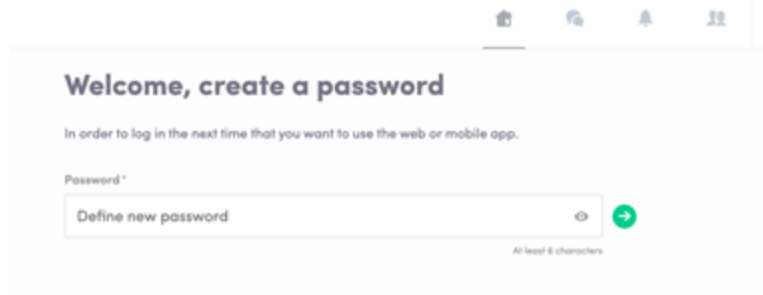# How to login for the first time?

swapcard

1 You will receive an email with a button redirecting you to a login page. Your account is automatically created by the platform after you have registered. A window will then prompt you to create a password for your account:

2

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

Password *

Define new password

At least 6 characters

You can also access the event from your phone by downloading the AFSIC app (**iOS**/**Androïd**)

Note: If you don't see this email in your mailbox, please check your spam folder and mark us a safe sender. Most of our emails are sent from
noreply@afsic.com

AFSIC Investing in Africa 10th

Event App sponsored by Mitrelli

ADVANCING AGRICULTURE · BUILDING AFRICA · INFORMED INVESTING · BANKING ON AFRICA · FINTECH INNOVATION · POWER AFRICA · SUSTAINABLE GROWTH

9th - 10th OCTOBER 2023 | WWW.AFSIC.NET

AFSIC - Investing in Africa 2023

Hello Jane,

Get ahead of the game and prepare for **AFSIC - Investing in Africa 2023** to make the most of your time at the event.

The **AFSIC - Investing in Africa 2023** Event App makes it easy to **access the agenda and content, plan your time on site, connect with the right people and book meetings in advance.**

All you have to do is **activate your profile** with the tap of the button below to edit and enhance your profile by **selecting your industry sector, country of interest and attendee type.**

More information on how to maximise your time at **AFSIC - Investing in Africa 2023** can be found in the **User Guide**.

Are you ready to join the AFSIC - Investing in Africa 2023 community?

ACTIVATE MY PROFILE

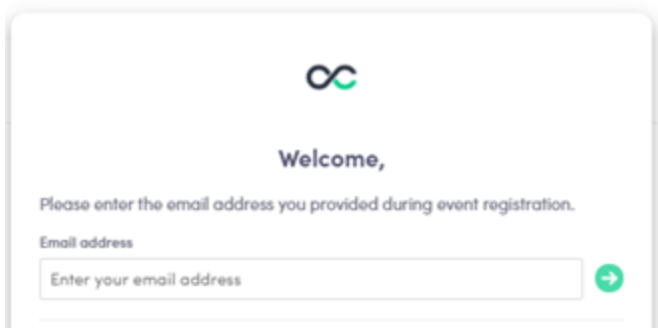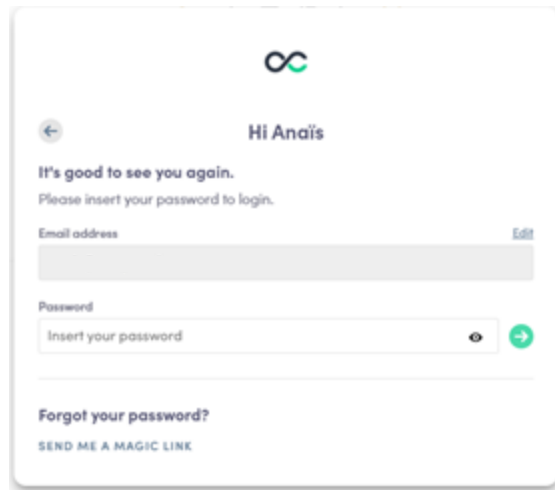AFSIC - Investing in Africa
Business

OPEN

How to login when I have an account?

