

# Swapcard Exhibitor Guide

Spring 2023 League of Innovative  
Schools Convening



League of Innovative Schools  
**SPRING 2023 CONVENING**

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April 25–27, 2023 | Birmingham, AL | @DPLLeague #DPLIS



# ACCESS THE APP

Login

# Logging in for the first time



You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating password for your account.

Home Chat Notifications Profile

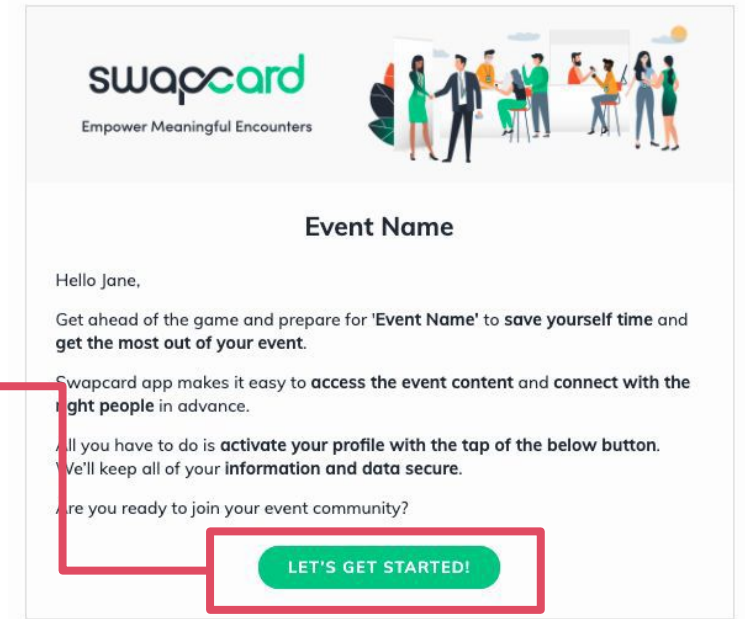
## Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

Password\*

Define new password  

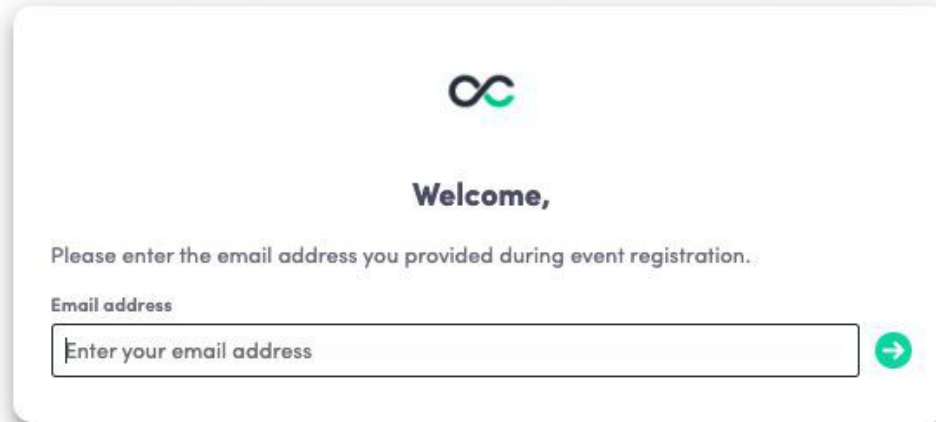
At least 6 characters



**Note:** If you don't see this email in your inbox, please check your spam.

# Logging in when you already have an account

- If you already have an account, you will be prompted to login.
- Enter the email you used to register for the event, then enter your password.
- Click the arrow to connect.

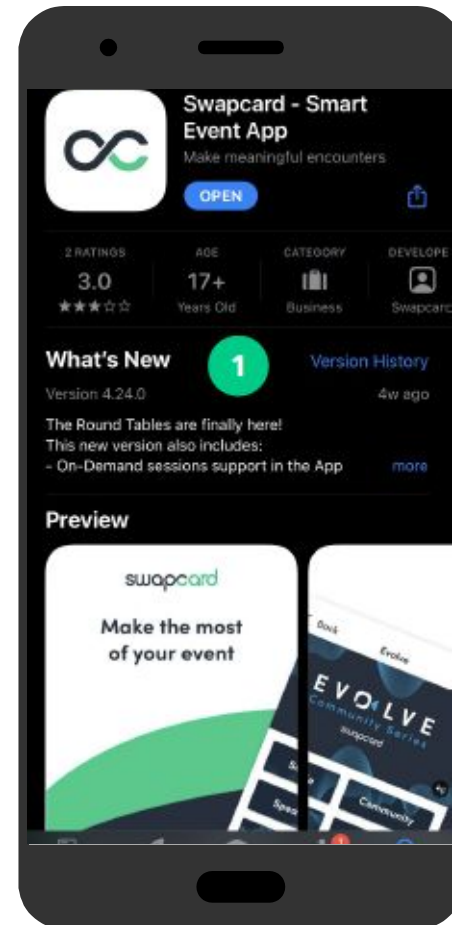


The screenshot shows a login interface. At the top center is a logo consisting of a black infinity symbol with a green dot at its top-right end. Below the logo, the text "Welcome," is displayed in a bold, black font. Underneath that, a smaller line of text reads "Please enter the email address you provided during event registration." Below this instruction is the label "Email address" in a small, grey font. A text input field follows, containing the placeholder text "Enter your email address". To the right of the input field is a green circular button with a white right-pointing arrow.

