

Swapcard User Guide

Spring 2023 League of Innovative Schools Convening



League of Innovative Schools
SPRING 2023 CONVENING

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

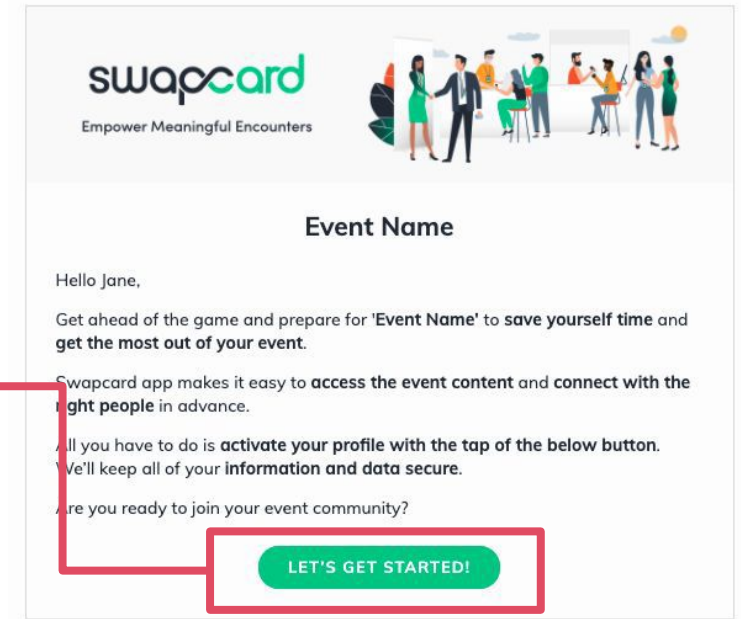
Welcome, create a password

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

Password*

Define new password  

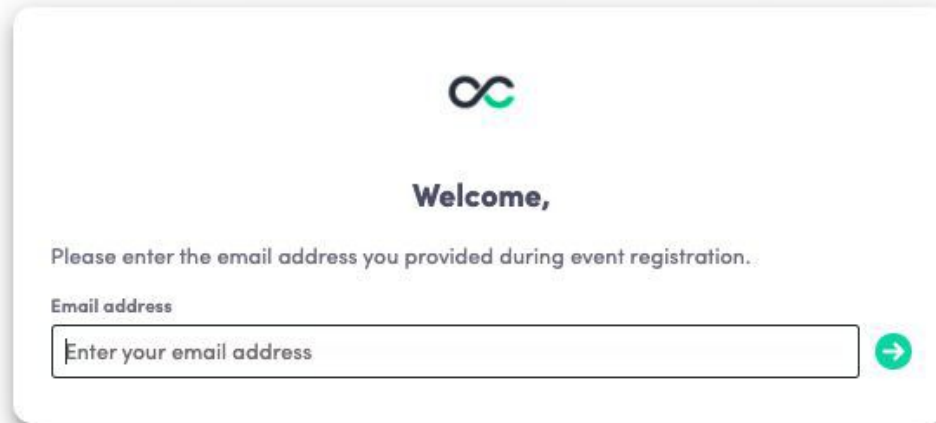
At least 6 characters



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

Logging in when you already have an account

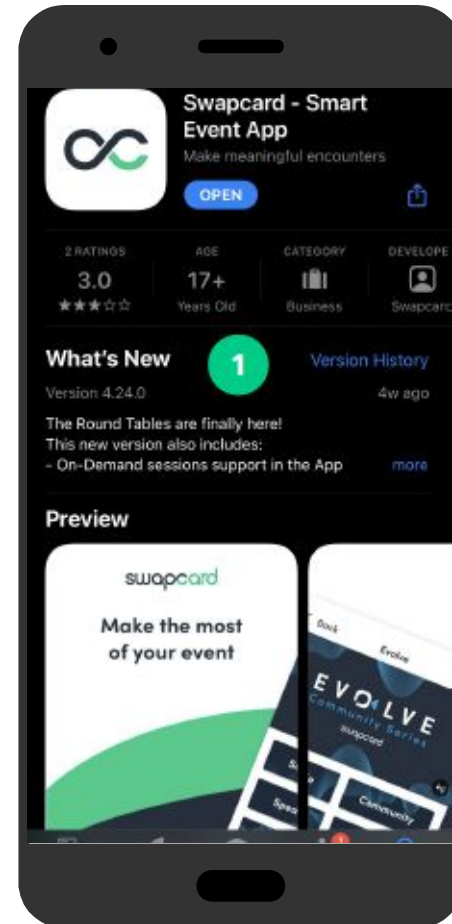
- ❑ If you already have an account, you will be prompted to login.
- ❑ Enter the email you used to register for the event, then enter your password.
- ❑ Click the arrow to connect.

