ACCESS THE APP

LOGIN
Logging into the Virtual Platform and App

1. Access your account by going to:
   Website: https://annualmeeting.app.swapcard.com/event/25th-annual-meeting
   
   Downloading the app: App Store or Google Play

2. Click "Registered? Sign in with your ASGCT account"

3. Enter the username and password you used to register for the event.
Forgot your password?

1. Click the "Forgot Password", then check your email for directions on how to reset your ASGCT account password.

2. If option 1 does not work:
   a. If you remember your email but not your password, enter the email you used at registration into the field under "Login with your email" then click "Continue with email."
   b. Click "send me a magic link."

3. If option 1 and 2 do not work, please email info@asgct.org.
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 where you can edit your information.
How to edit your profile (2/2)

To edit your profile, click “Edit” or “Add” next to the information section you want to edit.

Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organizer
How the schedule works

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.

The tab **“My Event”** allows you to see your own schedule. Here you can find the **sessions** you bookmarked.

You can **export your schedule** by clicking “Export to my calendar” or “Download PDF.”
How to access an ongoing live session

There are several ways to access an ongoing live session.

1. From your Event Home, click the “Live session” button. If there is a live session, the live button should also be present as a tab on the top navigation bar.

You will get redirected to the ongoing session, or the following one if nothing is happening at that time.

2. You can also access it from the “Event schedule” or “My Event” tab. Click on the ongoing session to reach the session page.
How to access a streaming session

Less than **24 hours** before a live stream session a countdown will show on the session page.

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically. You can refresh the page if it does not.

You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app while watching the session in a **pop-out window**.
How to interact during a session

With “Live discussion,” you can chat with other attendees, ask questions to the speakers, and answer polls created by the organizers or speakers.

You can react and answer to other people’s messages, or delete your message by clicking on the three dots next to it.

Questions will be sorted by upvotes where the most liked questions will rise to the top.

The live discussion should be open when sessions are ongoing. If you do not see it, click on the bubble on the bottom right to open it.
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 and have video calls.
How to send a connection request

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.

Note: You will be able to find a full list of your connections in “My Event” under “My Networking.”
How to communicate with your connections

1. Access a person's profile (i.e.: from "My Networking" under the "My Events" tab)

2. Enter in your message into the chat box on the right hand side and send

3. To start a video chat, expand the chat box 📷 and click the camera icon in the upper right hand corner
Thank you for taking the time to read this presentation.

If needed, click here to ask our team for support.

GET READY!