



# Show APP User's Guide

General guide

swappcard

 Connect anywhere



 Marketplace



 Attendee Matchmaking



# Download Our App Today!





# ACCESS THE APP

LOGIN

# How to login for the first time?

1 You will receive an email similar to **these ones** with a button redirecting you to a login page. Your account is automatically created by the platform after you have registered.

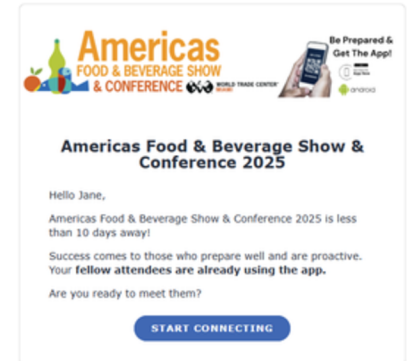
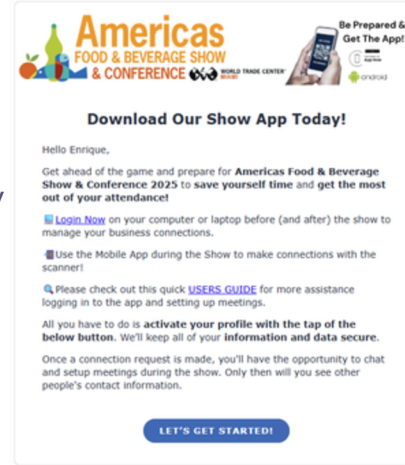
2 You can also access the event from your phone by downloading the Swapcard app (**iOS/Android**)

i **Note:** If you don't see this email in your mailbox, please check your spam folder. Most of our emails are sent from:

*americas-food-and-beverage-show-and-conference-2025@swapcardmail.swpcd-send.com*

or

*noreply@swapcard.com*

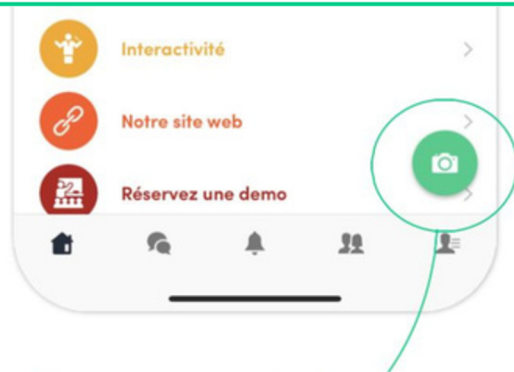
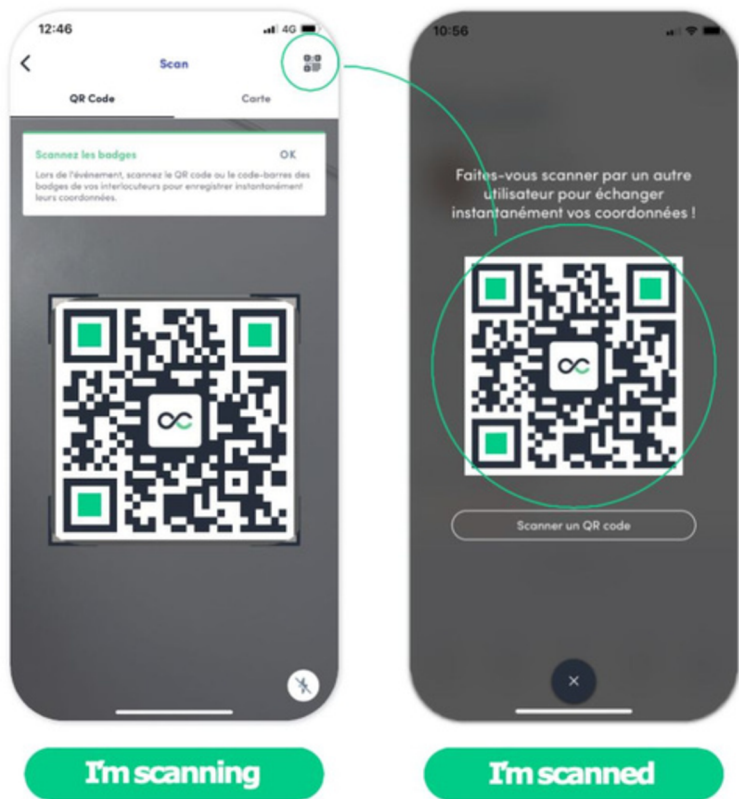




# PHYSICAL EVENT

QR CODE / SCAN BADGE

# App/ Badge Scanning



To scan a badge, click the **scan icon** on the home screen of your event.