A screenshot of a login form. At the top center is a logo consisting of a black infinity symbol with a green dot at its top. Below the logo, the text "Welcome," is displayed in a bold, black font. Underneath, a message reads "Please enter the email address you provided during event registration." in a smaller, grey font. Below this message, the label "Email address" is positioned to the left of a text input field. The input field contains 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

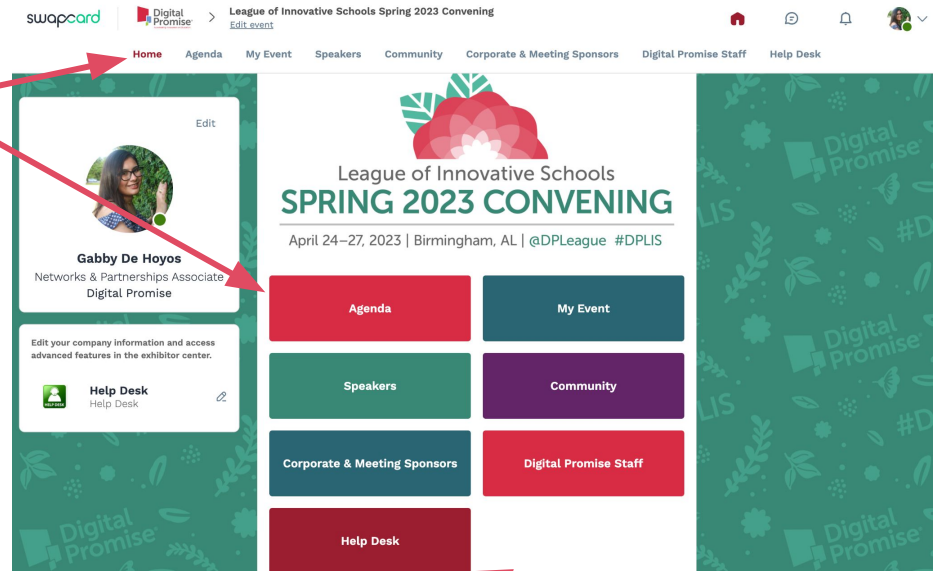
Content

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 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 profile page for Gabby De Hoyos. The page is divided into two main sections: a left sidebar and a main content area. The left sidebar contains the user's profile information, including a photo, name, title, and company. A red box highlights the 'Edit' button next to the photo. The main content area contains the user's biography, social media links, and contact details. Red boxes highlight the 'Edit' buttons next to the 'About me' section, the 'Social media' section, and the 'Contact details' section. Red arrows point from the text in the first two paragraphs to these 'Edit' buttons.

swapcard | Digital Promise > League of Innovation
Edit event

Home Agenda My Event

Edit your company


Edit



Gabby De Hoyos
Networks & Partnerships Associate
Digital Promise

SI
Ap

Edit your company information and access advanced features in the exhibitor center.

 **Help Desk**
Help Desk

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

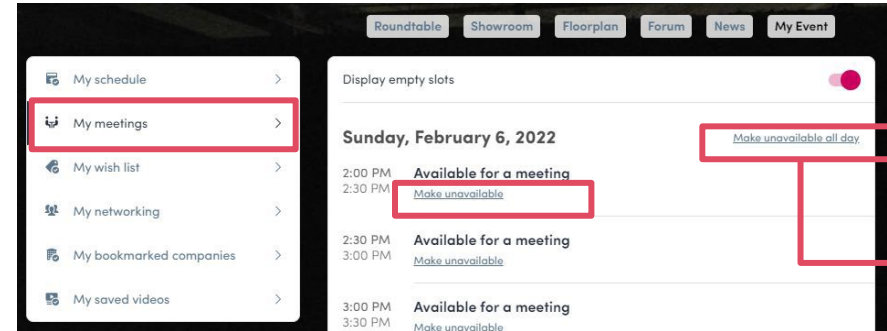
@ evolve@swapcard.com

https://evolve.swapcard.com/

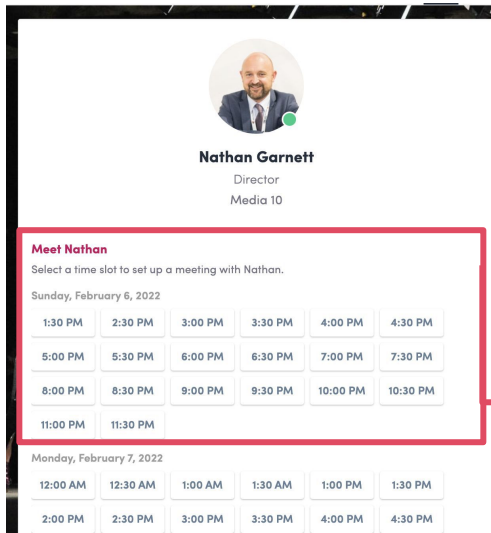
Networking

From the home page or the top navigation bar, you can access the **Speaker** and **Attendee** lists and visit **Corporate & Meeting Sponsor** virtual booths.

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 or a company profile) 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.

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

Need additional help?

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