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1 Access your account on connect.afsic.net

2 Enter the email you used to register from your event and your password. Click the green arrow to connect.

Note: If you have forgotten your password, click **"Send me a magic link"** after entering your email. You'll receive an email to reset your password (valid for 1 hour). If you need any help, please contact https://help-attendees.swapcard.com
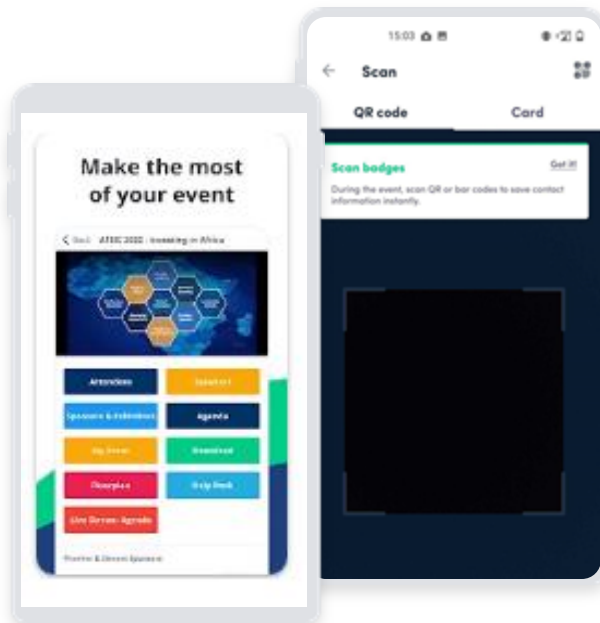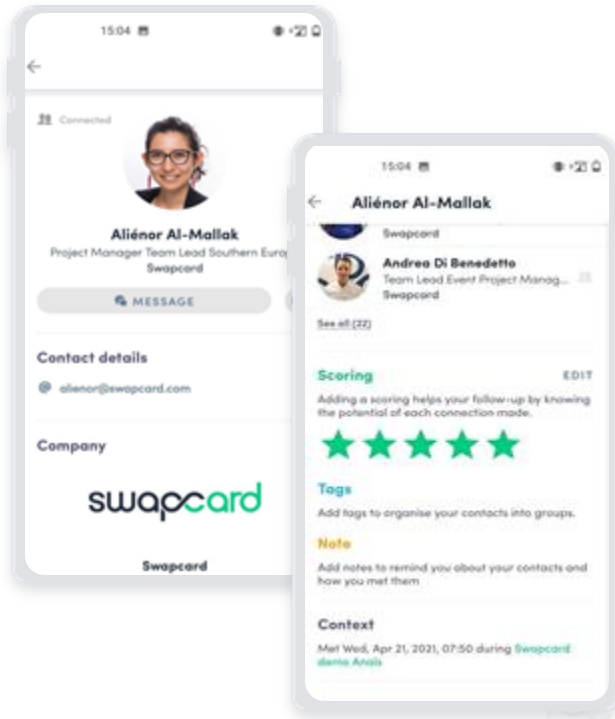
How to Scan a Badge

Download the AFSIC App
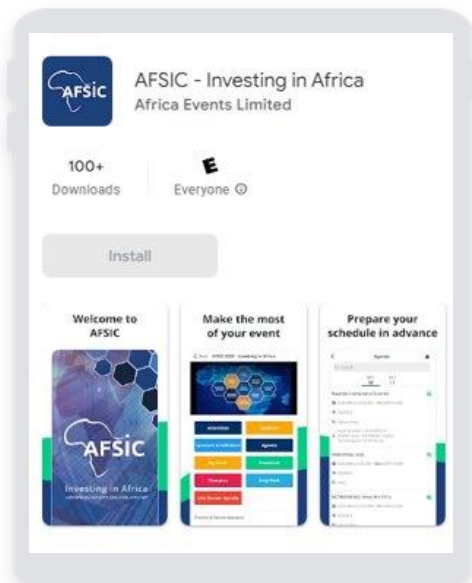
Open the app camera and scan the QR code

