



Show APP User's Guide

General guide

swapcard

 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.

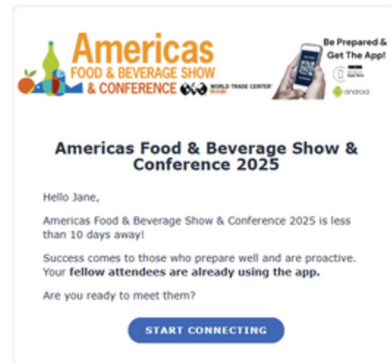
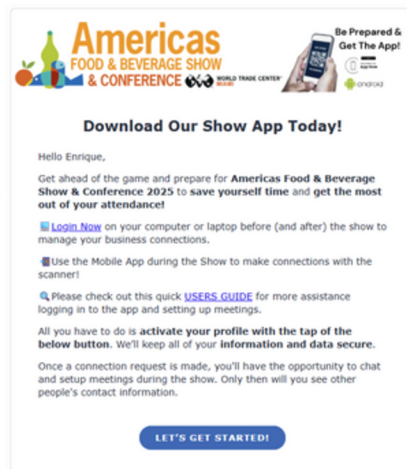
2 You can also access the event from your phone by downloading the Swapcard app (**iOS/Android**)

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

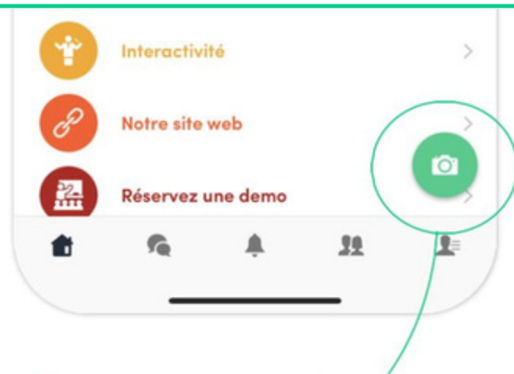
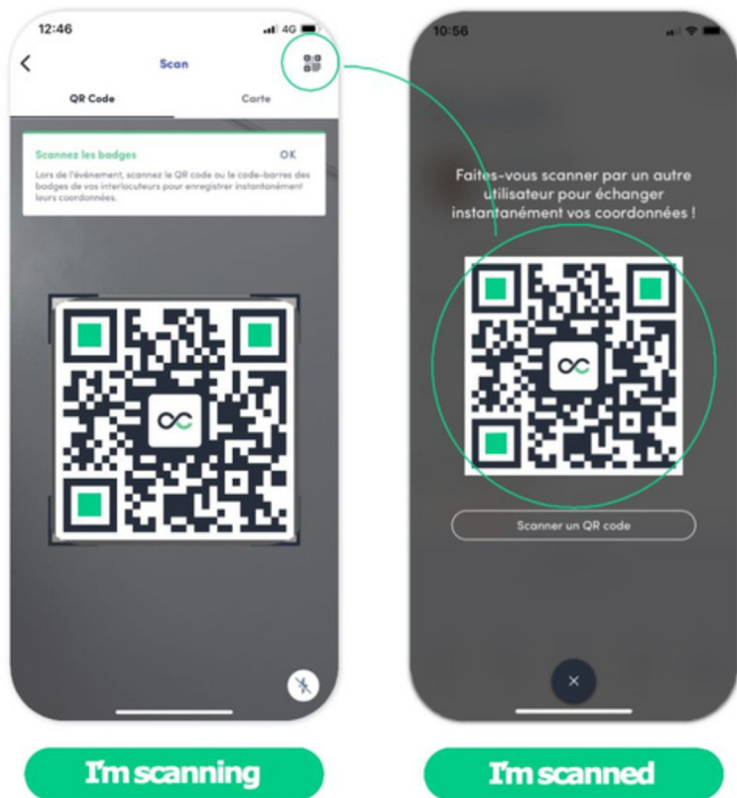




