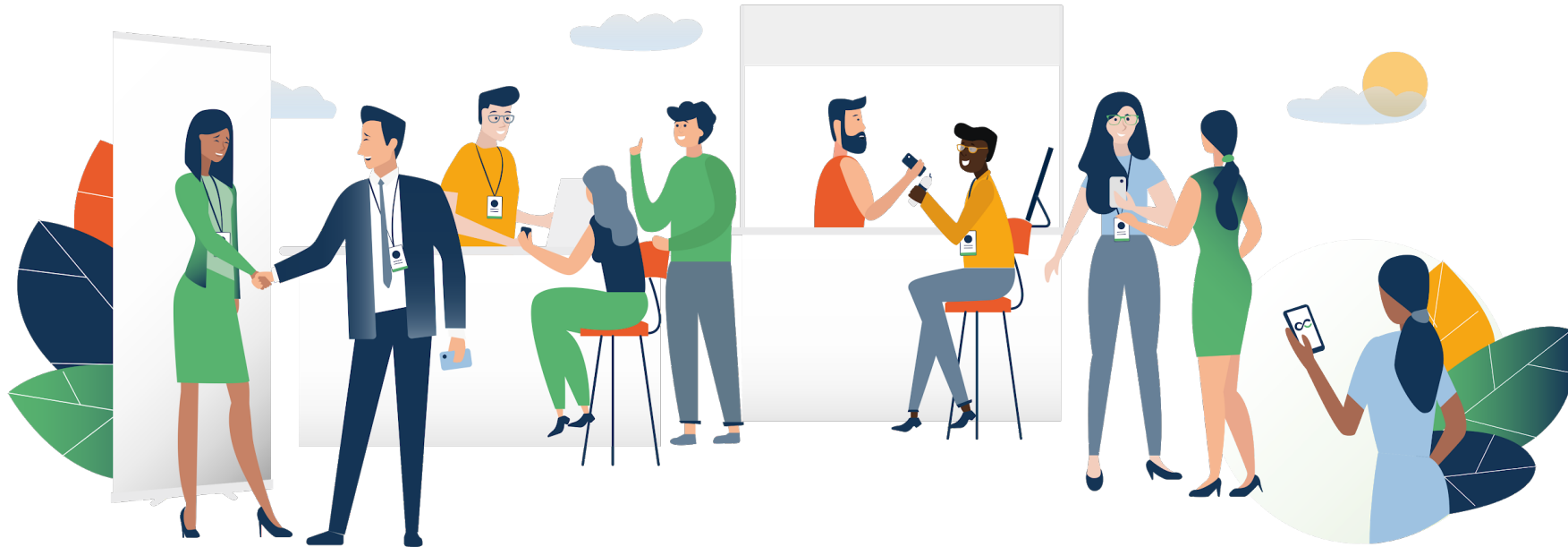


# Swapcard Attendee Guide

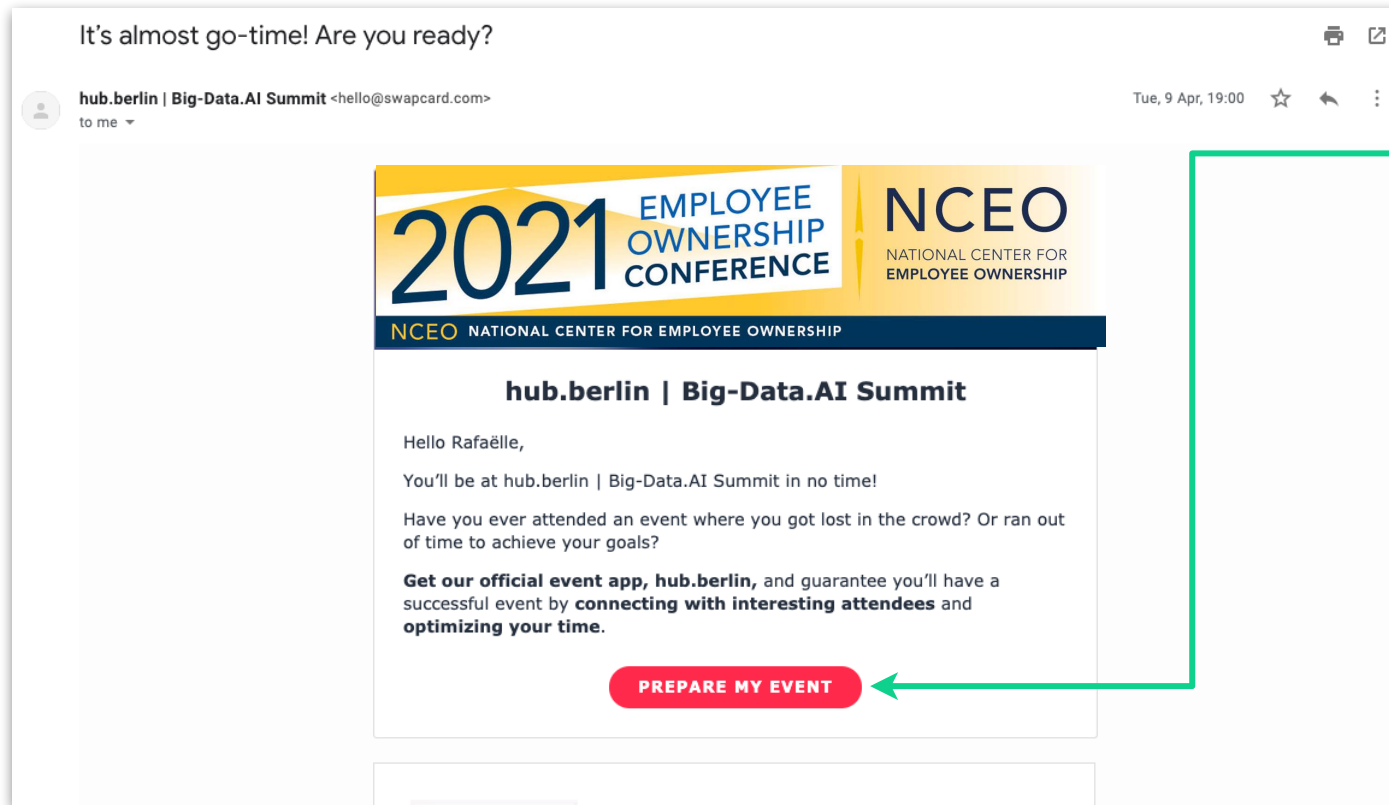


swapcard



# STEP 1 - LOGIN

# 1. Login / E-mail



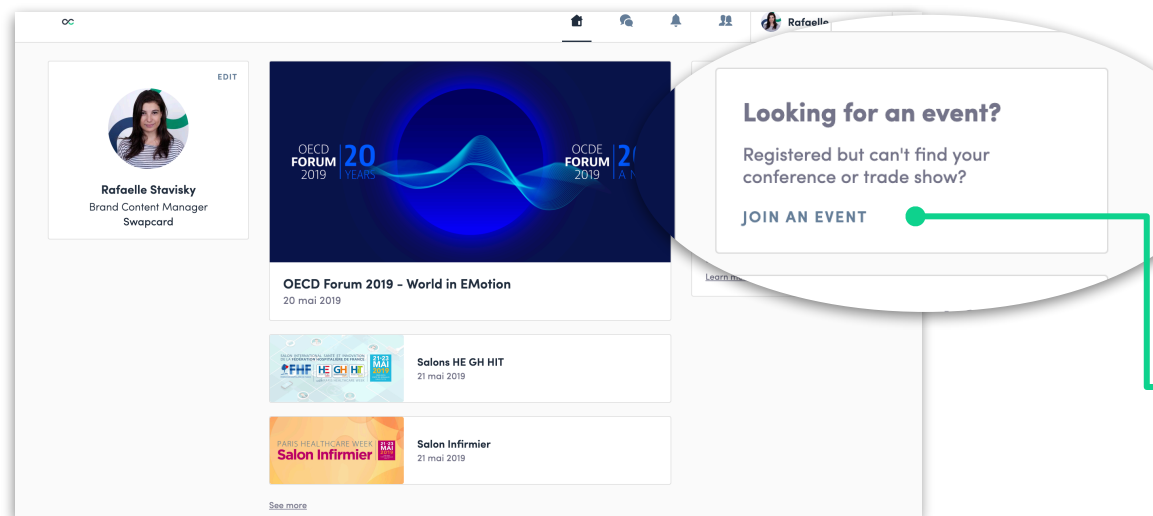
You probably received an e-mail with a **button** redirecting to a login page. Your account is automatically pre-created by the event organizer. A window will then suggest that you create a password for your account.