Access to the participant's info and contact details

How to edit your profile (1/2)

swapcard
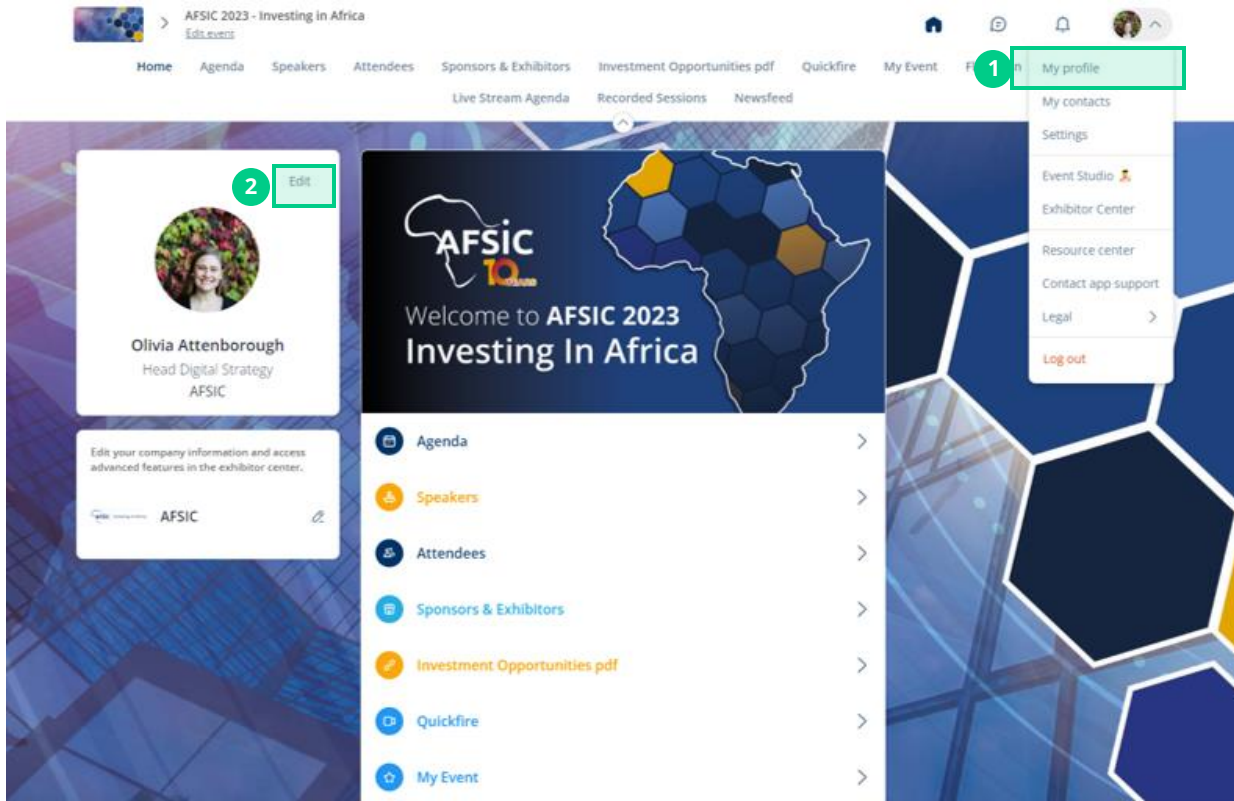
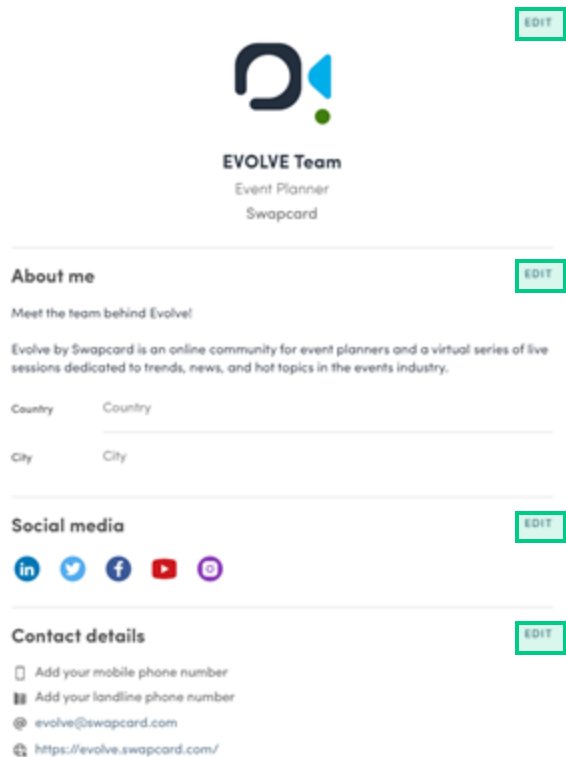There are **two ways** of accessing your profile:

1

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

2

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

You'll be redirected to your profile where you can edit your information.

How to edit your profile (2/2)

swapcard

EVOLVE Team
Event Planner
Swapcard

EDIT

About me   EDIT

Meet the team behind Evolve!

Evolve by Swapcard is an online community for event planners and a virtual series of live sessions dedicated to trends, news, and hot topics in the events industry.

Country   Country

City   City

Social media   EDIT

Contact details   EDIT

☐ Add your mobile phone number
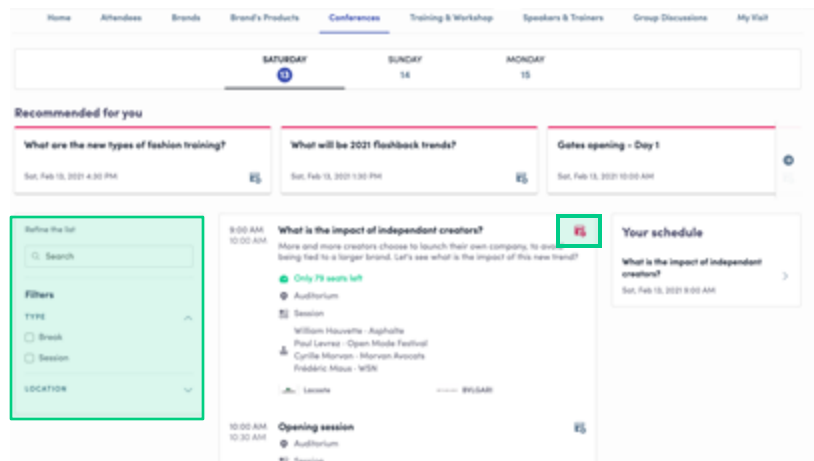☐ Add your landline phone number
@ evolve@swapcard.com
⊕ https://evolve.swapcard.com/

To edit your profile, click "**Edit"** or "**Add"** next to the information section you want to edit.

Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organizer

How the schedule works

swapcard

The schedule/agenda button gives you an overview of the event sessions. You can register for sessions by clicking on this **bookmarking** icon.

You can find sessions by using the **search** bar and **filters** located on the left side of the screen.
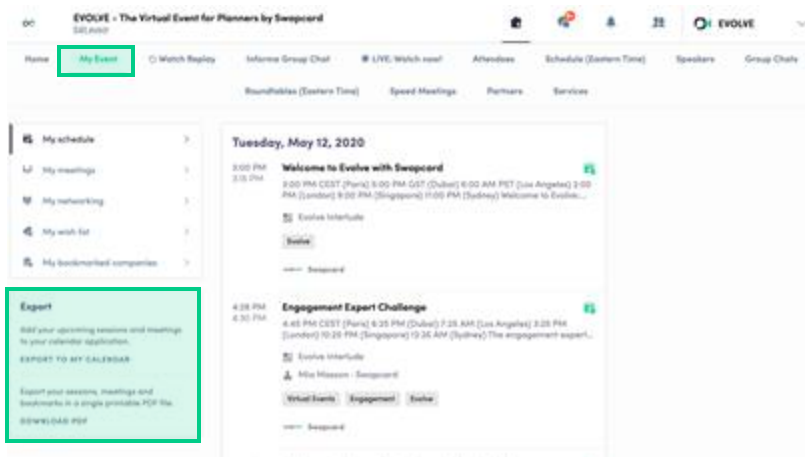

The tab "**My Event**" allows you to see your own schedule. Here you can find the **sessions**, **sponsors** and **partners** you bookmarked, your confirmed meetings and more.

