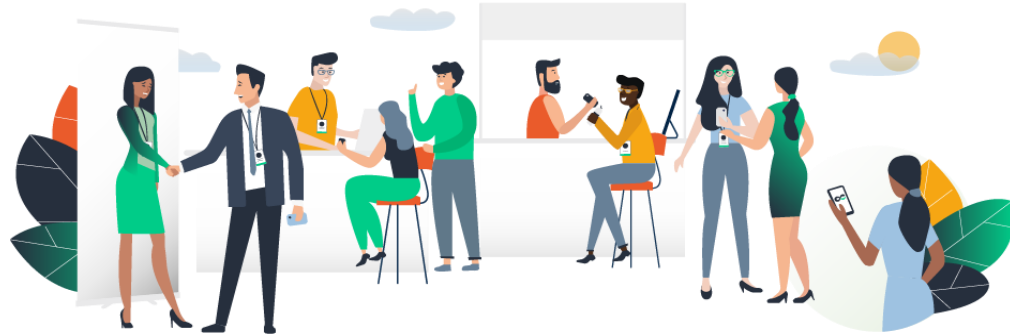


HOW TO GUIDE



ACCESS THE APP

LOGIN

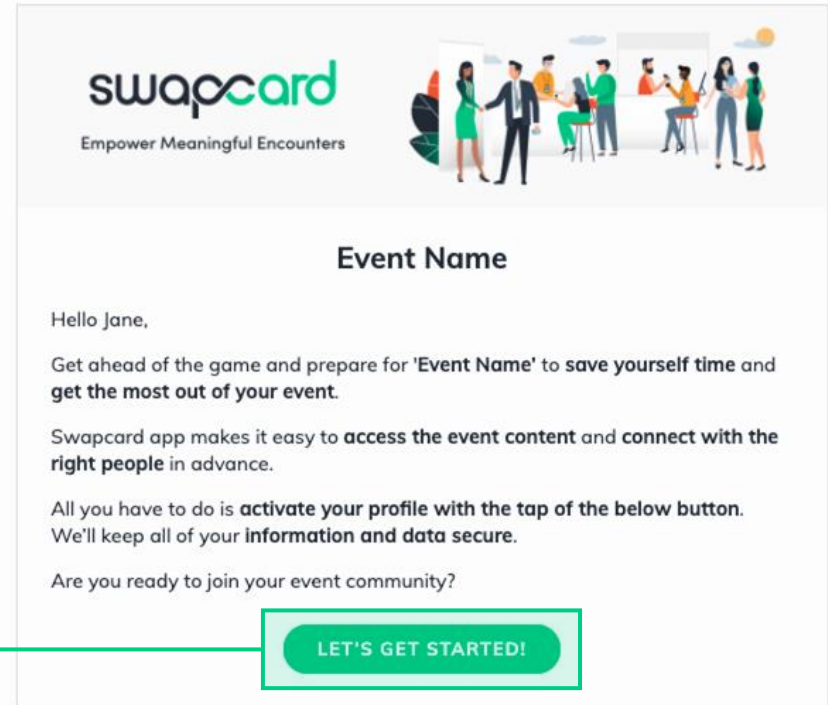
Logging in for the first time



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 a password for your account.

A screenshot of the Swapcard app's password creation screen. At the top, there are four icons: a house, a speech bubble, a bell, and two people. Below these is the heading "Welcome, create a password" and a sub-heading "In order to log in the next time that you want to use the web or mobile app." A "Password*" label is above a text input field containing "Define new password". To the right of the input field is an eye icon and a green arrow icon. Below the input field, it says "At least 6 characters".

You can also access the event from your phone by downloading the Swapcard app ([iOS](#)/[Android](#))



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

Logging in when you already have an account



Access your account by going to login.swapcard.com
Enter the email you used to register for your event, then enter your password.
Click the arrow to connect.

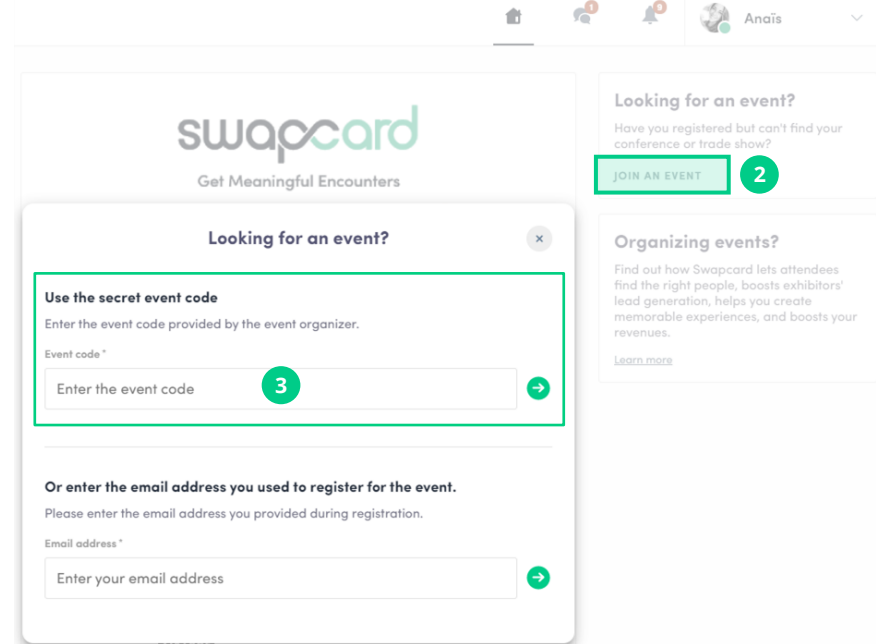
A screenshot of a login form. At the top center is the swapcard logo. Below it, the text "Welcome," is displayed. Underneath is the instruction "Please enter the email address you provided during event registration." followed by the label "Email address". A text input field contains the placeholder text "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'll receive an email to reset your password. If you need any help, please contact support [here](#).

How to join an event with an event code?*

The **event code** can be used to access the event without registering first.

- 1 Follow the steps presented in the previous slide **“Logging in...”**
- 2 Once logged-in, click **“Join an event”**
- 3 Enter the code shared by the organizer and click the arrow to access the event.



i * **Note:** this option only applies if the event organizer has enabled the event code functionality.