Instructions

The AFTD Education Conference will use the Swapcard platform to facilitate a robust virtual experience for all attendees. You can access the platform via the website or by downloading the app for your mobile device. These instructions will help set up your account, access sessions, and provide ways to interact with other attendees whether you are attending in person or virtually.

How to Log In

A Swapcard account was created for you when you registered. When you receive an email from Swapcard, click **LET'S GET STARTED!** to go to the conference login page. A window will pop up asking you to create a password for your account.

Please Note: If you don’t see this email in your mailbox, please check your spam. If you have forgotten your password after entering your email, click on **send me a magic link** to receive an email to reset your password.

How to Edit Your Profile

There are two ways to access your profile.

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

2. From the drop-down on the upper-right corner of your screen, click **My profile**.

Next, click **EDIT** next to the information section you want to edit. You have the option to add or edit your:

- Personal information
- Biography
- Social Media handles
- Contact details
- Company

Your profile is private. If you want to make it public so that other attendees can see it and contact you, click the bubble in the upper-right corner of your computer screen or at the bottom right on your phone.

Go to **Settings** and turn on **Display my status**.
Instructions

How to Access a Virtual Session
On April 8, you can select the **Live** button to view all the plenary sessions. You will still need to select which breakout session you want to attend by going to the **Agenda** tab. A countdown will show on the session page letting you know when the session will begin.

As soon as a session begins, **the video will start automatically**. You can refresh the page if it does not.

You can watch the video in full screen mode or 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 AFTD or the speakers.

- You can react and answer to other people’s messages.
- The live discussion is open during the session time. If you do not see it, click on the bubble on the bottom right to open it.
- **Please note**: You can delete a message you posted by clicking on the three dots next to it.

How to Connect with Other Attendees in a Chat Room
We have created five **Chat Rooms** to make it easier to connect with other attendees who will understand your experience with FTD. Use the top menu bar to access a **Chat Room**.

We ask that all **Chat Room** participants show kindness and respect to others in the room.

How to Send a Connection Request to Another Attendee
Go to the attendee’s profile and click the **Send connection request** button. Remember to add a note to your connection request to introduce yourself and explain the reason for your request.

You can find a full list of your connections in **My Event** under **My Networking**.