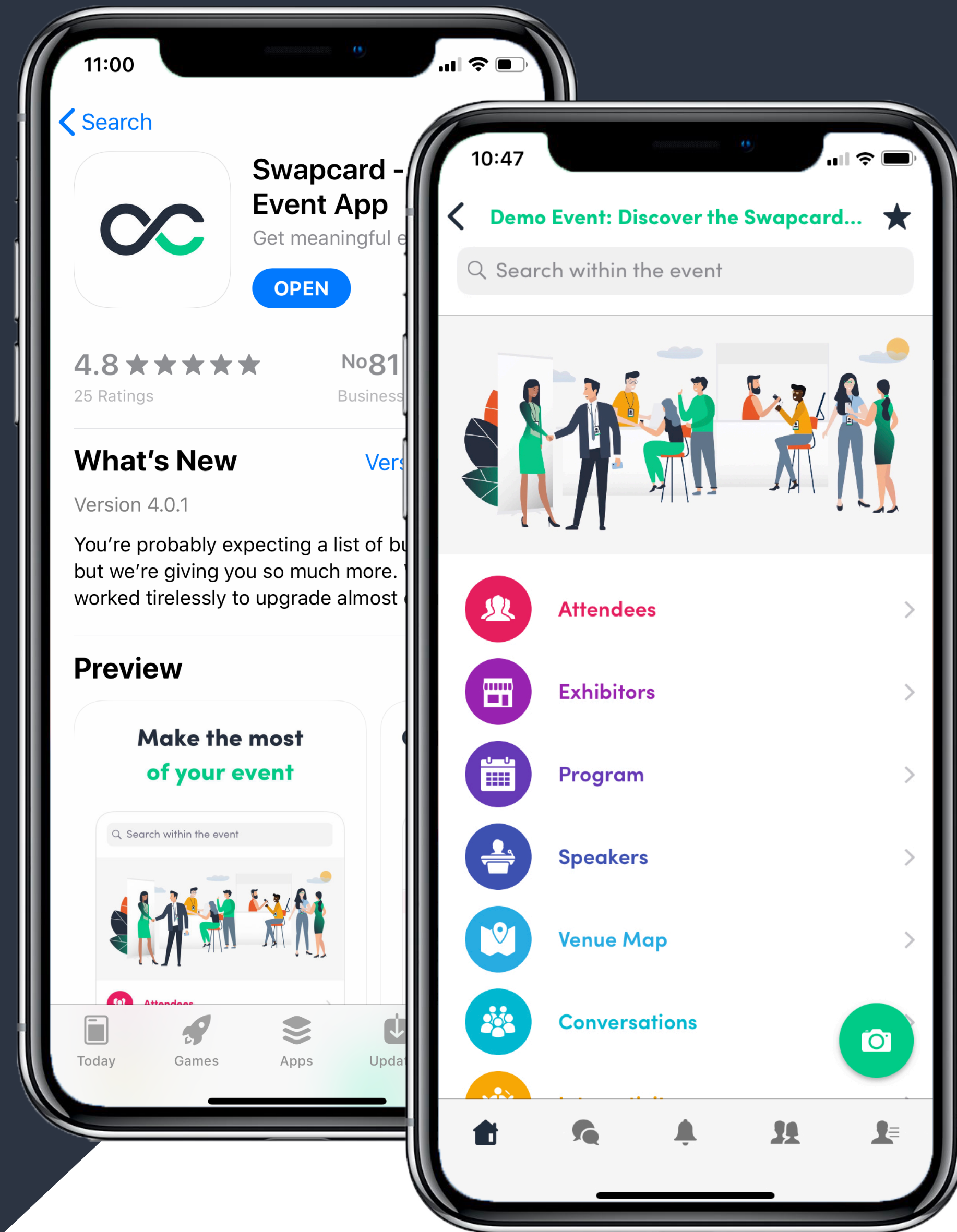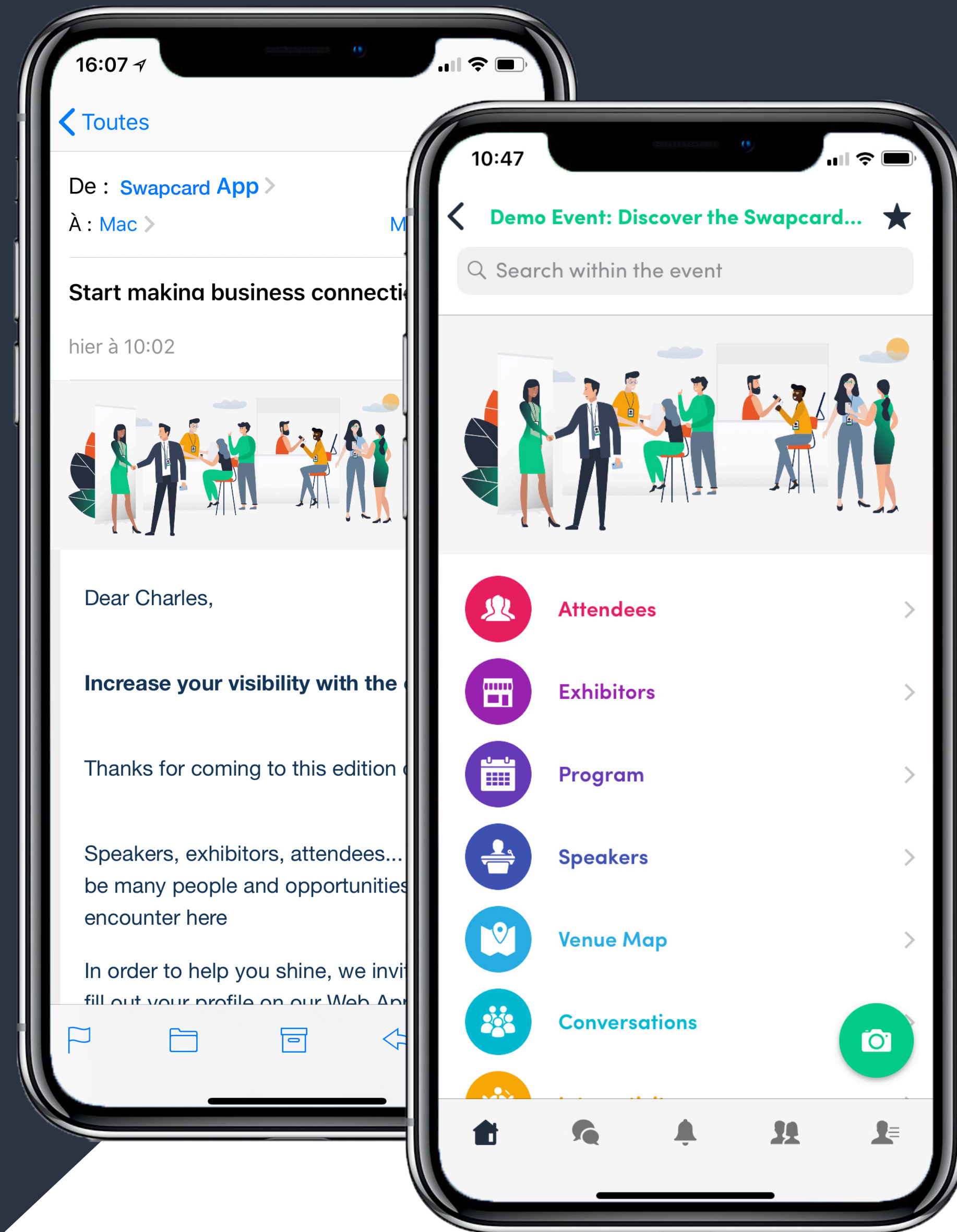# Event team Guide

