

AJ RETROFIT AWARDS ²⁰₂₁

WELCOME

We are delighted to bring the AJ Retrofit Awards to your living room, home office or wherever you may be watching from! We believe it is important now more than ever that we recognise the outstanding achievements from all entrants to these awards.

This virtual world is new to everyone, but we have chosen a fantastic digital event platform which will make the transition from physical to digital as easy as possible. So, get ready to celebrate and network with your peers like you have never experienced before!

We are using a platform called Swapcard, the system is very user-friendly and straightforward to use. This document will walk you through the setup of your account on the platform and answer any questions you may have. If it does not answer your questions, please contact us at AJRetrofit.Awards@emap.com.

Thank you again and we look forward to welcoming you to the awards!

LOGGING INTO YOUR SWAPCARD ACCOUNT

We have created an account for you using the email address you supplied when registering.

To log in, please visit www.swapcard.com.

Click **[Participant]** at the top right-hand corner to log in.



When prompted, enter your email address (this should be the email address you used to register), then click the **[→]**.

Login

Type the email address you provided during event registration.

Email address*

Debbie.Casey@emap.com



[Or scan my badge](#)

You will then see the following screen.

An email is on its way

We just sent an email to **Debbie.casey@emap.com**

Go check your mailbox, and click in the email to log in instantly to your account.

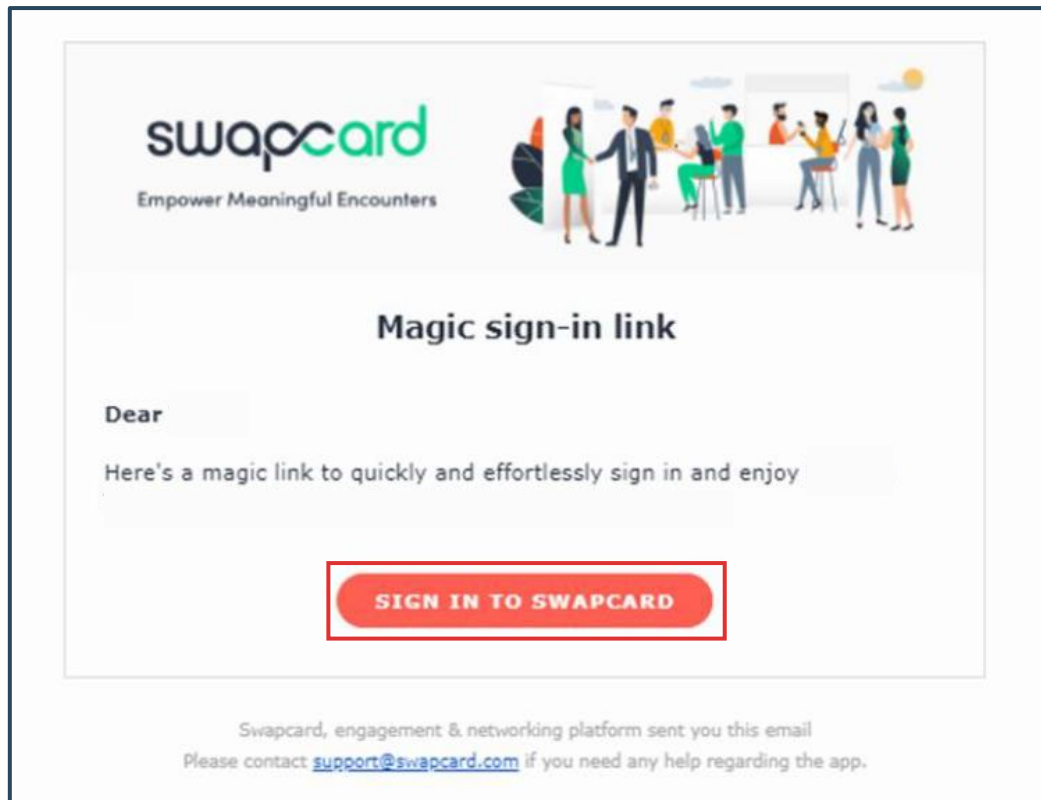


Swapcard will send you an automatic sign-in email - it may take up to 15 minutes for this to arrive in your account. Please ensure to check your junk folder.