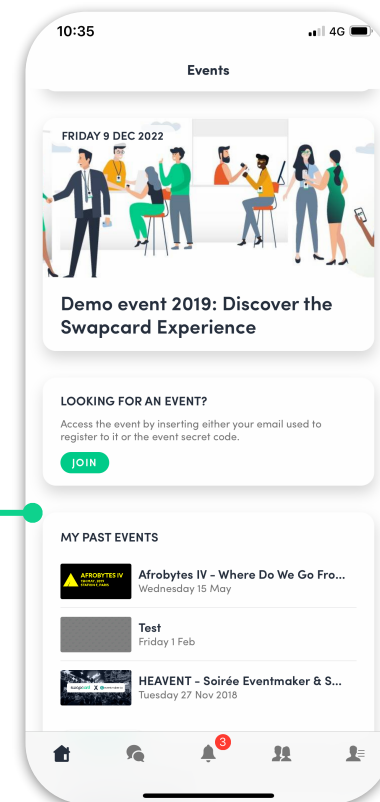
*If you didn't receive anything, check your spam box. And or email [eventhelp@nceo.org](mailto:eventhelp@nceo.org).*

# 1. Login / *with a code (04/16)*

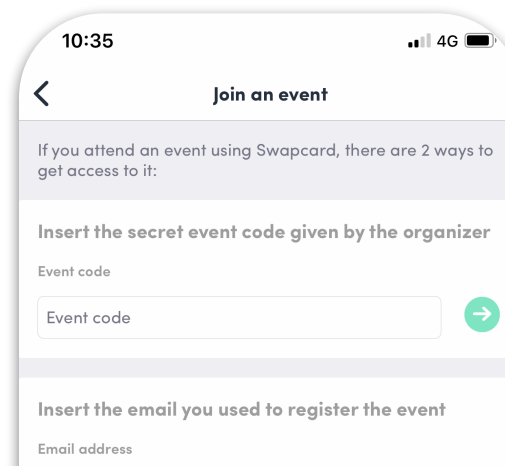
1



Your email address is not recognized? No problem, click on “**join an event**”.