Welcome Swapcard's Guide !

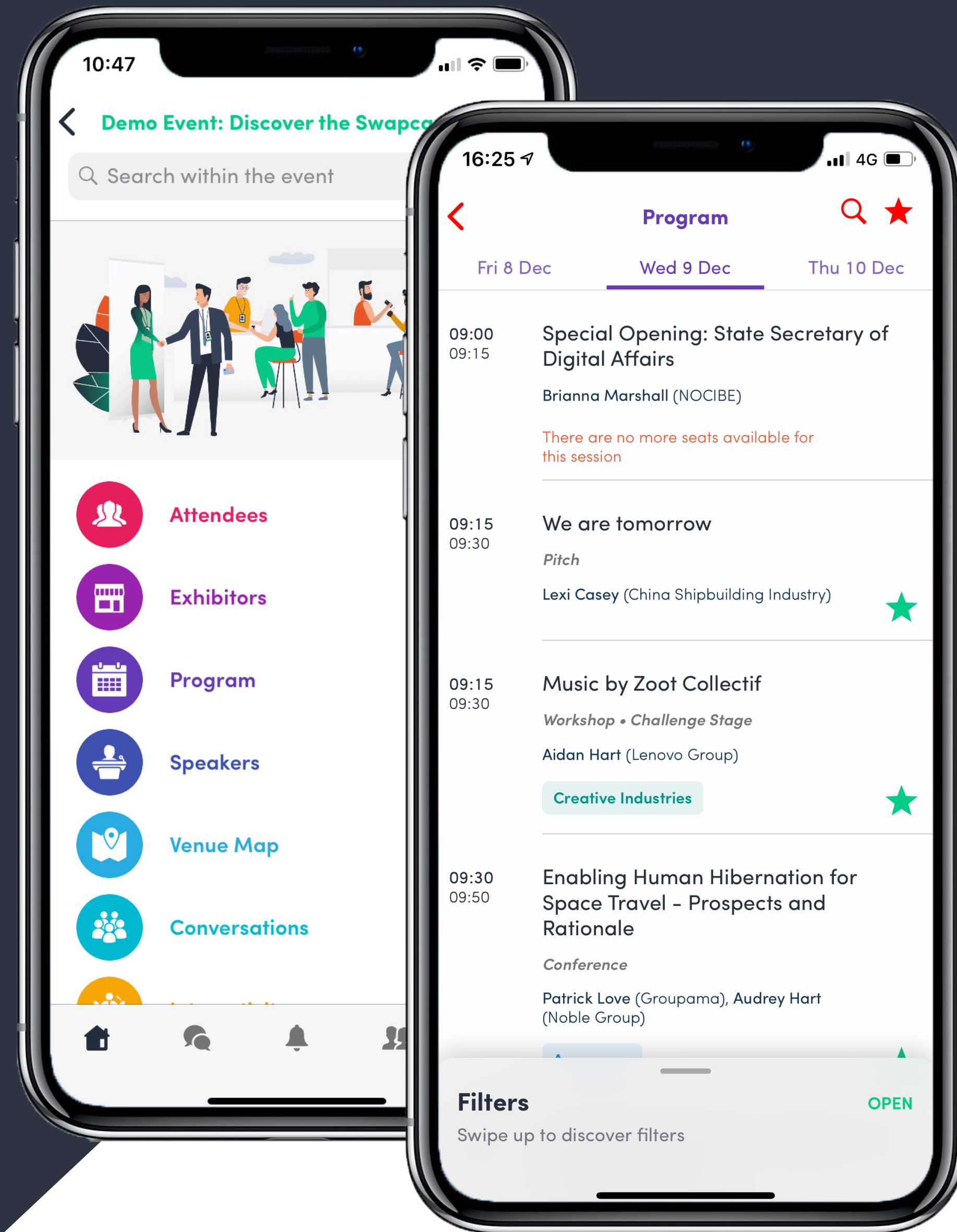You'll find all the key functions of the app as well as the frequently asked questions

