



TOWARDS  
A NATIONAL  
COLLECTION  
CONFERENCE  
**2024**

# SWAPCARD ATTENDANCE GUIDE

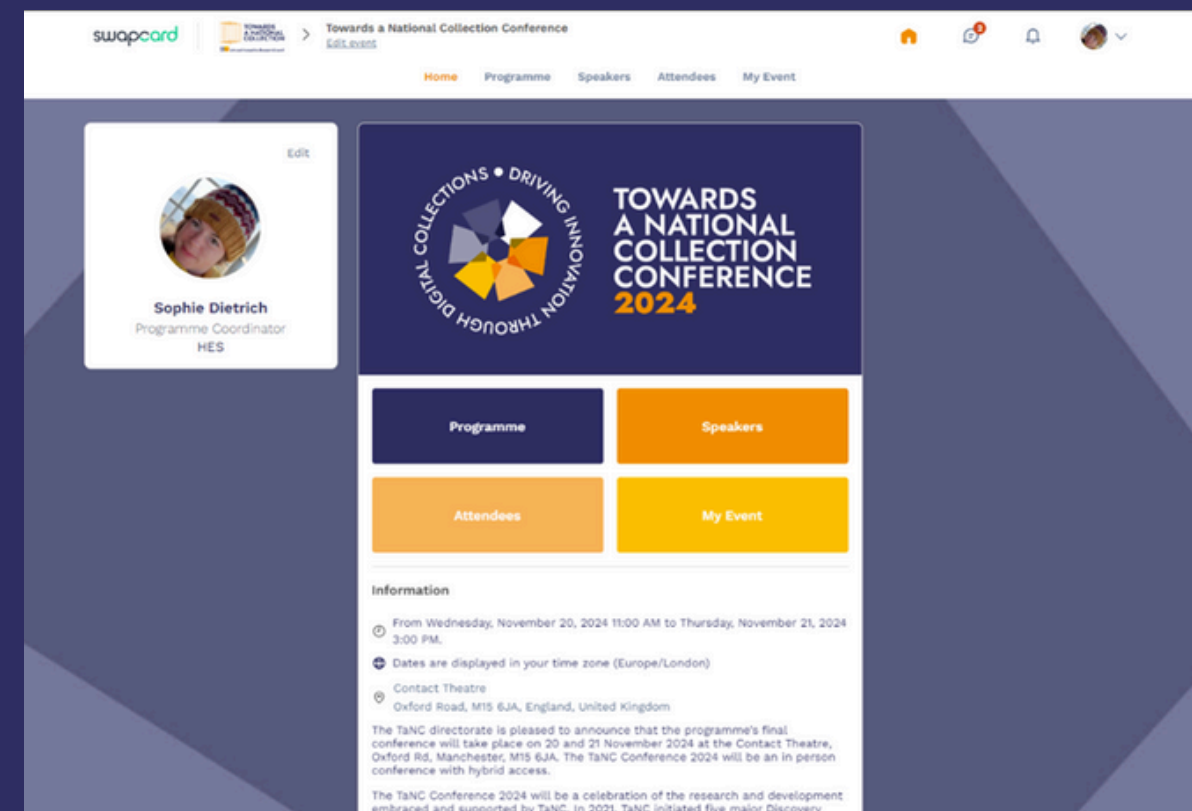
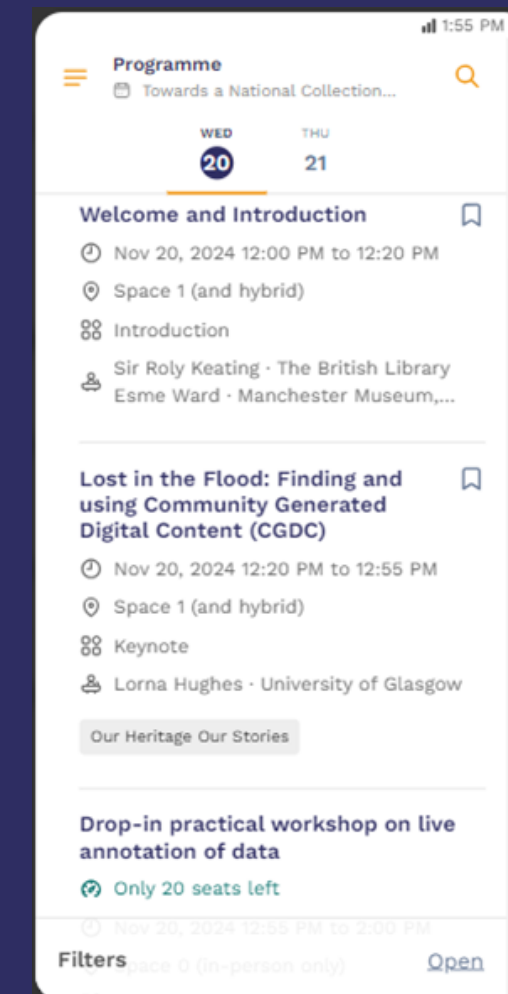
20 & 21 of November 2024  
Contact Theatre, Manchester