PHYSICAL EVENT

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.**

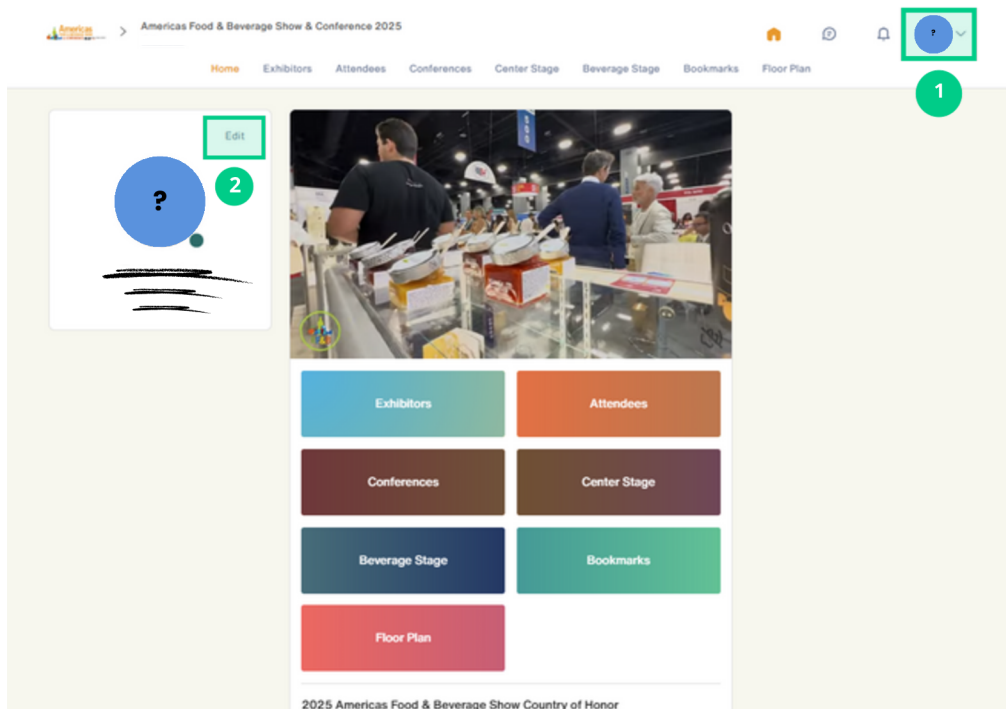
You can display your **electronic badge** to be scanned. It is located on the top right-hand corner of the scanning interface.



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






Country

City

City


Social media


EDIT





Contact details

EDIT

 Add your mobile phone number

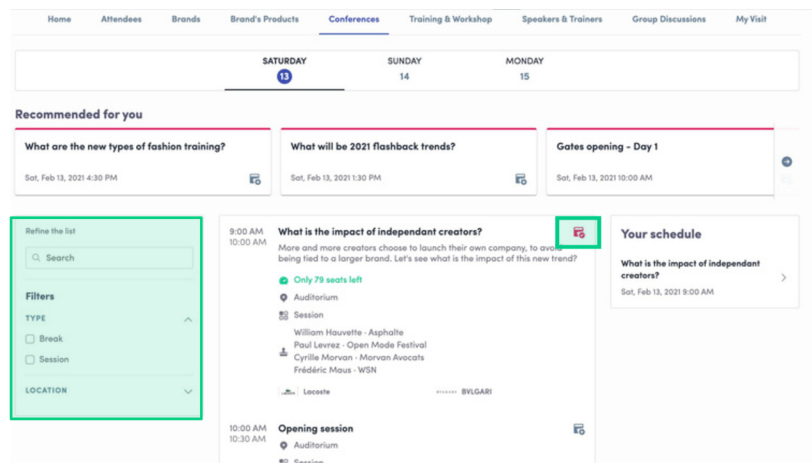
 Add your landline phone number

 @ 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

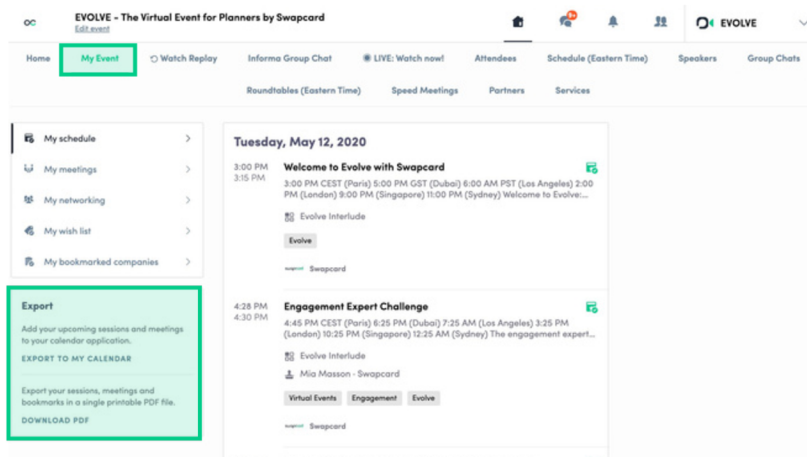


The tab “**My Event**” allows you to see your own schedule. Here you can find the **sessions**, **sponsors** and **partners** you bookmarked, your confirmed meetings and more.

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.