Invite people to download the app on their mobile

✔ Available on the App Store (iPhone only) & Play Store (all devices)

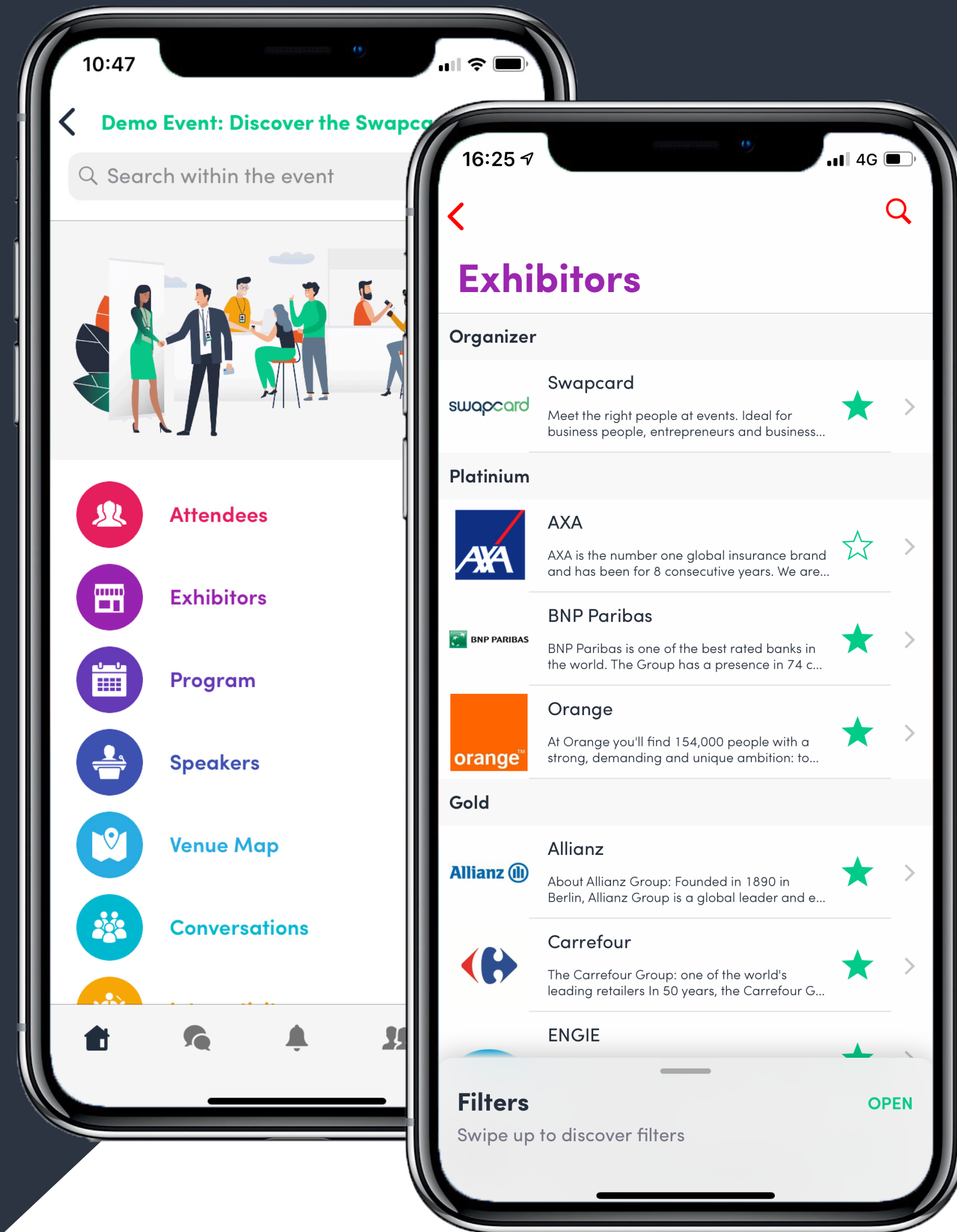✔ Each attendee receives an email allowing him to join the event