You can **export** your **schedule** by clicking "Export to my calendar" or "Download PDF."
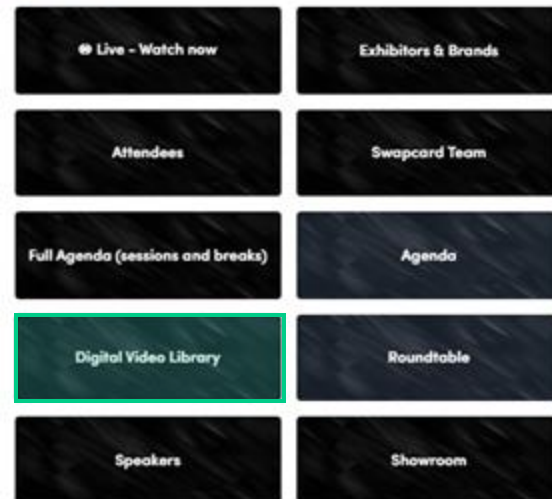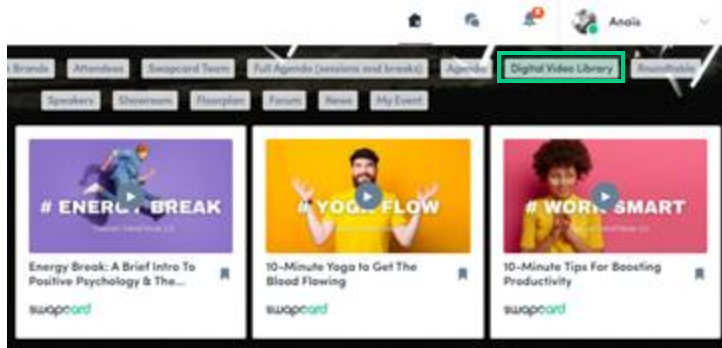
How to watch session on-demand?

The event organizer can make sessions available to watch **on-demand**.

You can access on-demand sessions through the schedule by clicking on past sessions.

There may be an **On-demand**, **Replay** or **Digital Video Library** button added by the organizer on the homepage. This is where content is available to watch after the

Networking

From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.

Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face depending on how the event is organized.
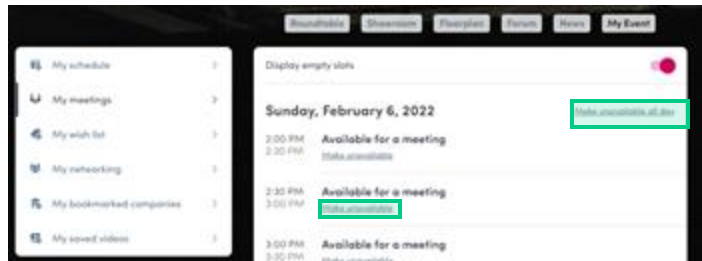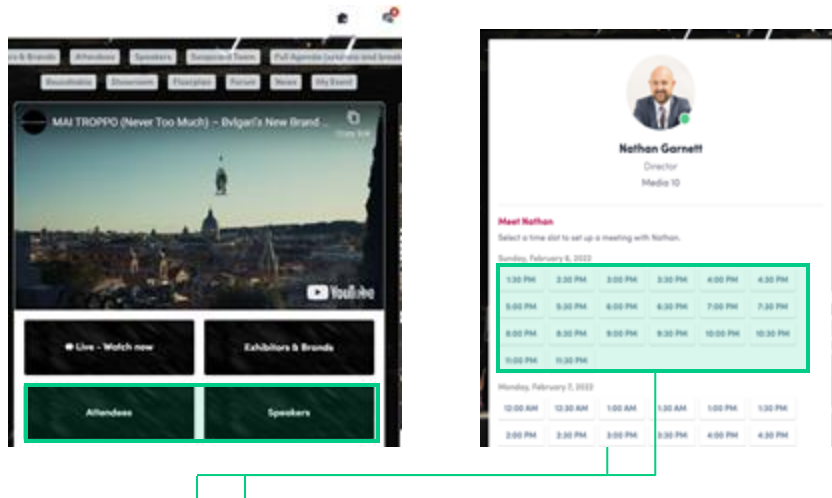
If you see **time slots** appearing on people's profiles, it means that the organizer has made it possible for you to book meetings with them. Slots disappear once booked.