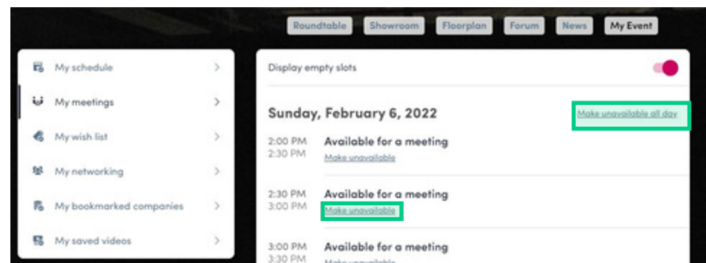
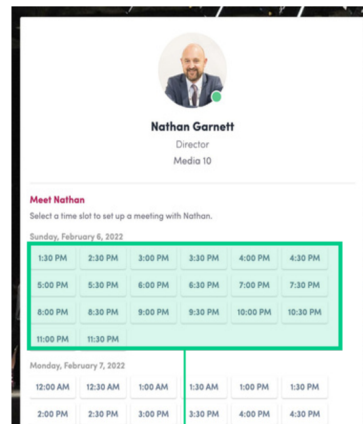
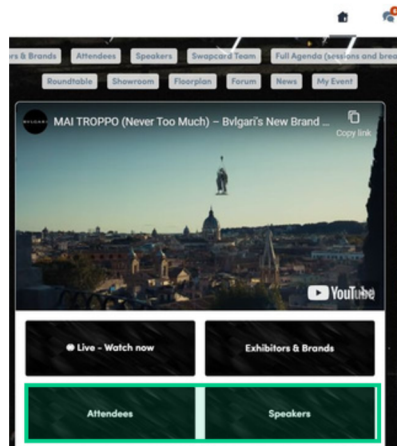
AVAILABLE FEATURES

NETWORKING

Networking

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

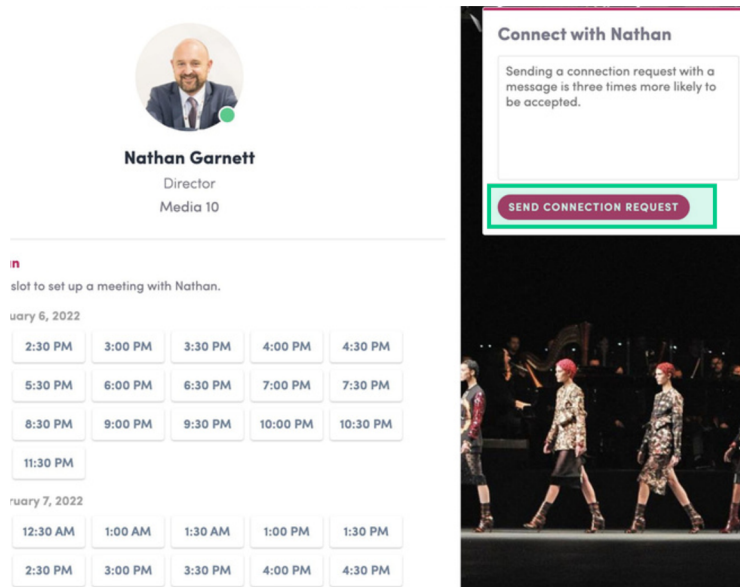
Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face depending on how the event is organized.



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



The screenshot displays the Swapcard interface. On the left, a profile card for Nathan Garnett, Director of Media 10, is shown. To the right, a 'Connect with Nathan' modal is open, featuring a tip: 'Sending a connection request with a message is three times more likely to be accepted.' and a prominent 'SEND CONNECTION REQUEST' button. Below the profile, a meeting scheduling grid for January 6, 2022, is visible, with slots ranging from 2:30 PM to 11:30 PM. A second row of slots for January 7, 2022, is partially visible at the bottom.

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.

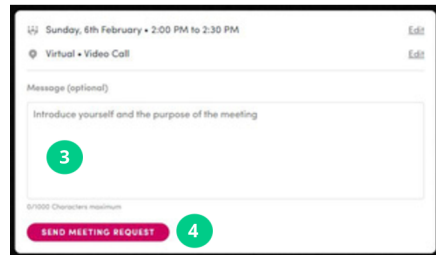
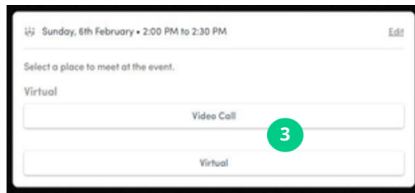
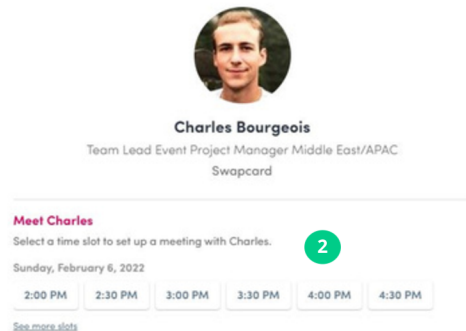
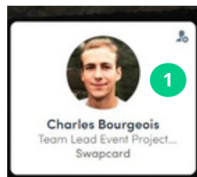
Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

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, write a note to the person you would like to meet.
- 3
- 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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