Attendees

✓ « Attendees » integrates the full attendees list

✓ The list is ranked by the professional affinity you've got with each attendee. (represented by the circle around the profile picture)

✓ Filters allow you to aim a particular audience regarding their field or job title

✓ The searching tool helps you to find the right person. You can search by name, field, job title or company
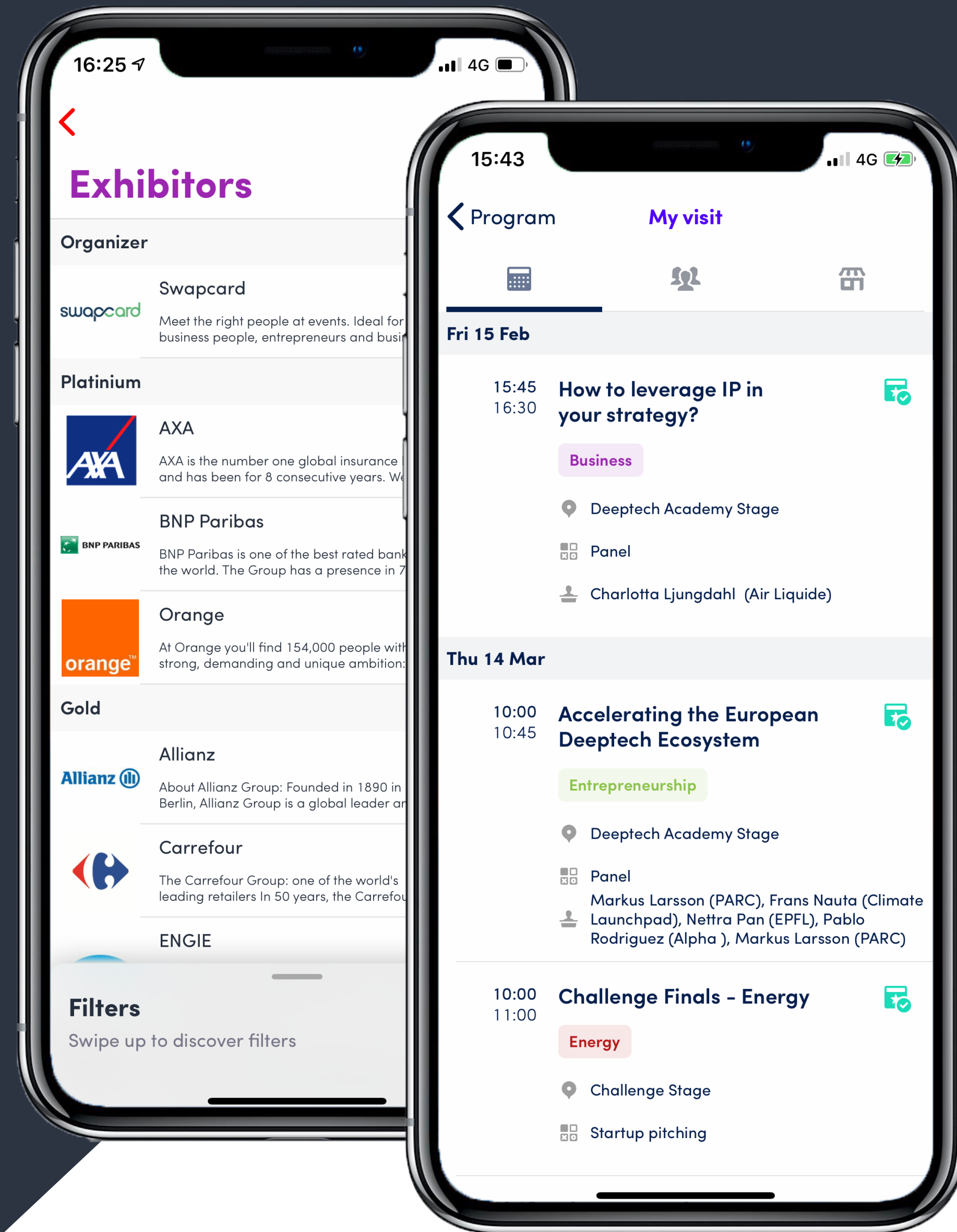
Program

