

App User Guide

EUZBF
Copper Business
Forum 2024



Wednesday, April 10 to Friday, April 12, 2024

Garden Court Kitwe
Independence Avenue, Kitwe



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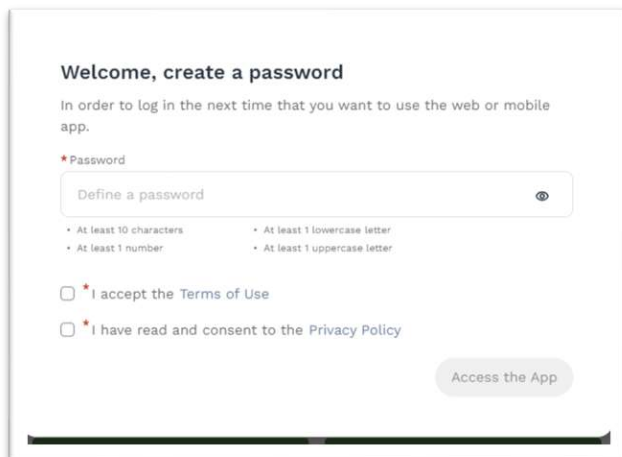
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Logging in for the first time

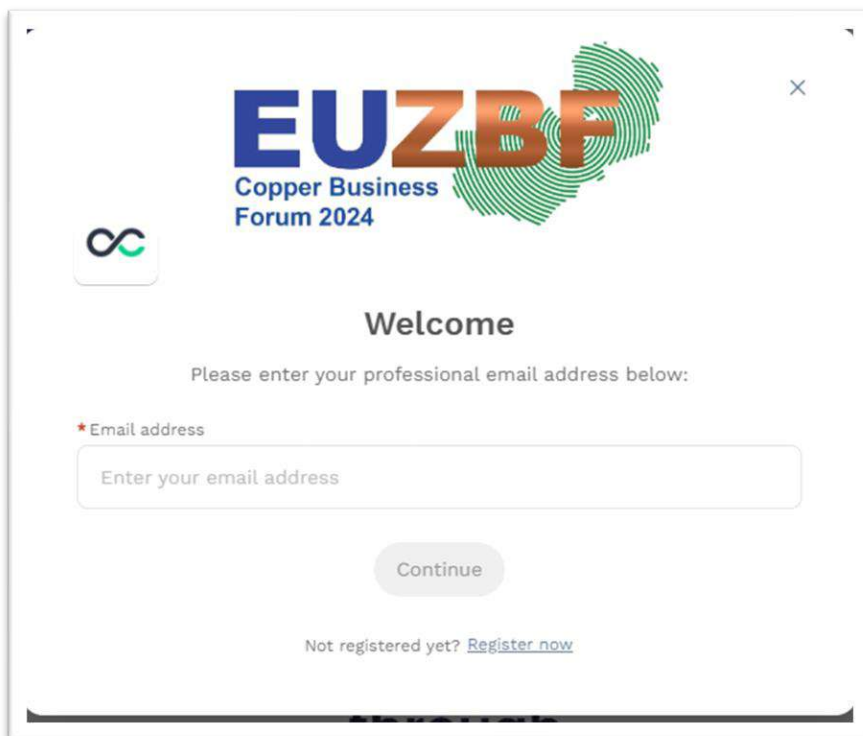
Once you have filled in the Registration Form, you will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating a password for your account.



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

Logging in when you already have an account

- If you already have an account, you will be prompted to login.
- Enter the email you used to register for the event, then enter your password.
- Click the arrow to connect.



The screenshot shows a login window for the EUZBF Copper Business Forum 2024. The window has a white background and a grey border. At the top left is the EUZBF logo, which consists of the letters 'EUZBF' in blue and orange, with a green fingerprint graphic behind the 'Z'. Below the logo is the text 'Copper Business Forum 2024'. To the left of the logo is a small infinity symbol icon. In the top right corner of the window is a close button (an 'x'). The main heading is 'Welcome'. Below it is the instruction 'Please enter your professional email address below:'. There is a red asterisk followed by the text '*Email address'. Below this is a text input field with the placeholder text 'Enter your email address'. Below the input field is a grey 'Continue' button. At the bottom of the window, there is a link: 'Not registered yet? [Register now](#)'.