If you do not receive the email please check your spam filter and add [Hello@Swapcard.com](mailto>Hello@Swapcard.com) to your contacts/approved senders, then try again.

If the email does not arrive within 2 hours, please email us at AJRetrofit.Awards@emap.com and we will reset your account.

Once you receive your email, please click [sign in to Swapcard].



Swapcard will ask you to create a new password. Please type in your password and click the [→].

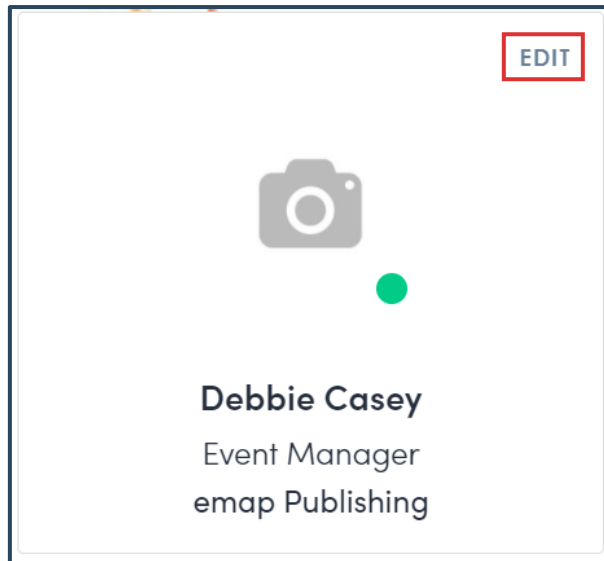


Once you enter your password (make sure you note this down) you will enter the virtual event platform!

HOW TO EDIT YOUR PROFILE

On the **[Home]** tab you will see your profile located at the left-hand side of your screen.

Click **[Edit]**.



WHAT TO UPDATE IN YOUR PROFILE

When populating your profile, detail is key! This will help you and other attendees find and network with each other.

We recommend that you follow the below checklist on your profile:

- Add a profile picture.
- Check your personal details are correct (name, job title, organisation).
- Add a selection of skills to your profile. This is another tool for other attendees to find you, so do make sure you're including all your skills. There is no limit on what you can add here.
- Add a biography – approximately one or two paragraphs about who you are, what you do, and why you're attending this event.
- Add any relevant social media links. Now is the perfect time to boost that Twitter following!
- If it's displayed, check your company details are correct.

HOW TO NETWORK

Networking is one of the best bits about a physical event, so we have made sure it's just as easy for you to do in our virtual environment.

There are 4 ways to network on this platform:

- Visiting Sponsor Booths
- Requesting a Meeting
- Connect and Chat
- LIVE Discussion during the Awards Ceremony

VISITING SPONSOR BOOTHS

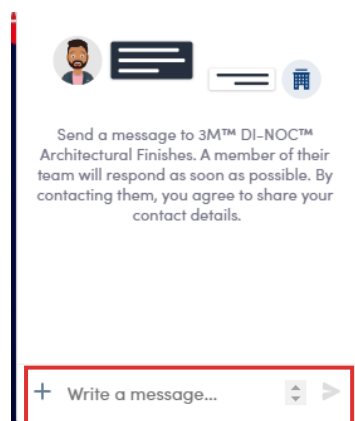
To visit the sponsor booths, click the **[Sponsors]** tab at the top of your screen.



Then click on the sponsor you would like to visit.