✓ « Program » integrates the full program of the event

✓ You can filter it by type of sessions, topics, places or sponsors

✓ Each session can be bookmarked to get a notification 10mn before it starts (⊞)
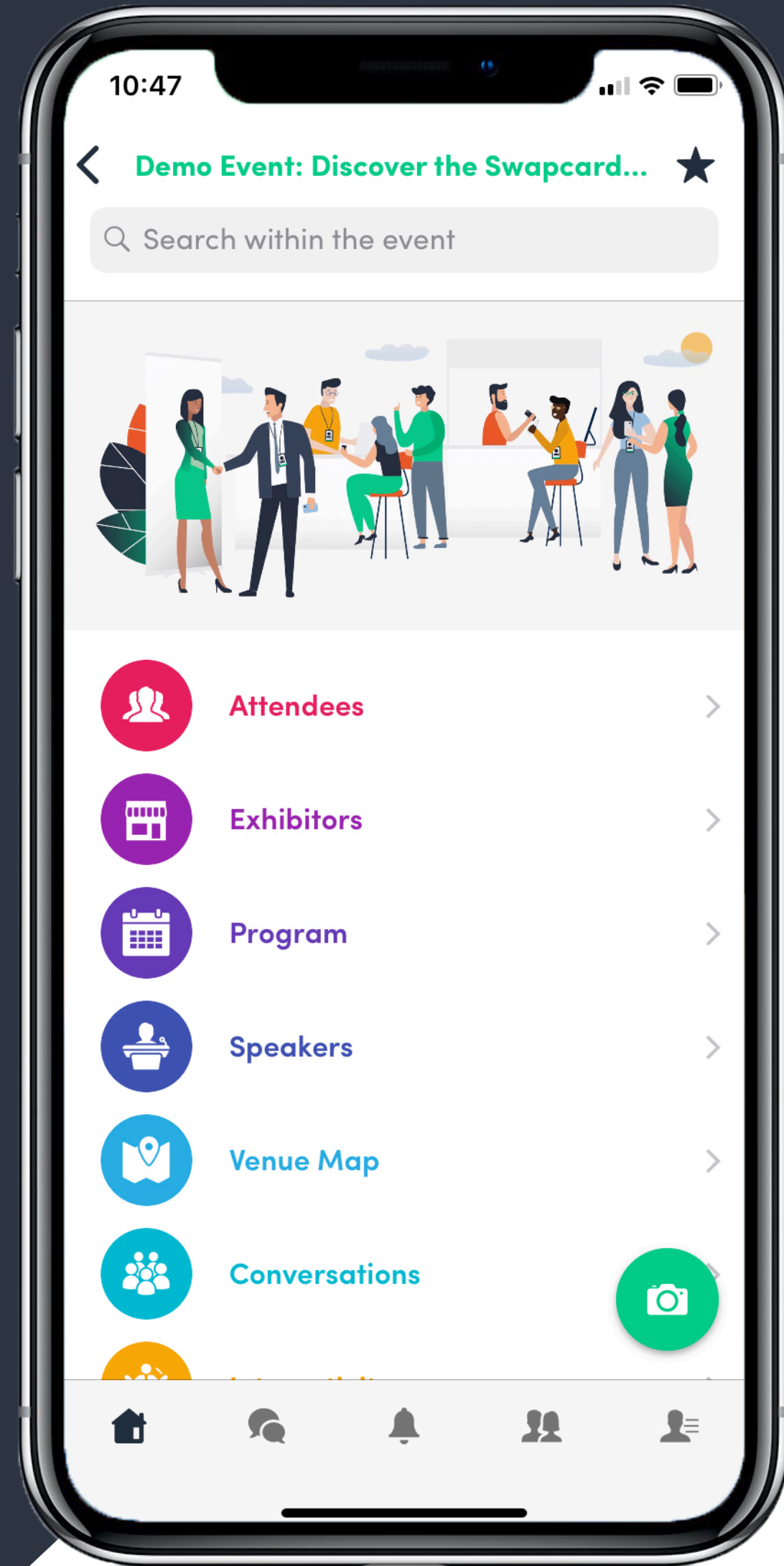
Exhibitors

Get access to the full exhibitors list and access to:

✓ The description of the company

✓ The team members to connect with them

✓ The booth location

✓ The social networks of the company
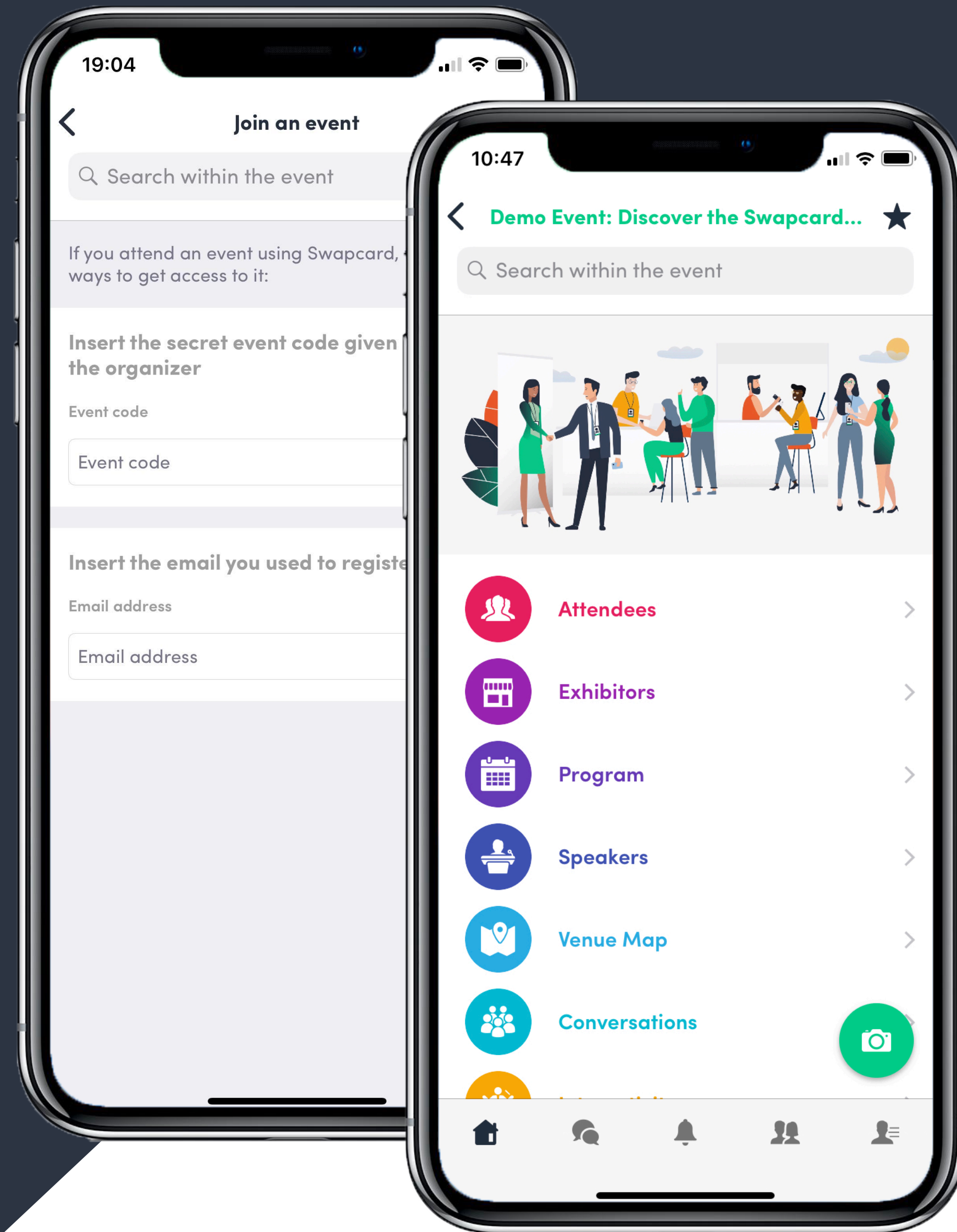
✓ The website of the company

