

USER'S GUIDE

ACCESS THE APP LOGIN

Forgot your password?

- Click the "Log in" button in the upper right hand corner
 - Select: "Login with your email" then click "Continue with email". Enter the email you provided during registration.
 - 2a. Then, enter the password you created at registration.
 - 2b. If you forgot your password, Click "**send me a magic link**" and a link will be emailed to you
- 3

2

If option 1 and 2 do not work, please email <u>info@asgct.org</u>



AVAILABLE FEATURES CONTENT

How to edit your profile (1/2)





How to edit your profile (2/2)



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

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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.

- 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.
- 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

🖽 Streaming will start Monday, April 20, 2020 4:40 PM

06 03 19

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, <u>CALIVE DISCUSSION</u> 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

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- 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 \square and click the camera icon in the upper right hand corner





Thank you for taking the time to read this presentation.

If needed, click <u>here</u> to ask our team for support.

GET READY!