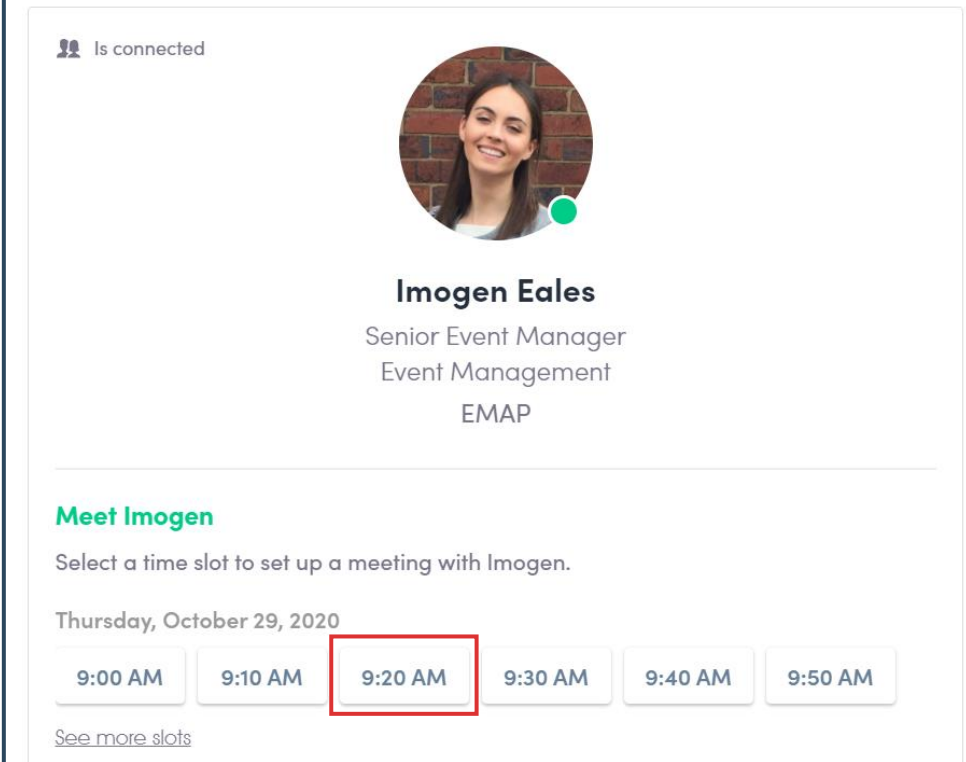
You will see a chat function to the right-hand of your screen. Simply type a message in the below box.



REQUESTING A MEETING

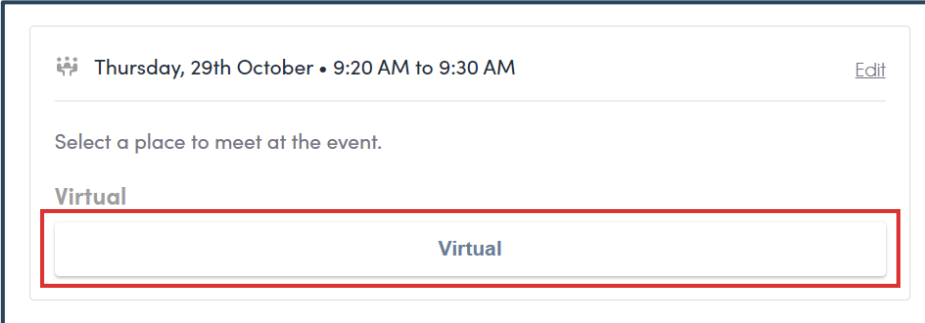
Another method of networking is meetings, you are able to arrange one to one meetings with other attendees. These will take place virtually on the Swapcard platform.

Within the attendee's profile you will see their available meeting times. Click on the meeting **[time]** that suits you.



The screenshot shows a user profile for Imogen Eales, Senior Event Manager at EMAP. The profile includes a circular profile picture and a green online status indicator. Below the name and title, there is a section titled "Meet Imogen" with the instruction "Select a time slot to set up a meeting with Imogen." The date "Thursday, October 29, 2020" is displayed above a row of time slot buttons: 9:00 AM, 9:10 AM, 9:20 AM, 9:30 AM, 9:40 AM, and 9:50 AM. The 9:20 AM slot is highlighted with a red border. A "See more slots" link is visible at the bottom left of the profile card.

To confirm your meeting date and time click **[Virtual]**.



The screenshot shows the meeting confirmation screen. At the top, it displays "Thursday, 29th October • 9:20 AM to 9:30 AM" with an "Edit" link on the right. Below this, the instruction "Select a place to meet at the event." is shown. Underneath, the word "Virtual" is displayed above a red-bordered button labeled "Virtual".