My Visit

My visit summarize all the sessions and exhibitors bookmarked (🏢➕) as well as all the attendees you are connected with for this event.
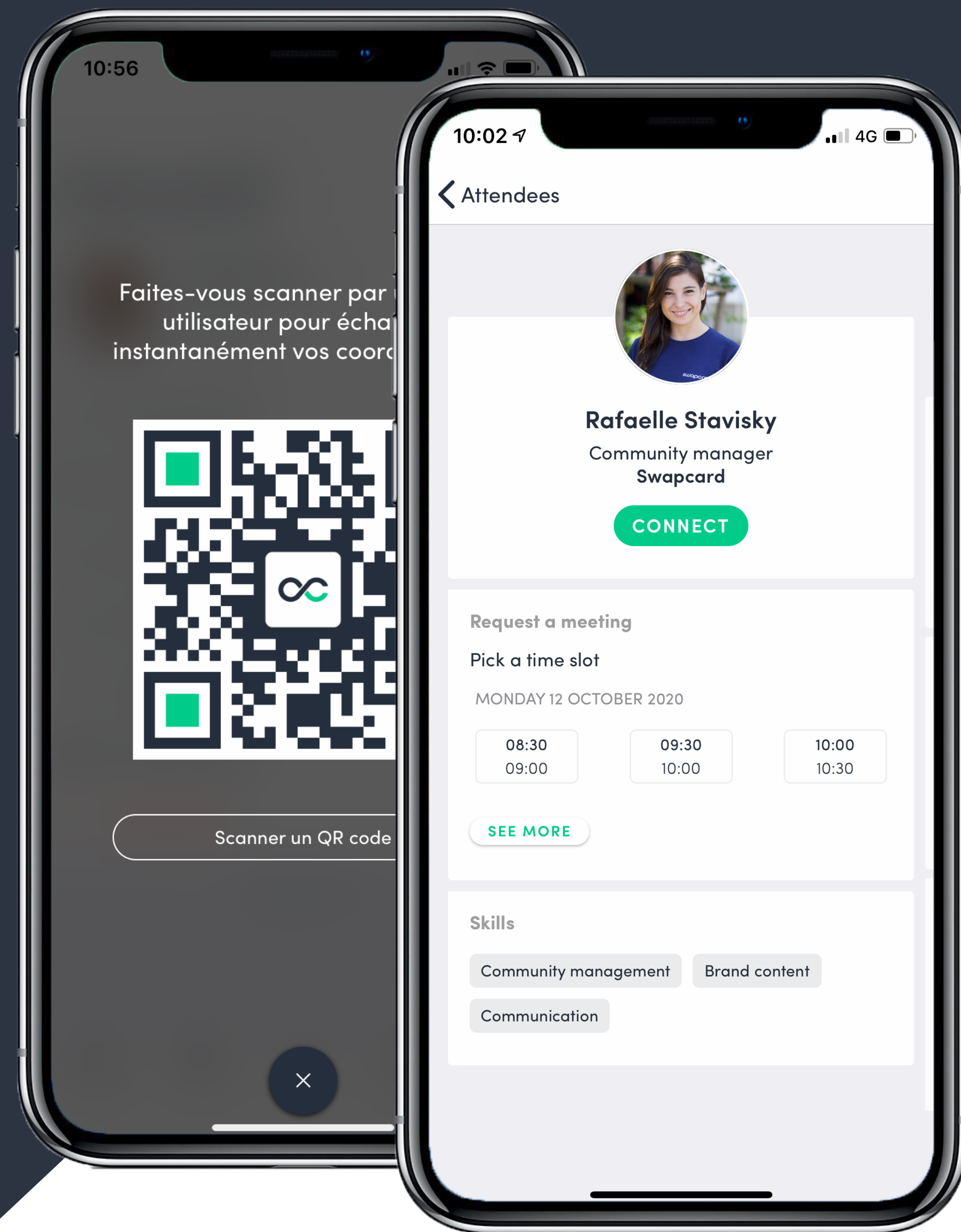
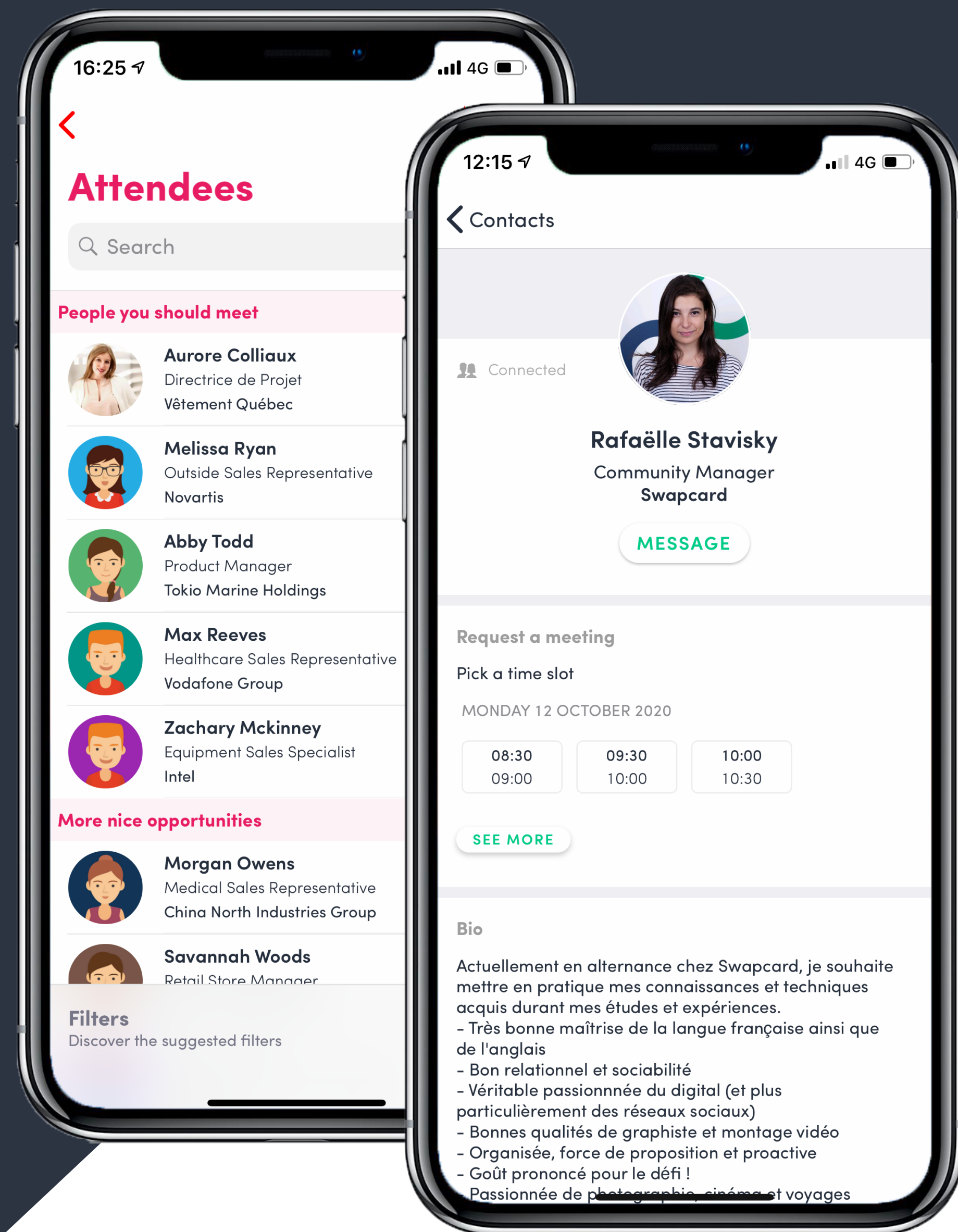Frequently Asked Questions

How to get access to the app?