**Note:** If you have forgotten your password after entering your email, click on **send me a magic link**. You will receive an email to reset your password.

# Swapcard mobile application

You can also access the event from your phone by downloading the Swapcard mobile app. Scan the QR code below:



# NAVIGATE THE PLATFORM

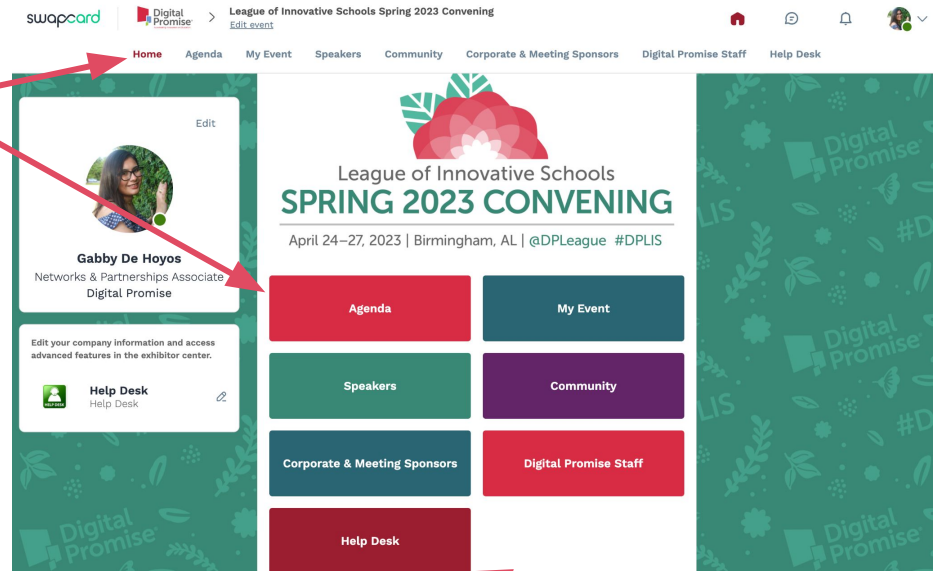
## Content

# How to navigate the platform

Navigate the platform by selecting the different content buttons on the event “Home” page or the tabs on the navigator bar.

The “Agenda” button gives you an overview of the event sessions.

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



Have a question? Visit the “Help Desk”

# NETWORKING

## Available Features



# How to edit your personal profile

On the left side of your screen next to your photo, click **“Edit.”**

To edit your profile, click **“Edit”** or **“Add”** next to the information you want to change. You can edit:

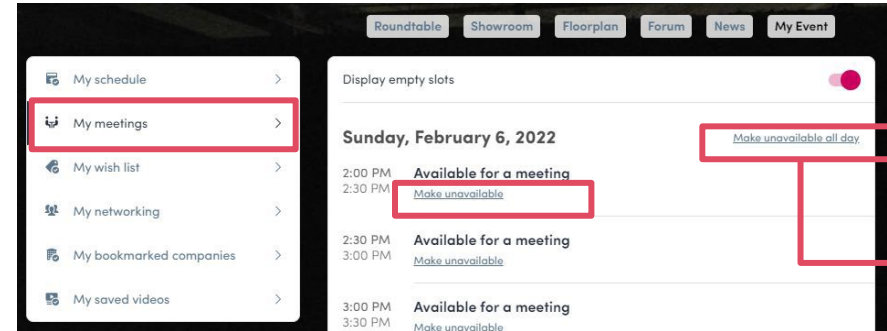
- Personal Information
- Profile Image
- Biography
- Social Media
- Contact Details

The screenshot shows the Swapcard interface. At the top, there are navigation links for 'Home', 'Agenda', and 'My Event'. The main profile card for 'Gabby De Hoyos' is visible, with an 'Edit' button next to her profile picture. Below the profile card, there is a 'Help Desk' section. To the right, a larger view of the profile page is shown, with 'Edit' buttons next to the 'About me' section, the 'Social media' section, and the 'Contact details' section. Red arrows point from the text instructions to these specific 'Edit' buttons.

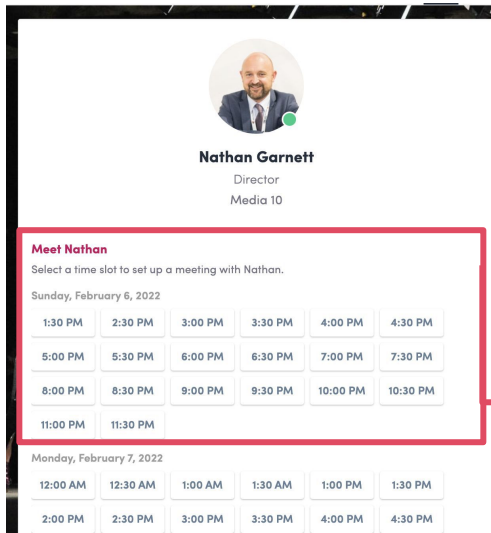
# Networking

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 virtually or face-to-face.



