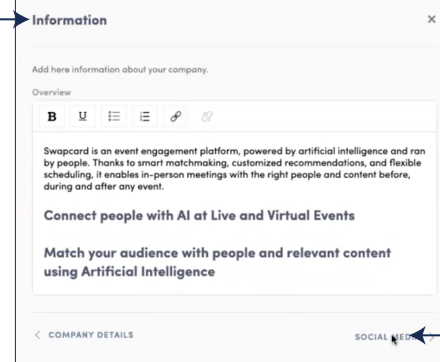
Select "Information" to continue.



4. Add more information.

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

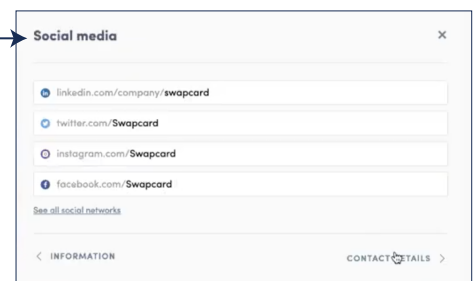
Select "Social Media" to continue.



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.

The 'Contact details' form includes fields for mobile and landline phone numbers, email, website, and address. A search bar is provided for the address field. A 'SOCIAL MEDIA' section is visible at the bottom.

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.

The 'Documents' section shows a list of uploaded documents, including 'Listen to InsideEvents Podcast' and 'Download free E-Books'. A green 'ADD DOCUMENTS' button is prominently displayed on the right side.

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.

The 'Tools & Services' section displays a list of product listings such as 'Event Web & Mobile App', 'Matchmaking & Meetings Platform', 'Exhibitors Lead Capture', and 'Exhibitor Products Marketplace'. A green 'ADD DOCUMENTS' button is located at the bottom right.

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.

The 'Meetings' section shows a meeting request for 'Tuesday, June 1, 2021' with details like 'Meeting request', '06/01/2021 - 9:12 AM', and '06/01/2021 - 9:30 AM to 10:00 AM'. It includes a 'REPLY' button and an 'EXPORT MEETINGS' button.

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.

The 'Team Contacts' section displays a table of leads with columns for Photo, First name, Last name, Job title, Company, Email, and Created at. An 'EXPORT ALL' button is located at the top right.

Photo	First name	Last name	Job title	Company	Email	Created at
	Jenna	Abbott	Operations Director CST (7 GMT+02:00 (Paris))	Mix	jabbott@sharffinancialmedia.com	05/13/2020 + 4
	Ben	Agnew	Managing Director CST (7 GMT+02:00 (Paris))	DatocenterDynamics	ben.agnew@datocenterdynamics.com	05/20/2020 + 1
	Aliénor	Al-Mallak	Event Project Manager	Swapcard	alenor@swapcard.com	05/13/2020 + 4

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.

The 'Your Team' section displays a list of team members with their profile pictures and names, including 'Aliénor Al-Mallak', 'Alyson Jean-Charles', and 'Andrea Di Benedetto'. A green 'ADD A MEMBER' button is located at the bottom right.

Congratulations, you're now setup and ready!