# Overview

Welcome to the Attendee Guide. You will be using Swapcard to register for the Towards a National Collection conference, book workshops, access the programme, watch live streams, and participate in live online interactions and networking.

Swapcard can be used as a **Moblie App on your phone** or as a **Web platform on your computer**. Both platforms will provide you with a very similar conference experience.



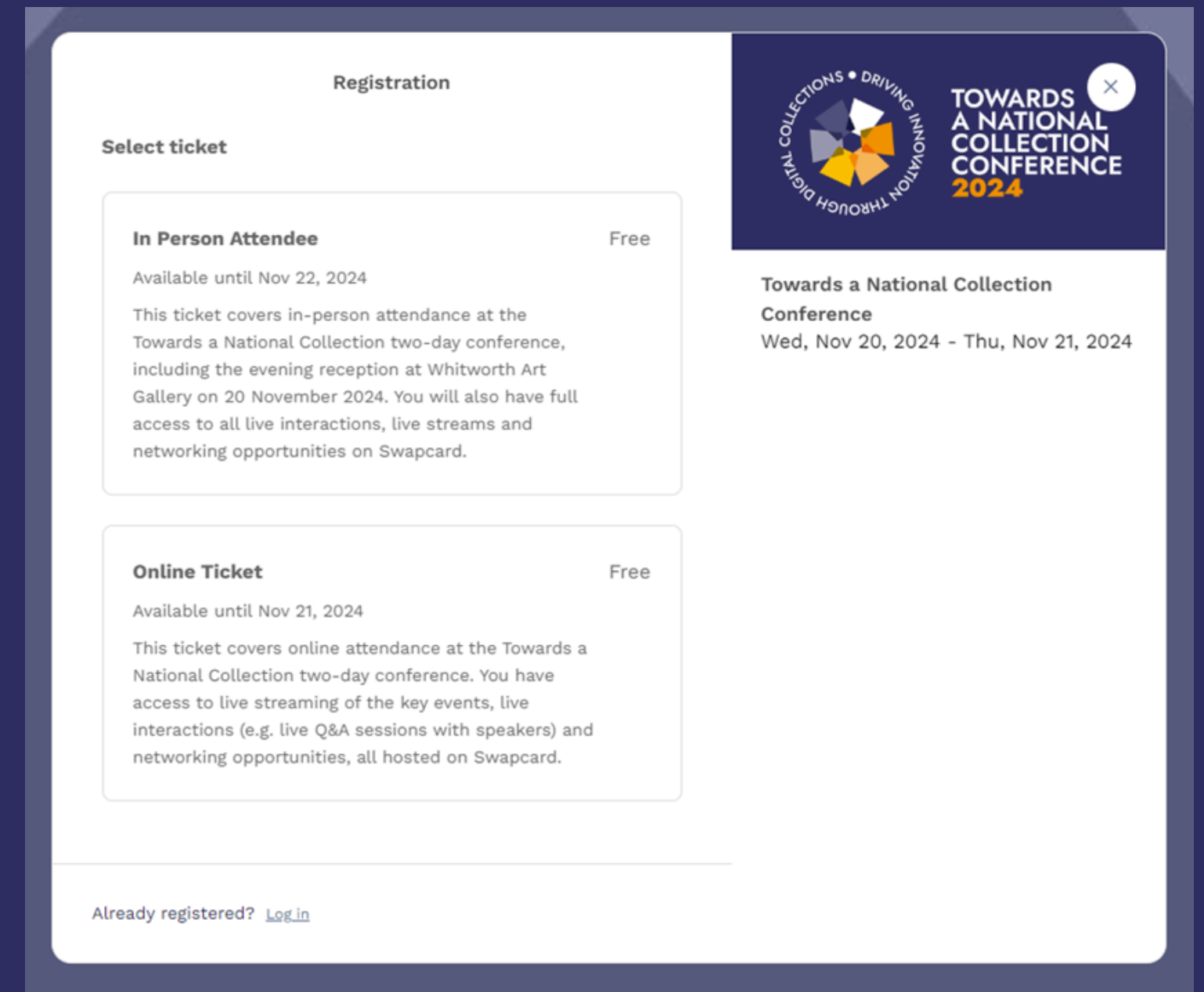
# ACCESS THE APP

Logging in



# How to register for the conference?

- Follow the registration link
- Select the ticket type you wish to book (in-person or online)
- Follow the instructions on the screen and fill in the registration form
- Your **Swapcard account** is automatically created by the platform after you have registered



