



Speakers' Virtual Platform Navigation Guide

How do I log-in for the first time?

- You'll receive an email from hello@swapcard.com with a button redirecting to a login page
- Your account has already been created
- A window will then suggest that you create a password for your account

Note: *If you don't see the email in your inbox, please check your spam. You can also go to swapcard.com and log-in with your email address, this requires an extra step for validation.*

How do I log-in when I have an account?

- Access your account via login.swapcard.com
- Enter the email you used to submit your talk to SecTor (the email SecTor has been corresponding with you) and the password created in the previous section
- Click on the green arrow to connect

Note: *If you've 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 with logging in, please contact support@swapcard.com

How do I access my session?

- Navigate to your session by clicking on "Sessions" in the navigation bar. Search for your session.
- You do not need to do anything special to log-in when it is time for your session.

How does Q&A and chat work in my session?

- Every session will have a chat box located next to the video. Through the chat box, attendees will be able to ask you questions and interact with session attendees. The Q&A and chat feature will be live from the start of your scheduled broadcast time up to 20 minutes after your session.
- Questions will be sorted by "upvotes" with a thumbs-up sign to help you see the most popular questions. Simply type in and submit your responses/comments in the chat box.
- You can choose to respond to attendees in real time as questions and comments come in or wait until the live Q&A at the end of the session. You are not required to answer all questions.
- SecTor will have moderators monitoring chat to ensure discussions are respectful. If you notice any inappropriate comments or violations of SecTor Code of Conduct, please report them to the

SecTor moderator in your virtual green room or to the SecTor team within the Help Desk in the main navigation.

How do I create polls during my session?

- To create a poll, go to your session page, and in the Poll tab click on “Create a poll”.
- You can edit or delete existing polls. During your session, publish the poll when you are ready!
- At the end of your session you’ll be able to export the results.
- Both the organizer and the speaker(s) of a session can launch polls.
- SecTor will automatically generate a poll to capture session evaluation data.

How do I edit my event profile?

There are two ways for you to access your profile:

1. On the upper right-hand corner of your screen, click on My profile.
 2. On the left side of your screen next to your photo (or where a photo can appear), click on Edit.
- You’ll be redirected to your profile details.
 - To edit the information, click on Edit or Add depending on the type of information you want to add or edit (see below for which profile details you can and cannot edit yourself)
 - Other attendees will only be able to view your contact detail if you accept a connection or meeting request from them.

Note: DO NOT hide your profile. Turning off your profile visibility will hide your session from the event platform.