By scanning the QR code of an attendee's badge, you automatically add it to your contacts. This allows you to **chat, share contact details and add tags and scoring** to your contact. **Your contact details are also shared to the other person.**

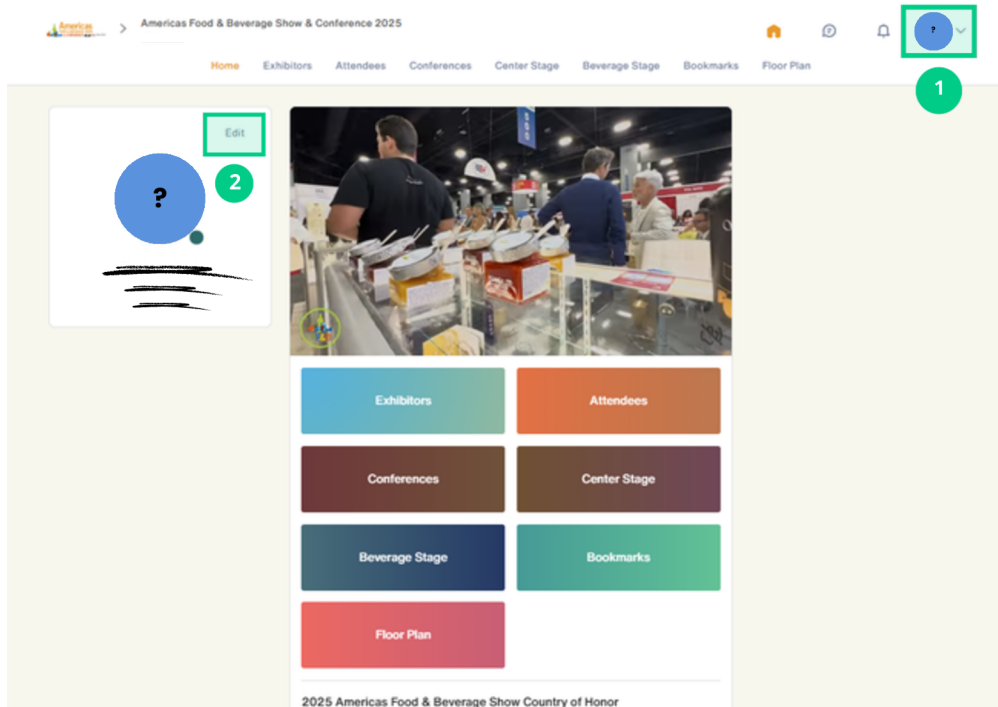
You can display your **electronic badge** to be scanned. It is located on the top right-hand corner of the scanning interface.



# AVAILABLE FEATURES

CONTENT

# How to edit your profile (1/2)




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.

# How to edit your profile (2/2)



**EVOLVE Team**  
Event Planner  
Swapcard

[EDIT](#)

**About me** [EDIT](#)

Meet the team behind Evolve!

Evolve by Swapcard is an online community for event planners and a virtual series of live sessions dedicated to trends, news, and hot topics in the events industry.

Country

City

**Social media** [EDIT](#)

[in](#) [t](#) [f](#) [v](#) [i](#)

**Contact details** [EDIT](#)

Add your mobile phone number

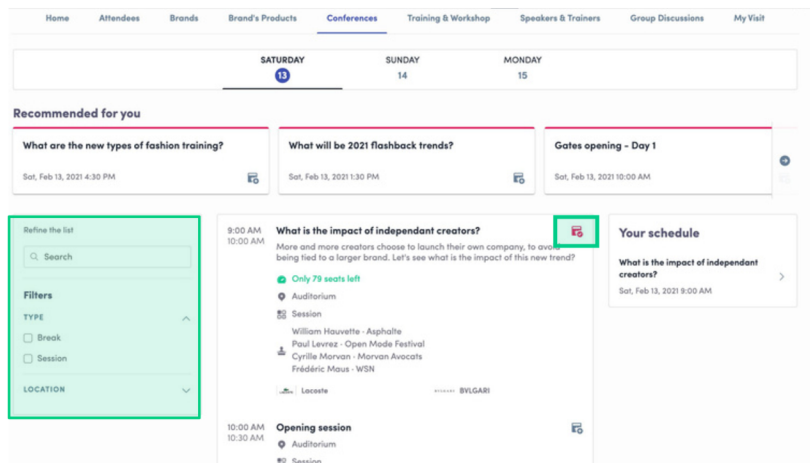
Add your landline phone number

@ evolve@swapcard.com

<https://evolve.swapcard.com/>

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

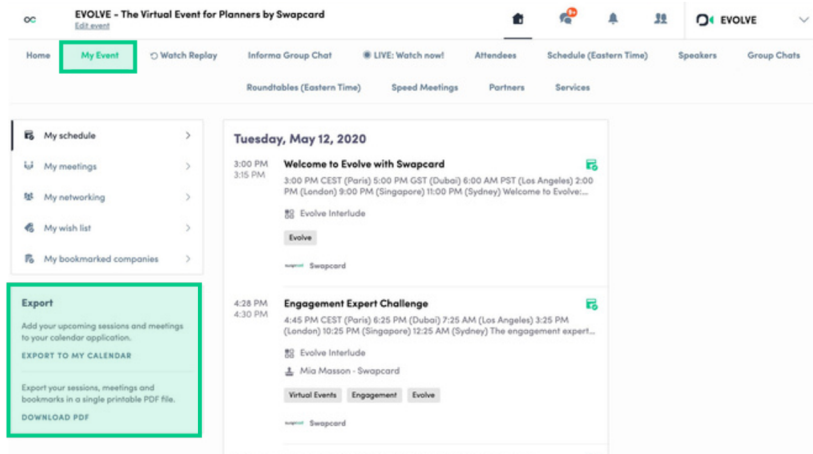
# How the schedule works



The tab **"My Event"** allows you to see your own schedule. Here you can find the **sessions, sponsors** and **partners** you bookmarked, your confirmed meetings and more.