You can manage your **availability for meetings** by going to the **“My meetings”** tab in **“My Event.”** Making yourself available all day or at specific times will remove meeting slots.



You can schedule a meeting by selecting a time slot on someone’s profile.

# How to send a connection request

**Connect with Nathan**

Sending a connection request with a message is three times more likely to be accepted.

**SEND CONNECTION REQUEST**

**Meet Nathan**

Select a time slot to set up a meeting with Nathan.

Sunday, February 6, 2022

1:30 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM
5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM
8:00 PM	8:30 PM	9:00 PM	9:30 PM	10:00 PM	10:30 PM
11:00 PM	11:30 PM				

Monday, February 7, 2022

12:00 AM	12:30 AM	1:00 AM	1:30 AM	1:00 PM	1:30 PM
2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM

To send a connection request, go to the attendee's profile (via the **"Community"** or **"Speakers"** tab) and click the **"Send connection request"** button.

**Tip:** You can add a note to your request to introduce yourself.

You will be able to find a full list of your connections in **"My Event"** under **"My Networking."**

To view notifications, including meeting and connection request, select the **bell icon** on the top right corner.

swappcard | Digital Promise | League of Innovative Schools Spring 2023 Convening

Home | Agenda | My Event | Speakers | Community | Corporate & Meeting Sponsors | Digital Promise Staff | Help Desk

# Exhibitor Center

## Functionalities

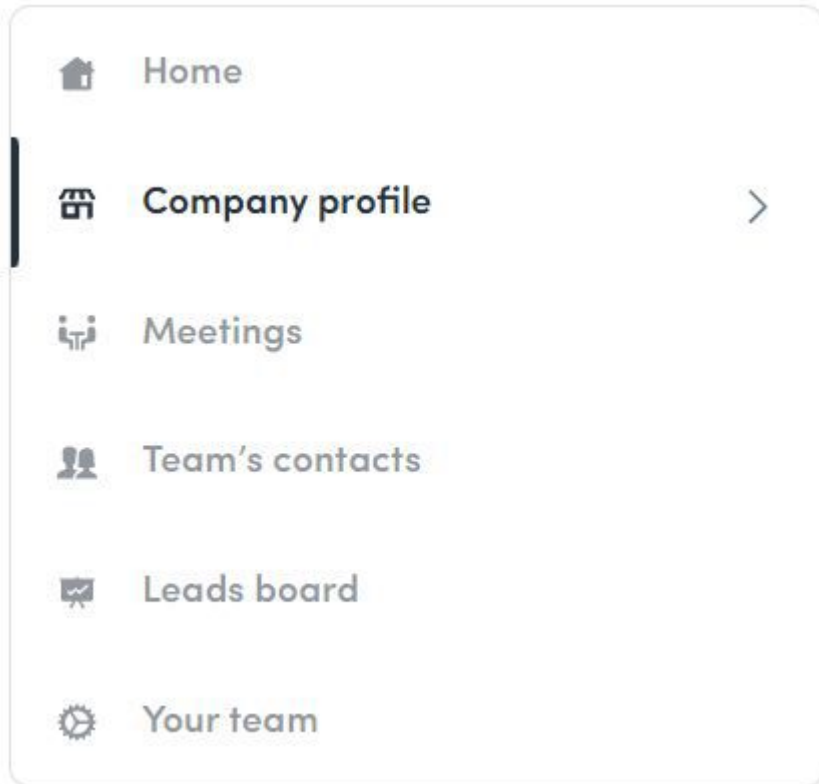
# Access your Exhibitor Center

The screenshot shows the swapcard website interface for the "League of Innovative Schools Spring 2023 Convening". The user profile for Gabby De Hoyos is visible on the left. A red box highlights the "Help Desk" button in the bottom left corner. A red arrow points from the "Exhibitor Center" option in the user profile dropdown menu to the "Speakers" button in the main navigation grid. Another red arrow points from the "Exhibitor Center" option to the "Help Desk" button.

There are three ways to access your **Exhibitor Center**:

1. By clicking on the button in your **invitation email**, which will redirect you to your Exhibitor Center.
2. Click **“Exhibitor Center”** in the **drop down menu**.
3. Click on your **Exhibitor booth** from the **home page**.

# Navigation



This navigation bar will appear on the left side of your screen. It will help you navigate between different sections of the **Exhibitor Center**.

From the Exhibitor Center you are able to:

- Update company information
- Upload a header image, background, or video
- Link social media profiles
- Add documents and links

# Adding a teammate to your team



In your Exhibitor Center, you can manage your team.

Go to the “Your Team” tab and see all your teammates on the booth.

To add new members, click the “**Add a member**” button and add their email address. To add a member, they must be in the list of participants of the event.

# Need additional help?

See if your question can be answered in the [Swapcard FAQ](#), or [contact Swapcard support staff](#).