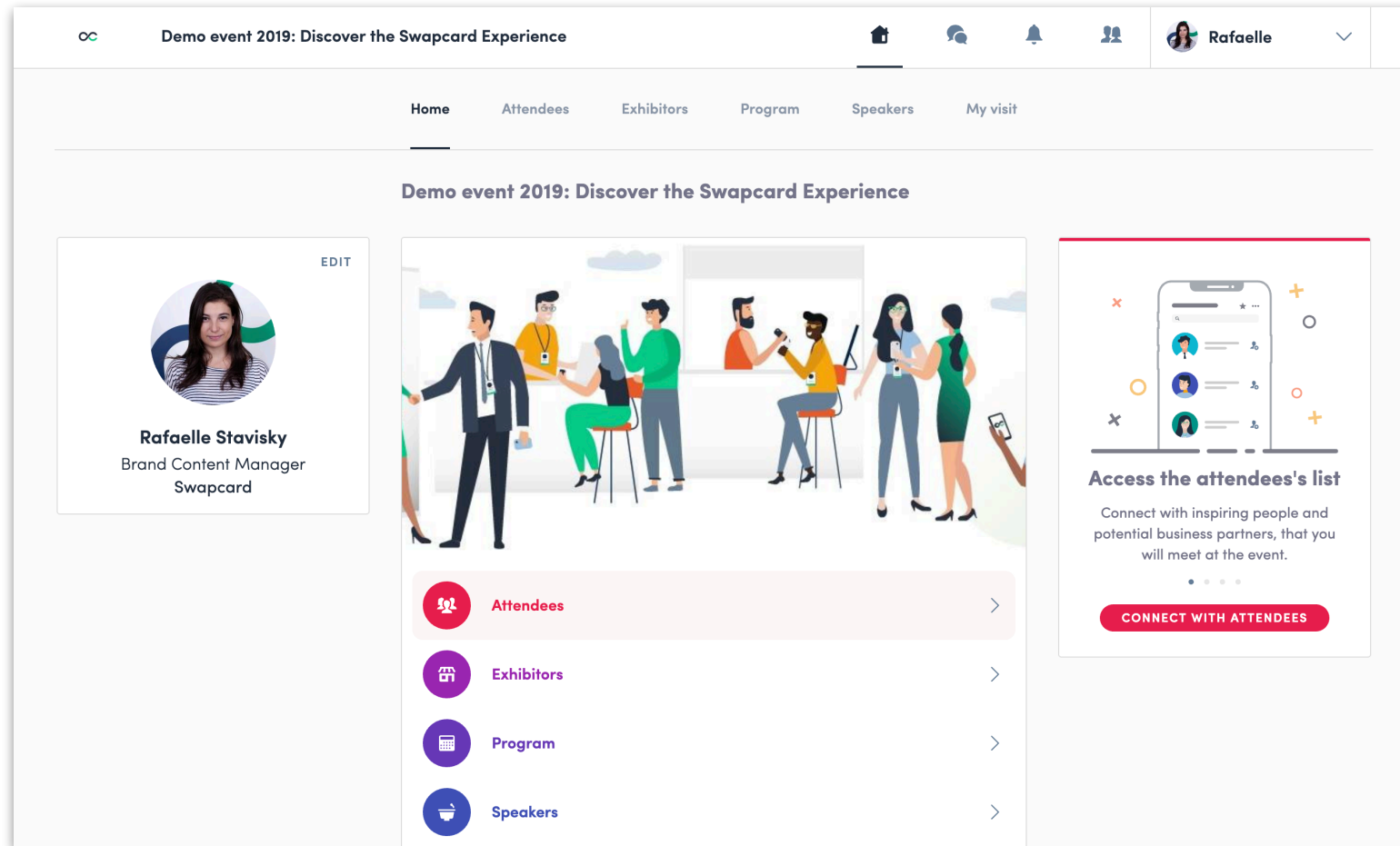


2



Then enter the **event code**.