✓ Each attendee receive an email inviting him to join the event

✓ If he is not able to find it, he can download the app and use the email used to register to the event

✓ Once the email is recognized, a « magic link » is sent by email allowing the attendee to set up his own password

How to connect with someone?

There are two ways:

✓ By request: Once you click on someone's profile, the button « Connect » appears allowing you to send a request. As soon as the person accepts it, you'll get access to his details.

✓ By QR code: Once you scan someone's badge, you'll get access to his profile and details immediately. There is not request that needs to be accepted.

How can I get access to someone's details?

To get access to someone's details you need to be connected with him. (By connexion request or Scan)
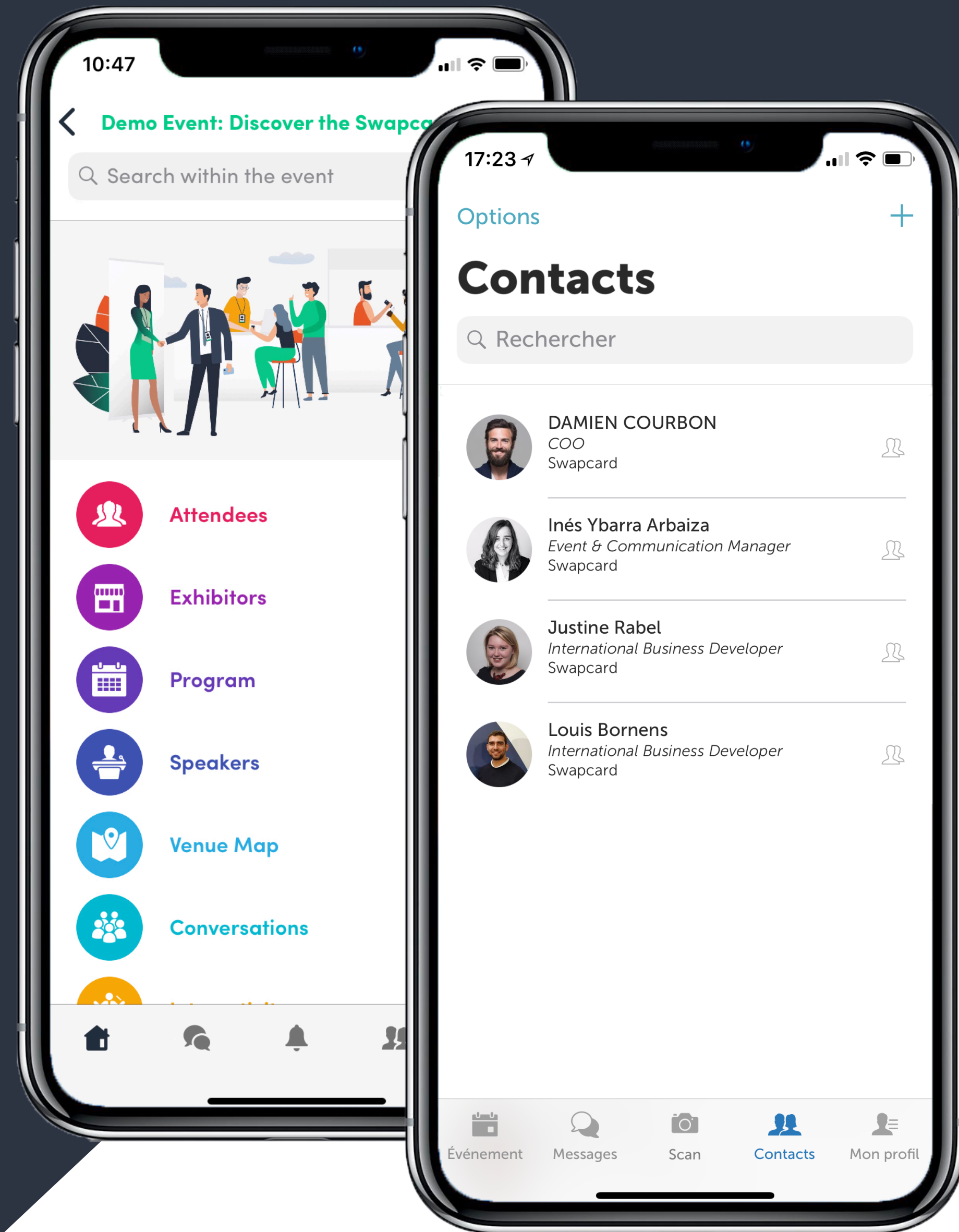
Reminder :

Public information	Only once connected with the user
First and Last Name	First and Last Name
Profile picture	Profile picture
Job Title & Company	Job Title & Company
Biography	Biography
	Contact details (phone number & email)
	Social Networks

Where can I find the contacts I'm connected with?

Click on the « Contacts » button right at the bottom of the app.

You can then add tags and notes to these contacts that can be exported to your CRM.

Can I export all my contacts?

For sure !

Visit the web app and click on Contacts > Export contacts

You'll receive a CSV file by email immediately