The screenshot shows a registration page with the following content:

**Registration**

**Select ticket**

**In Person Attendee** Free

Available until Nov 22, 2024


This ticket covers in-person attendance at the Towards a National Collection two-day conference, including the evening reception at Whitworth Art Gallery on 20 November 2024. You will also have full access to all live interactions, live streams and networking opportunities on Swapcard.

**Online Ticket** Free

Available until Nov 21, 2024

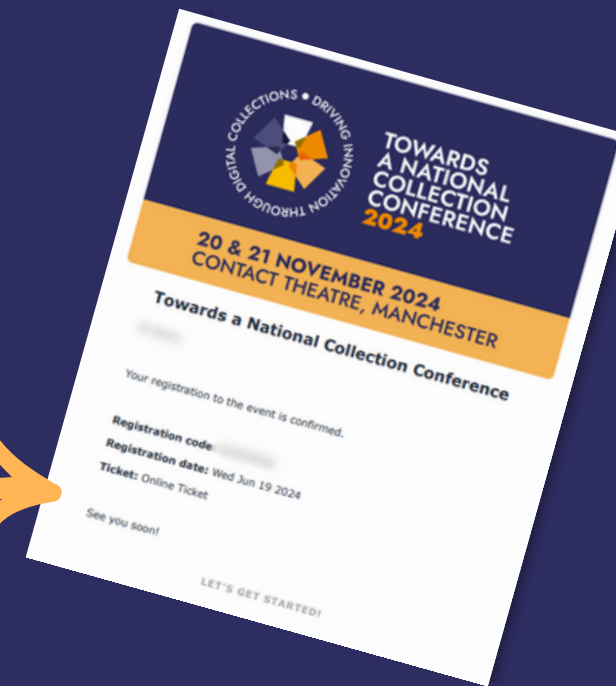
This ticket covers online attendance at the Towards a National Collection two-day conference. You have access to live streaming of the key events, live interactions (e.g. live Q&A sessions with speakers) and networking opportunities, all hosted on Swapcard.