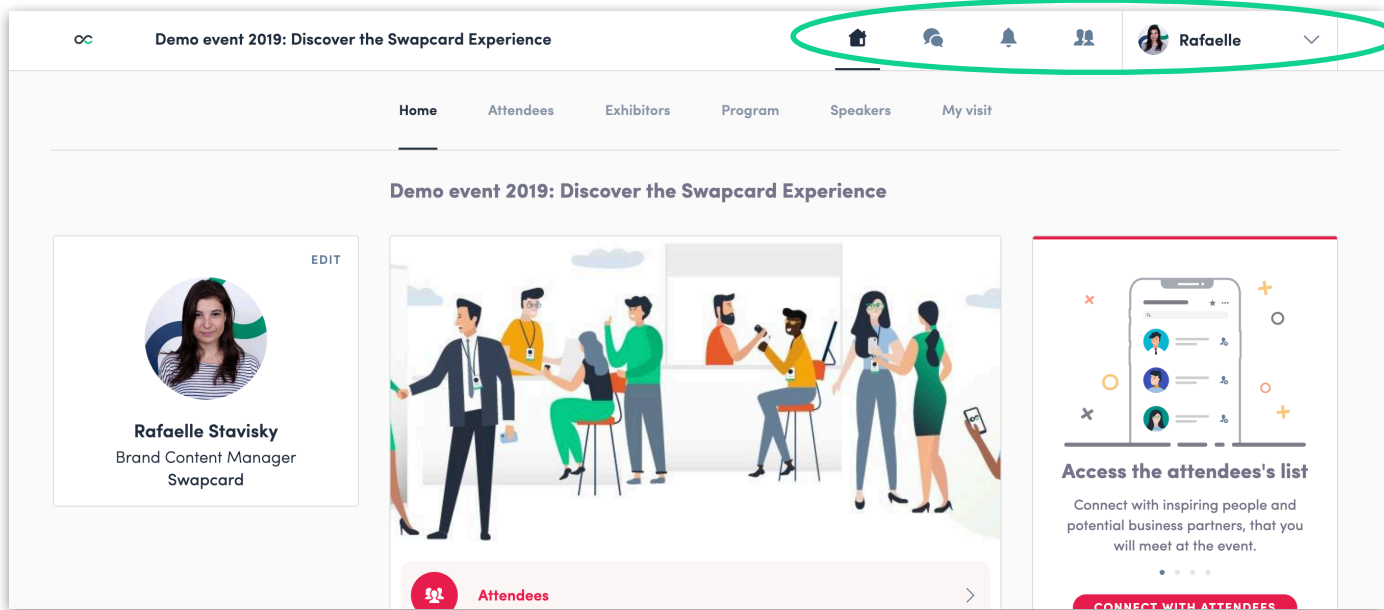
**WELL DONE! YOU NOW HAVE  
ACCESS .**

# STEP 2

-

# WEBAPP

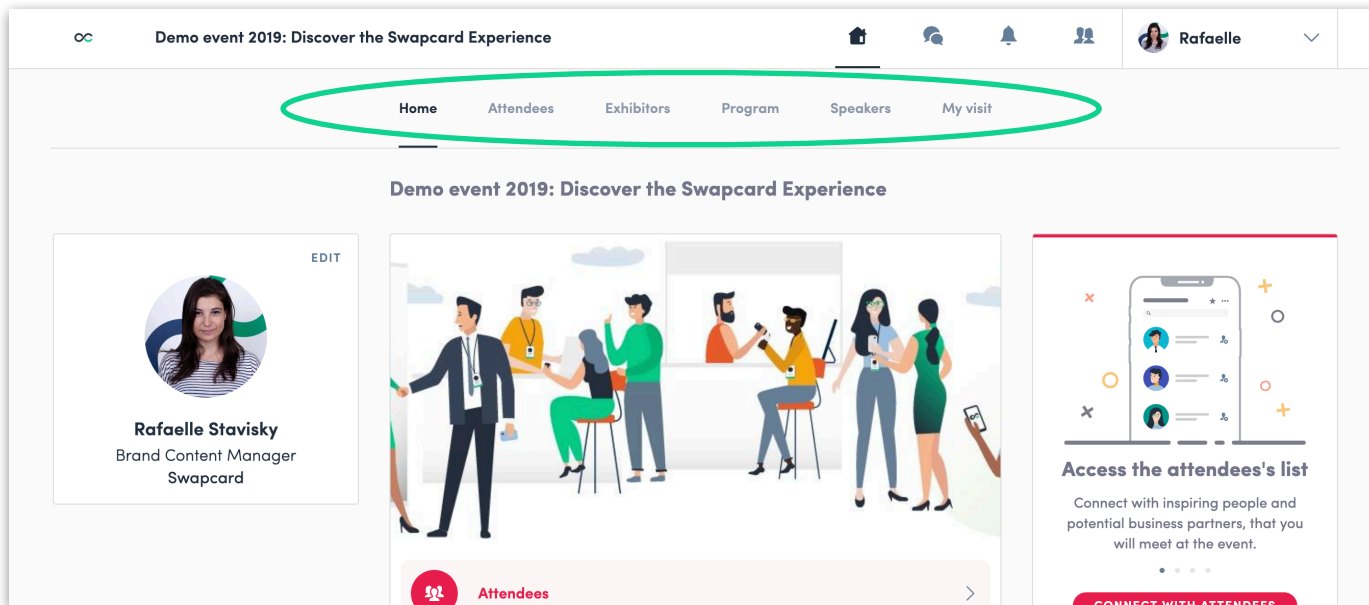
## 2. Navigation



Web App

This is the home page of your event. The main navigation is the same on Web and Mobile. It is divided into **5 parts**:

## 2. Navigation



- Home
- Agenda
- Community
- Speakers
- ESOP Resources
- My Event

Web App

To access the different sections of the platform, use the **buttons** on the home screen. From the Web App, navigation is made easier by the presence of a **navigation sub-bar**. This allows access to the **5 sections** of the event:

# 3. Attendees & Matchmaking

## Find out who to meet!

1. **Search** for an old friend
2. Or **Click** on a participant to view their information and make a new friend