Note: If you have forgotten your password after entering your email, click on send me a magic link. You will receive an email to reset your password.



Swapcard mobile application

- You can also access the event from your phone by downloading the Swapcard mobile app.
- Scan the QR code below to download from the AppStore or Google Play:



How to navigate the platform

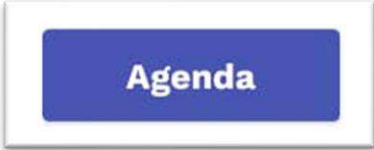
- Navigate the platform by selecting the different content buttons on the event “Home” page or the tabs on the navigator bar.
- The “Agenda” button gives you an overview of the event sessions.
- The tab “My Event” button allows you to see your own schedule. Here you can find the sessions, sponsors, and partners you bookmarked, your confirmed meetings, and more.
- “My QR Code” displays your personal QR Code to be scanned



App QR Code Scanning

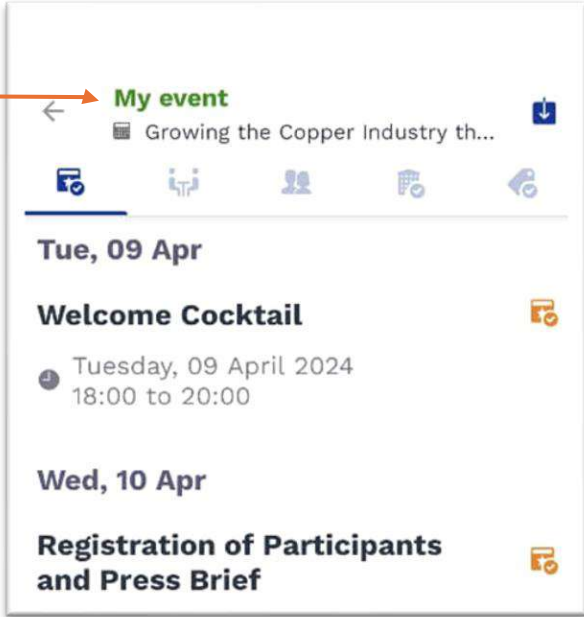
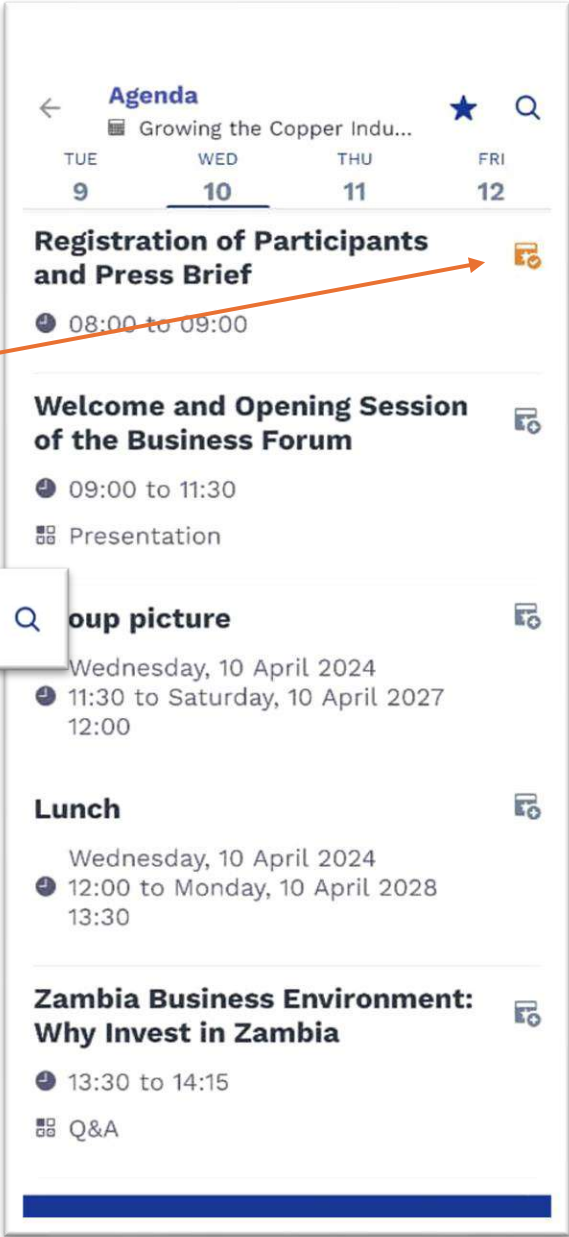
- To scan a badge, click the scan icon on the home screen of your event.
- By scanning the QR code of an attendee's badge, you automatically add it to your contacts. This allows you to chat and share contact details and add tags and scoring to your contact. **Your contact details are also shared to the other person.**
- You can display your electronic badge to be scanned by selecting "My QR Code"