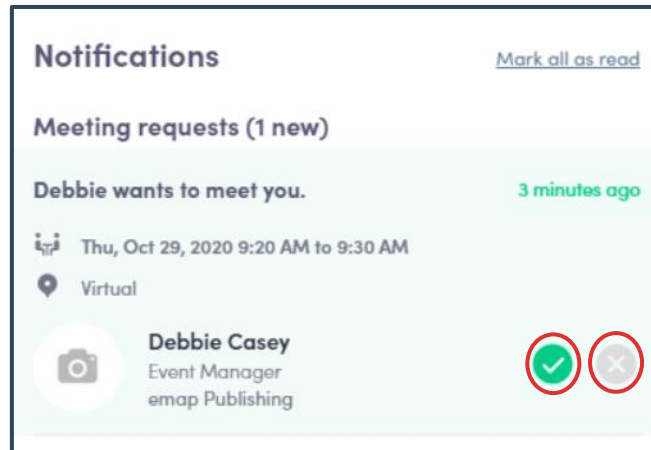
Then wait for the meeting to be accepted!

To accept a meeting request, you will receive a notification in the toolbar at the top right of your screen.



To **accept** the meeting, click the [✓] in the notifications log.

To **decline** the meeting, click the [X] in the notifications log.



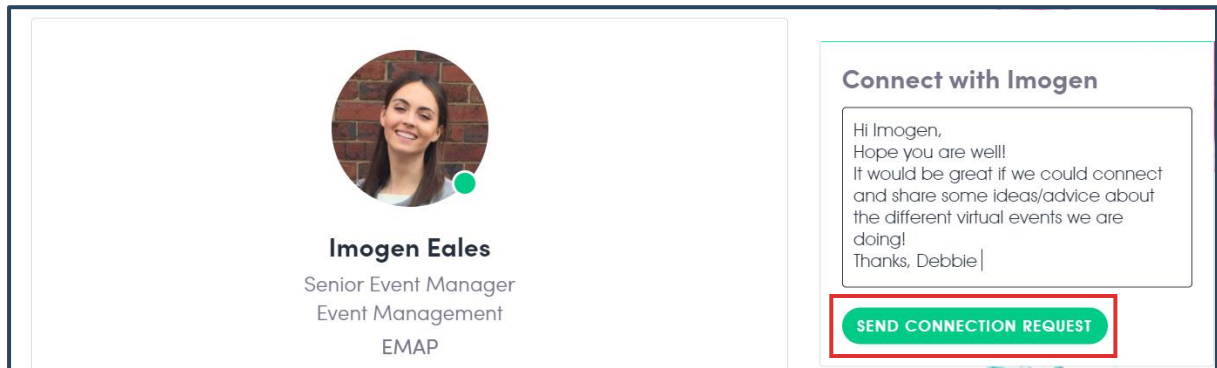
CONNECT & CHAT

The Swapcard platform in many ways works like LinkedIn, but for an event.

Navigating to the **[Attendees]** tab will show you a full list of attendees.

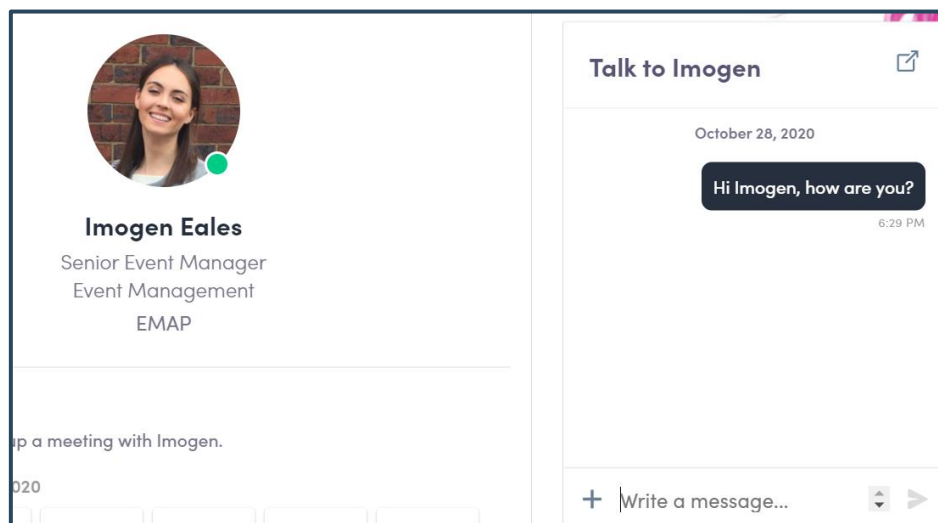
In order to chat with another attendee, you must first send them a connection request. Do this by navigating to their profile and clicking **[send connection request]** on the right-hand side.