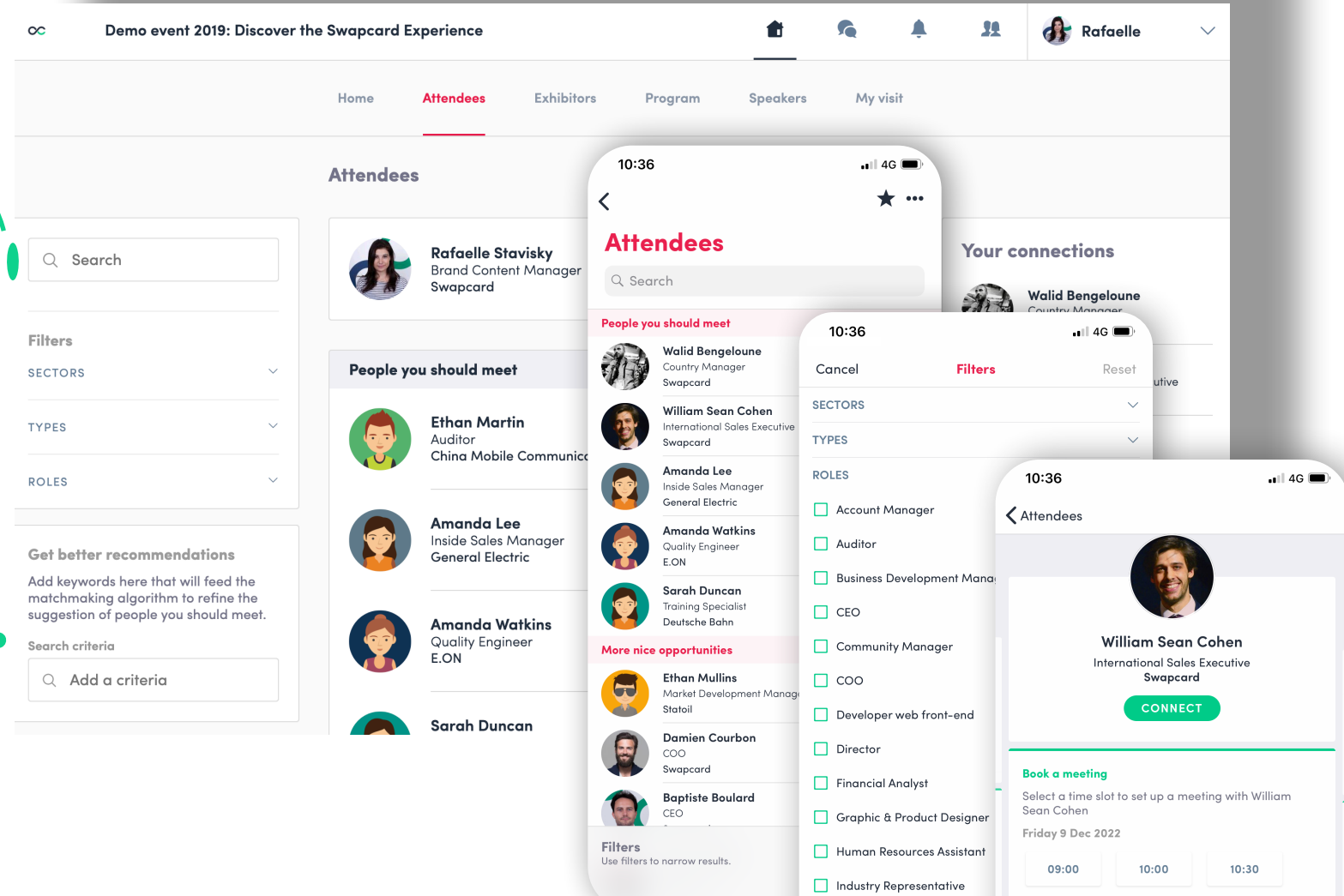
*A personalized connection request (with message) will be 4 times more likely to succeed.*

## AI & Matchmaking

1. **Fill in** your profile information
2. **Connect** with the profiles that interest you



*The more data you enter into the platform, the more efficient the matchmaking will be.*

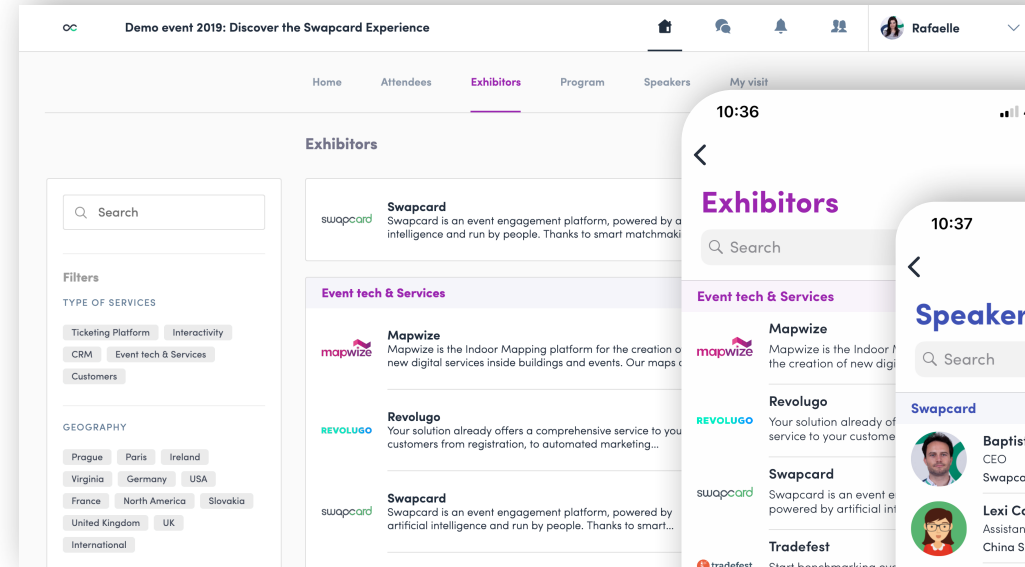


## 4. Exhibitors, Speakers & Agenda

### Exhibitors

All exhibitors (companies) are **included in the ESOP Resources Tab**.