Already registered? [Log in](#)

Top right corner:   
Towards a National Collection  
Conference  
Wed, Nov 20, 2024 - Thu, Nov 21, 2024

## Once registered

- 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 mailbox, please **check your spam.**

## ... or if you already have a Swapcard account

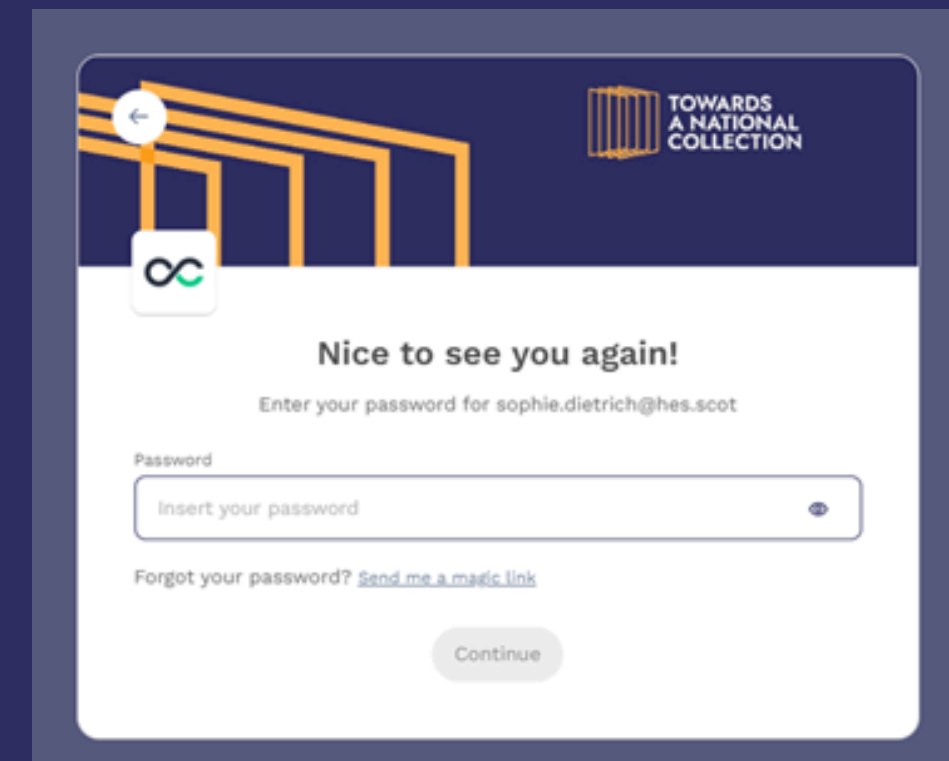
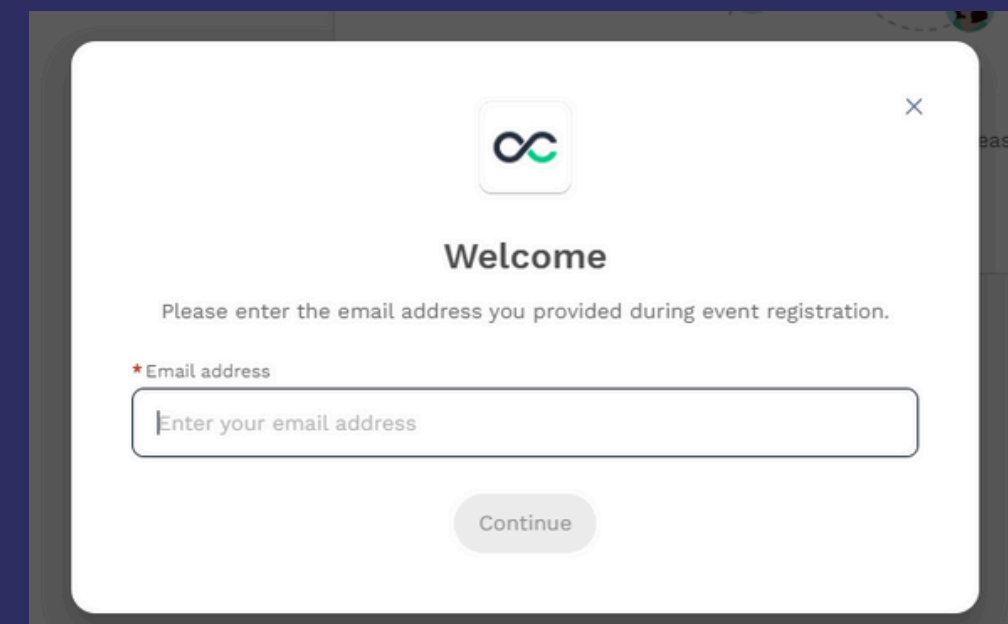
- Just log in to Swapcard as normal!