Of course, we would recommend you add a little line about yourself/why you want to connect:



Once your connection request has been accepted, you can chat freely and with this attendee.

You can access this private chat from either their profile:



Or alternatively via the **[messages]** section, which you will find in the toolbar at the top right of your screen.

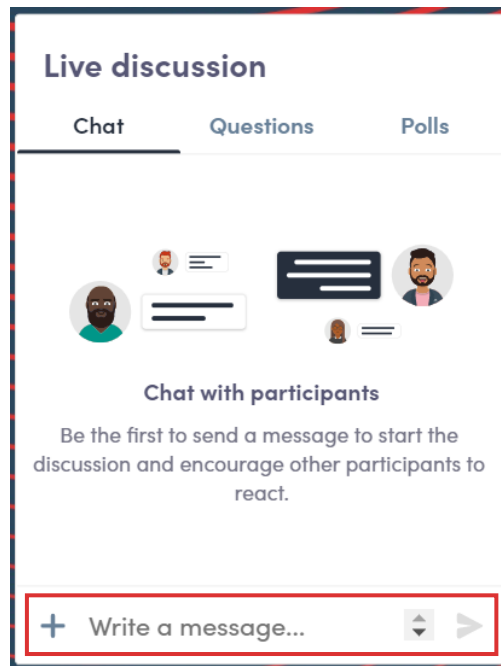


LIVE DISCUSSION DURING THE AWARDS CEREMONY

Click on the **[Watch the Awards]** tab at the top of your screen.



You will see a chat function to the left-hand of you screen. Simply type a message in the below box.

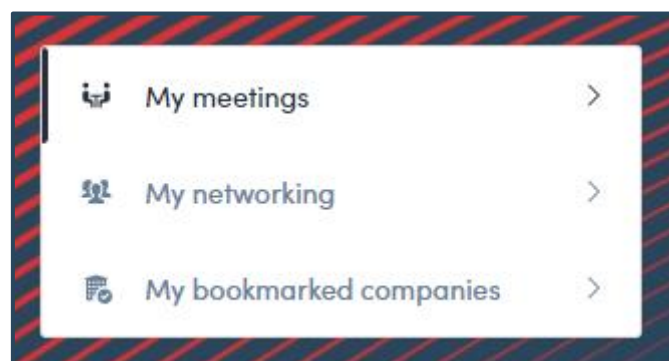


USING THE "MY EVENT" TAB

It can be difficult to keep a track of everything going on at an event. This problem is resolved, with the **[My Event]** tab.

This tab automatically keeps a track of everything relevant to you at this event.

On the left-hand side you will see the following menu.



[My meetings] - This will display your confirmed meetings, as well as any pending meetings and your available meeting slots.

[My networking] - This will display a list of your connections made at the event.

[My bookmarked companies] - On the **[Sponsors]** and **[Shortlist]** tabs you can bookmark an individual company to have quick access from this tab. This is non-essential but a handy shortcut.

JOINING THE AWARDS CEREMONY

The awards ceremony will begin at **4:30pm on Wednesday 24th February**.

To access the live awards ceremony, click the **[Watch the Awards]** tab at the top of your screen.

If you navigate away from this page, the stream should minimise on the screen so that you can still watch the content while networking and exploring the event.

Alternatively, once streamed live, the awards ceremony will be available to watch back **on-demand**.

24 hours after the event, you will see an **[Awards Ceremony]** tab at the top of your screen, visit this page to re-watch the awards ceremony.

INVITE YOUR COLLEAGUES AND CUSTOMERS

It would be great if you could please promote your involvement in the AJ Retrofit Awards by inviting your colleagues and customers to register to attend and enjoy the presentation of the awards shortlist. Please forward them this link to register: <https://aj-retrofit-21.eventbrite.co.uk>

NEED HELP?

The AJ Awards Team are on hand to help you with any questions you may have. Please contact us at AJRetrofit.Awards@emap.com.

WE LOOK FORWARD TO WELCOMING YOU TO THE AJ RETROFIT AWARDS!