You can filter by type of service, search by name, or keyword.



### Speakers

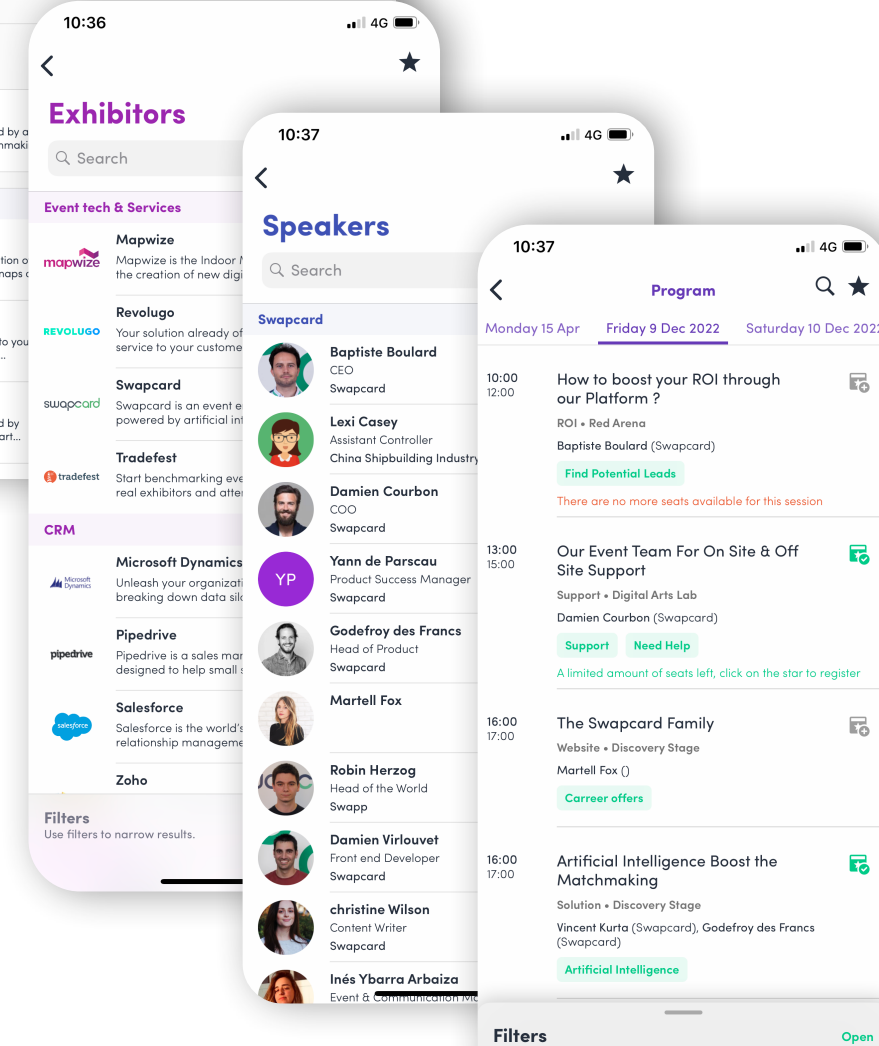
Find the list of different speakers at the event, and get in touch with them!

In addition to the general information available on their file, you will also find the **list of the sessions they run**.

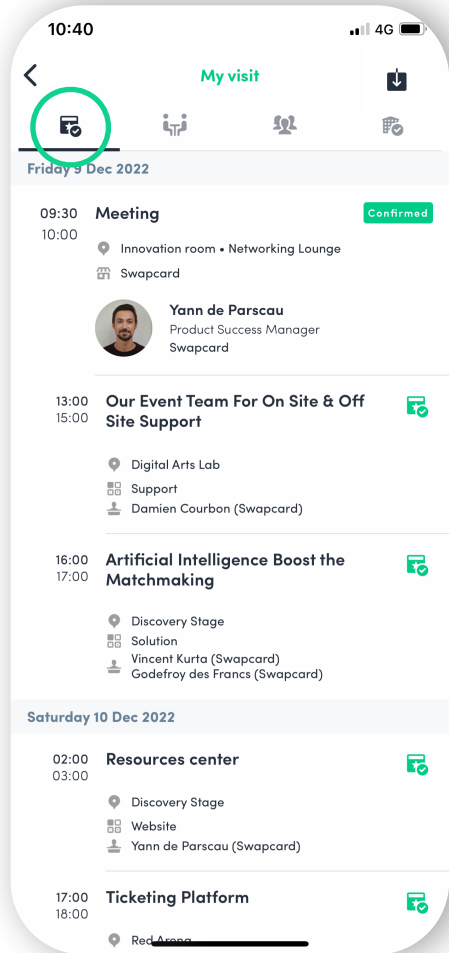
### Agenda

All sessions are located in the **"Agenda"** section. You have the possibility to bookmark the sessions that interest you to create your personalized agenda.