You can **export** your **schedule** by clicking **"Export to my calendar"** or **"Download PDF."**

The schedule/agenda button gives you an overview of the event sessions. You can register for sessions by clicking on this **bookmarking** icon. You can find sessions by using the **search** bar and **filters** located on the left side of the screen.





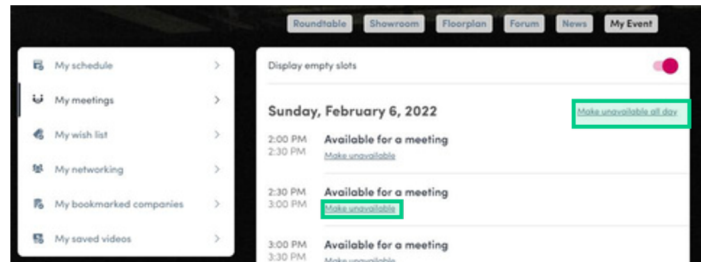
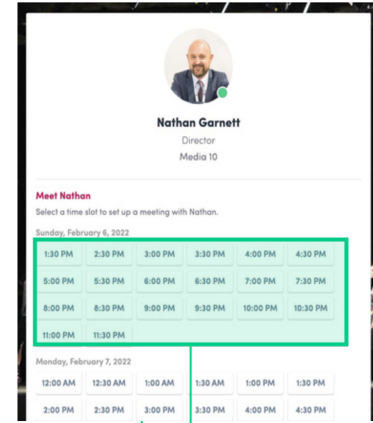
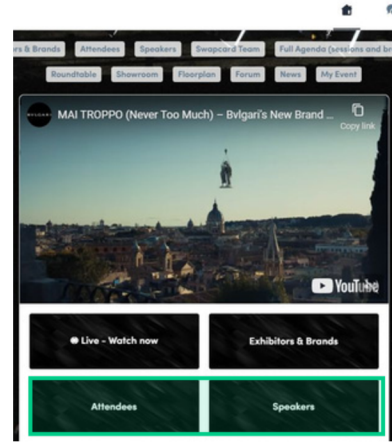
# AVAILABLE FEATURES

## 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 depending on how the event is organized.



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

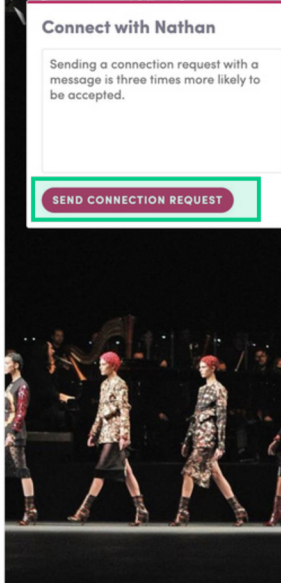
slot to set up a meeting with Nathan.

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.

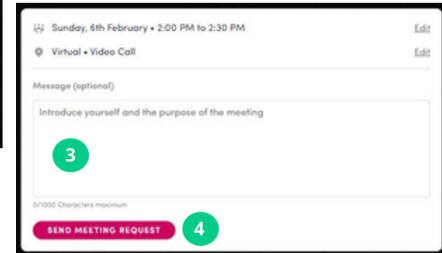
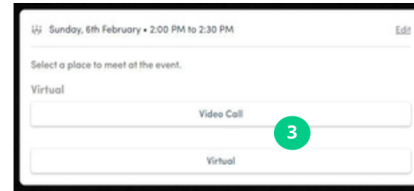
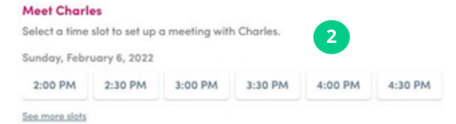
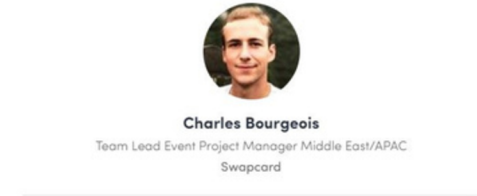
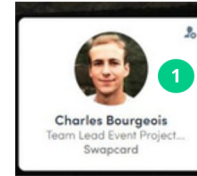
**Tip:** Add a note to your connection request to introduce yourself and explain the reason for your request.

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 Attendees button)
- 2 Click on one of the suggested meeting slots.  
For more slots click "see more slots"  
After selecting a slot and choosing a location for the meeting,
- 3 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.

# Download Our App Today!





# Thank you for taking the time to read this presentation.

If needed, you can fill out this **quick form** and our  
**support team** will get in touch:

<https://help-attendees.swapcard.com>

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swapcard