# Logging in to your account after registering

Access your Swapcard account by going to [app.swapcard.com](https://app.swapcard.com) or our [TaNC Conference Page](#), and enter the email you used to register for this event, then enter your password. Click on [Continue](#) to log in.

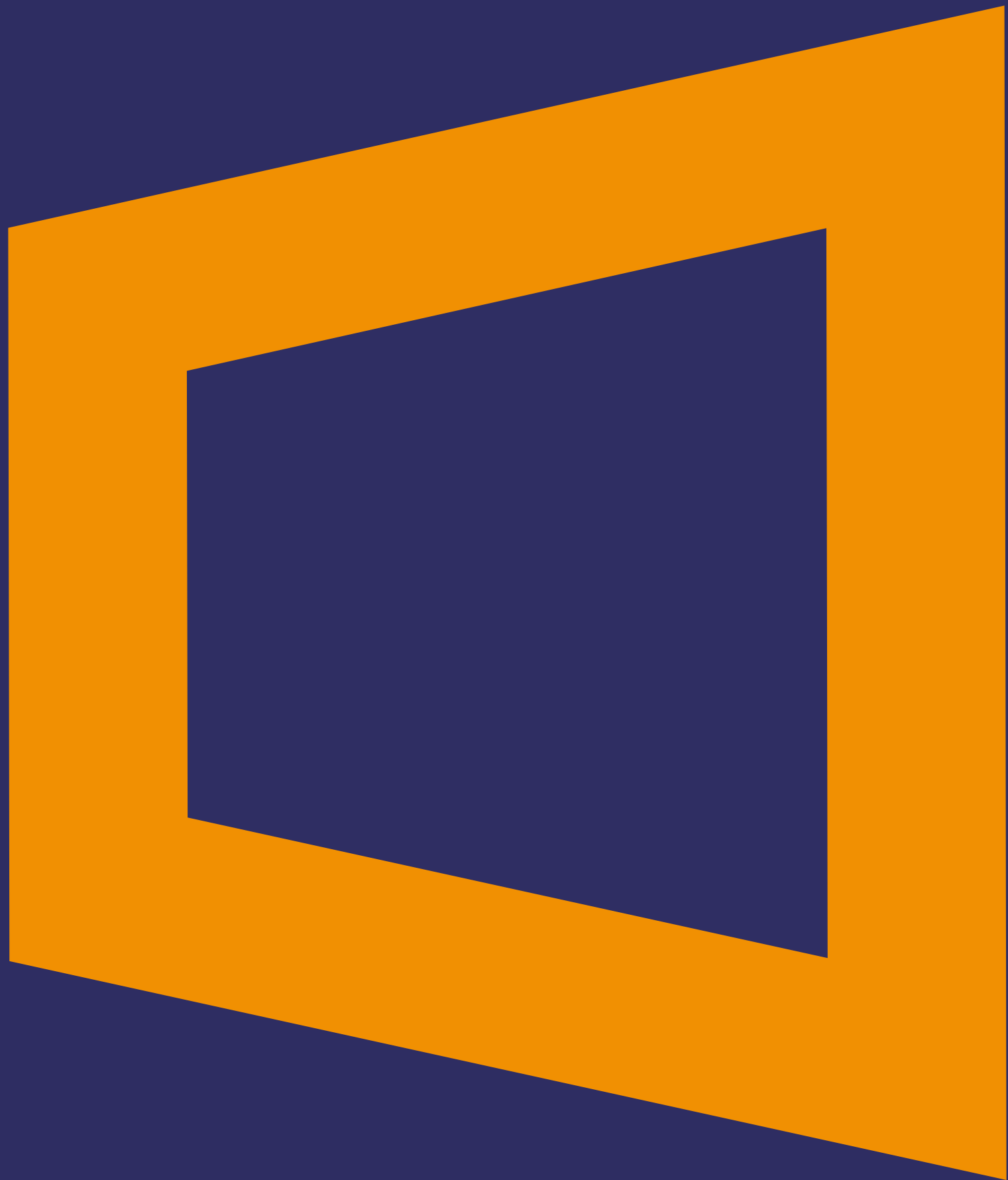
## Troubleshooting

Should you need to reset your password at anytime please enter your email on the log in page and click on the [Forgot Your password? Send me a magic link](#). Swapcard will then send you an email to reset your password.