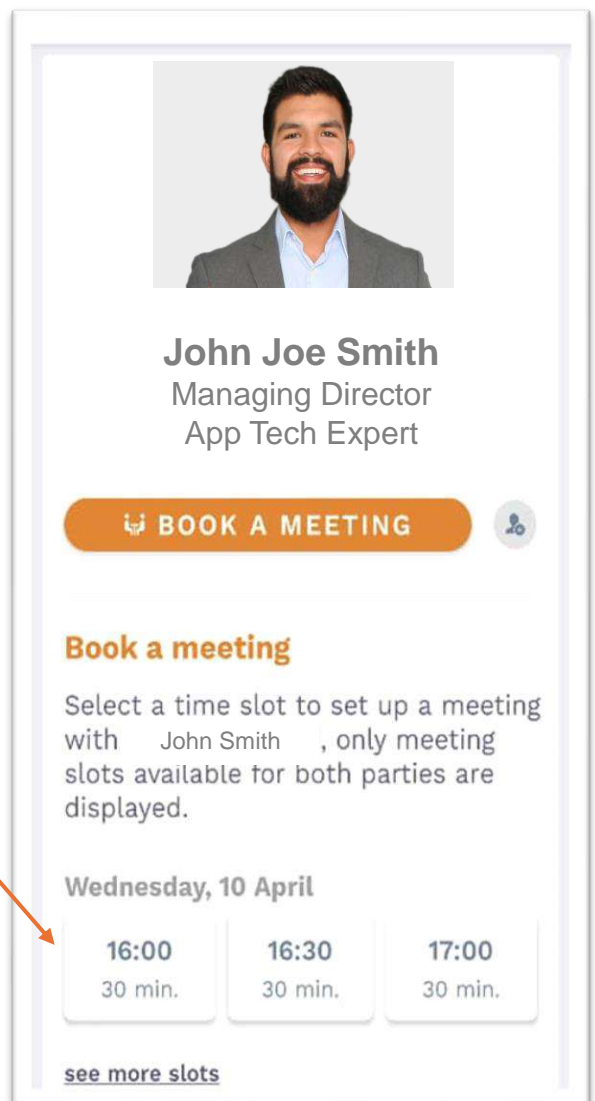
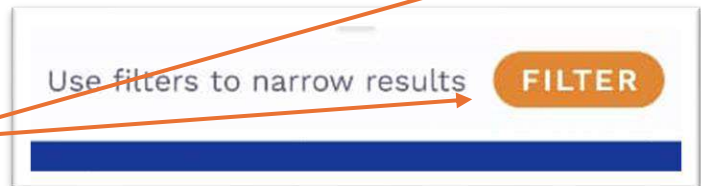
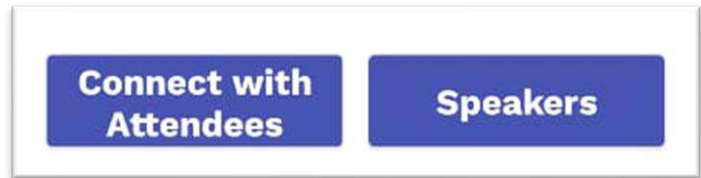
How the agenda works

- The “Agenda” button gives you an overview of the event sessions. You can add sessions to your “My Event” tab by selecting this icon.
- You can find sessions by using the search icon on the top right of the screen.



Networking and Meetings

- From the home page you can access the Attendees and Speakers
- Here, you can search and filter people to connect with. You can chat, have video calls, and book meetings.
- You can schedule a meeting by selecting a time slot on someone's profile.



Meeting Availability



You can manage your availability for meetings by going to the “My meetings” tab in “My Event.” Making yourself available or unavailable for meetings.