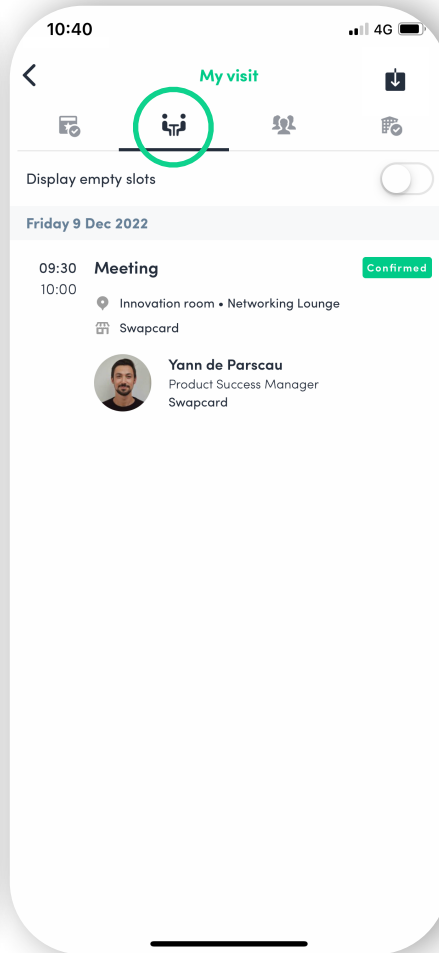
Filter by learning track, CE Type or search for speaker or keywords.



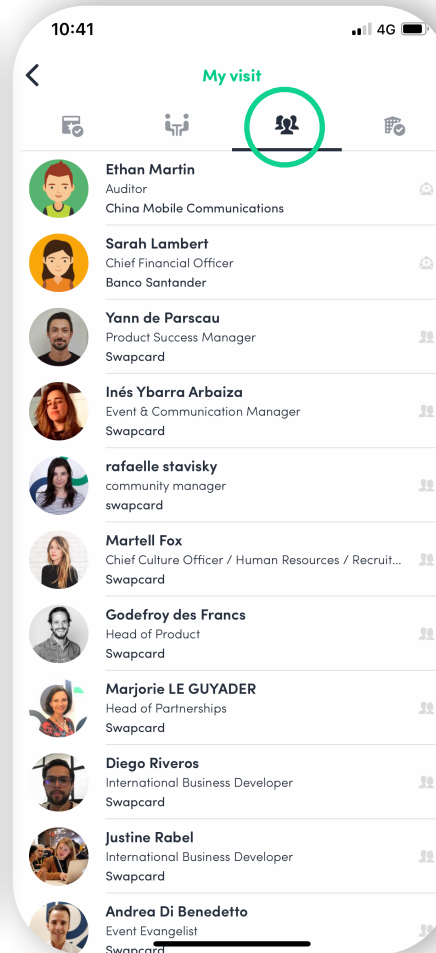
## 5. My Event



My Schedule



My Meetings



My Networking

Find your meetings, the people you met on the event and your personalized schedule.



*You can export your appointments and your personalized calendar directly in your calendar by clicking on the icon :*



## 6. Send a meeting request

### 1 Select a slot

By clicking on an exhibitor or speaker you can view the appointment slots for which he or she is available. Select the service that interests you.

### 2 Select a place

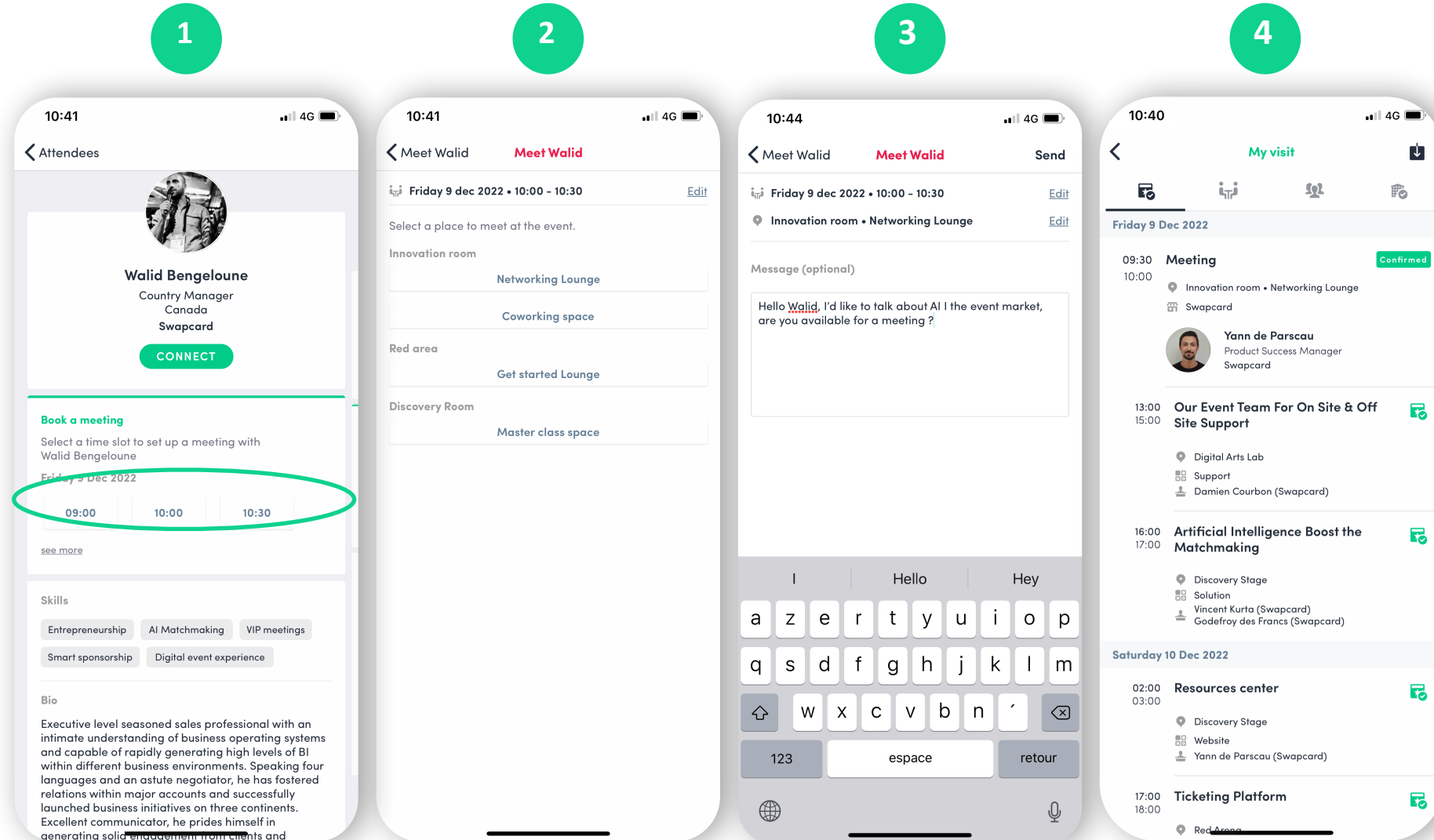
The exhibitors virtual booth.