You can manage your **availability for meetings** by going to the **My meetings** tab in **My Event**. Making yourself unavailable all day or at specific times will remove meeting slots.

How to send a connection request

Nathan Garnett
Director
Media 10
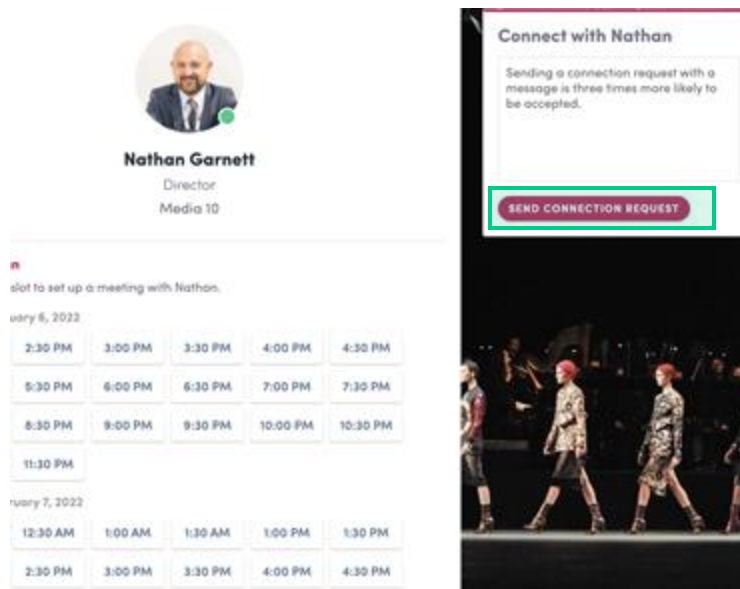
To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the **Send connection request** button.

Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in **"My Event"** under **"My Networking"**.

Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

How to request a meeting

1 Access a person's profile (i.e.: from the Attendees button)

2 Click on one of the suggested meeting slots.
For more slots click "see more slots"

3 After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.

4 Once done, click "**Send meeting request"**
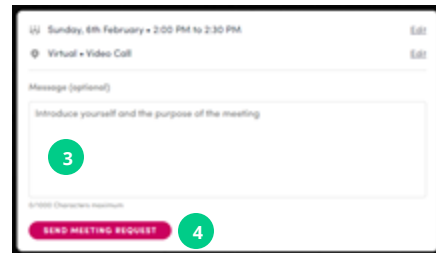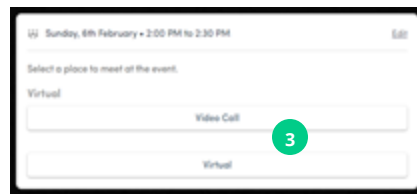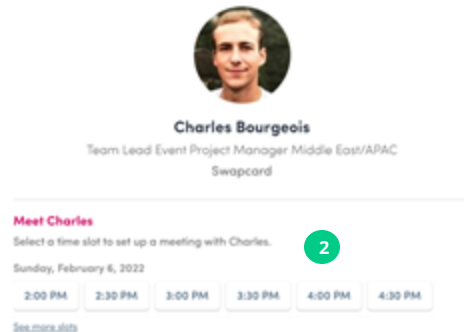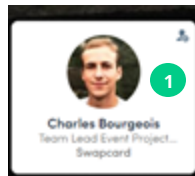
Note: If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.

How to have a virtual meeting?

swapcard

5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the "**Meeting call**" button.

This will launch the video call. This button is only available if the meeting is confirmed.

ℹ️ **Note:** You can also access a meeting directly from the meeting notification.