### 3 Send a message

It is **very important** to send a personalized message to the participant you wish to contact so that the meeting can take place.

### 4 Manage your meetings

In "My Visit", you can view your appointments, cancel them and manage your availability. **Be careful! A meeting slot is blocked when a request is made or received, even if it is not validated.**





**STEP 3**

**-**

**BEST PRACTICES**

## 7. Planning



### Before

1. **Edit** your profile
2. **Connect** with other attendees
3. **Send** your first meeting requests
4. **Answer** to your first meeting requests



### During

1. Check out the agenda and see what sessions you would like to join
2. Take a break and visit the ESOP Resources center, don't forget to bookmark your favorites.
3. **Chat** with other attendees and speakers using the chat, questions, and poll features in the session.



### After

1. **Continue to chat** with your new contacts
2. **Export** your contact list

## 8. Support / On-line



### Chat

Chat with the NCEO Team in every session or visit our booth!



### Help Desk

Visit the help desk booth for live support

04/16: 8 am-6 pm EDT

04/20: 8am-6 pm EDT

04/21: 10 am-2pm EDT



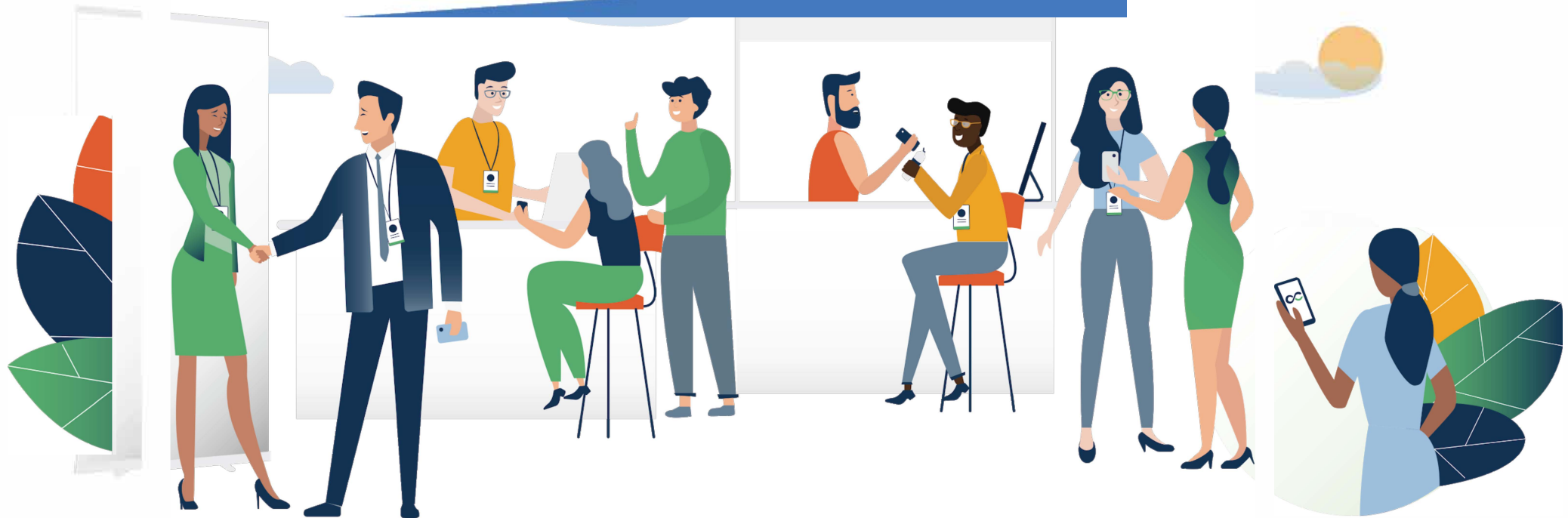
### E-mail

Send us an email on [eventhelp@nceo.org](mailto:eventhelp@nceo.org)

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NATIONAL CENTER FOR  
EMPLOYEE OWNERSHIP

# 2021 EMPLOYEE OWNERSHIP CONFERENCE



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