# AVAILABLE FEATURES

Content



# Edit your profile

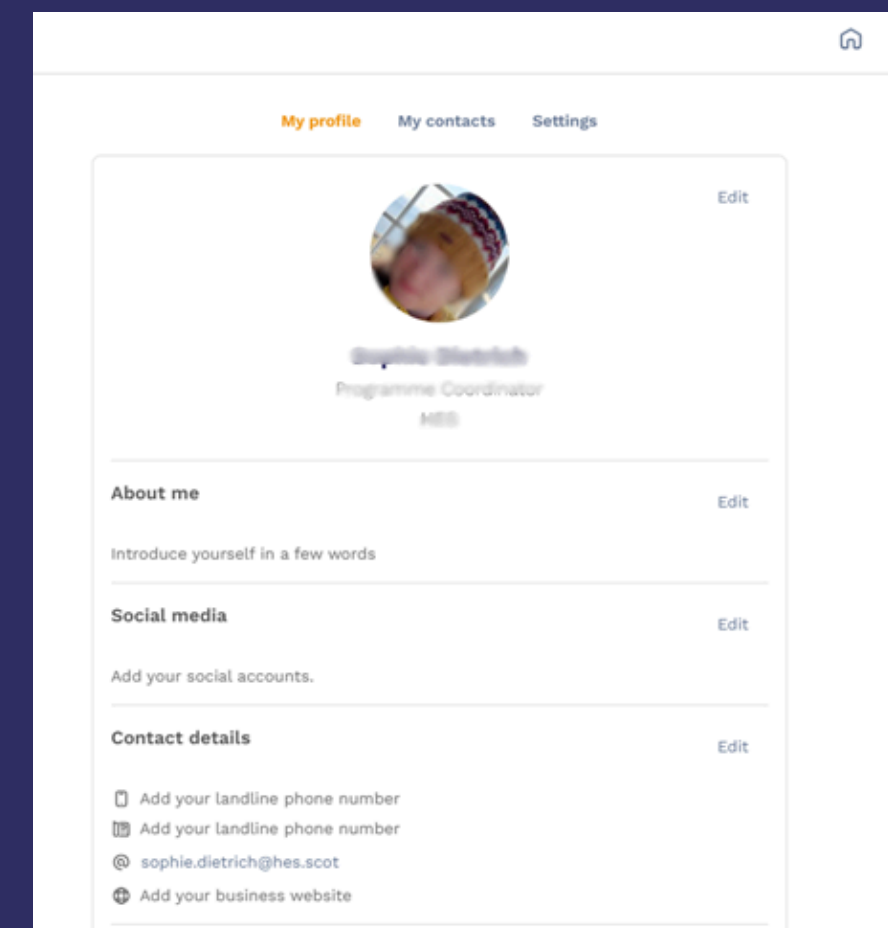
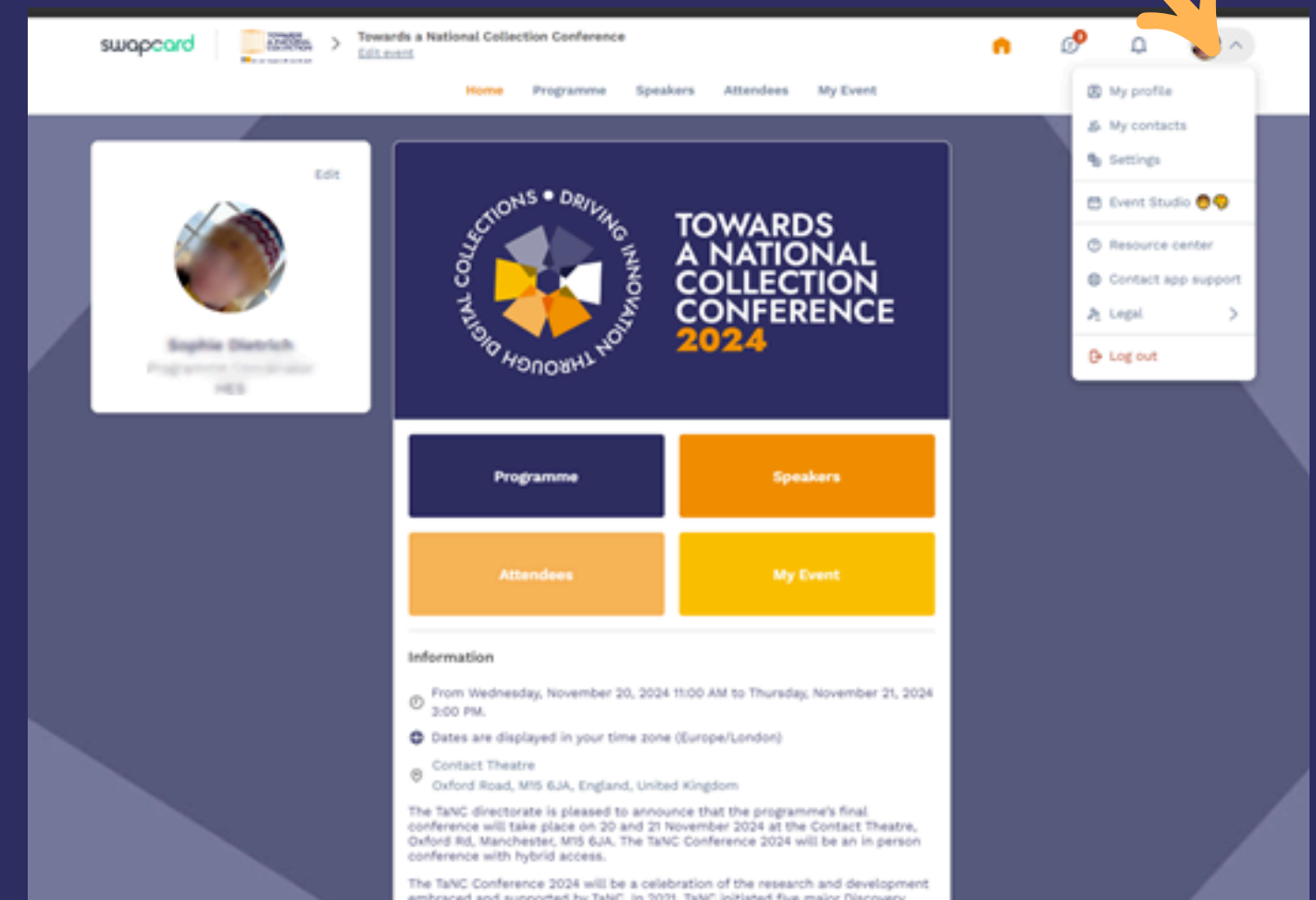
There are two ways of accessing your profile.

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. 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
- Profile Picture
- Biography
- Social Media
- Contact details





# AVAILABLE FEATURES

Networking



# Networking

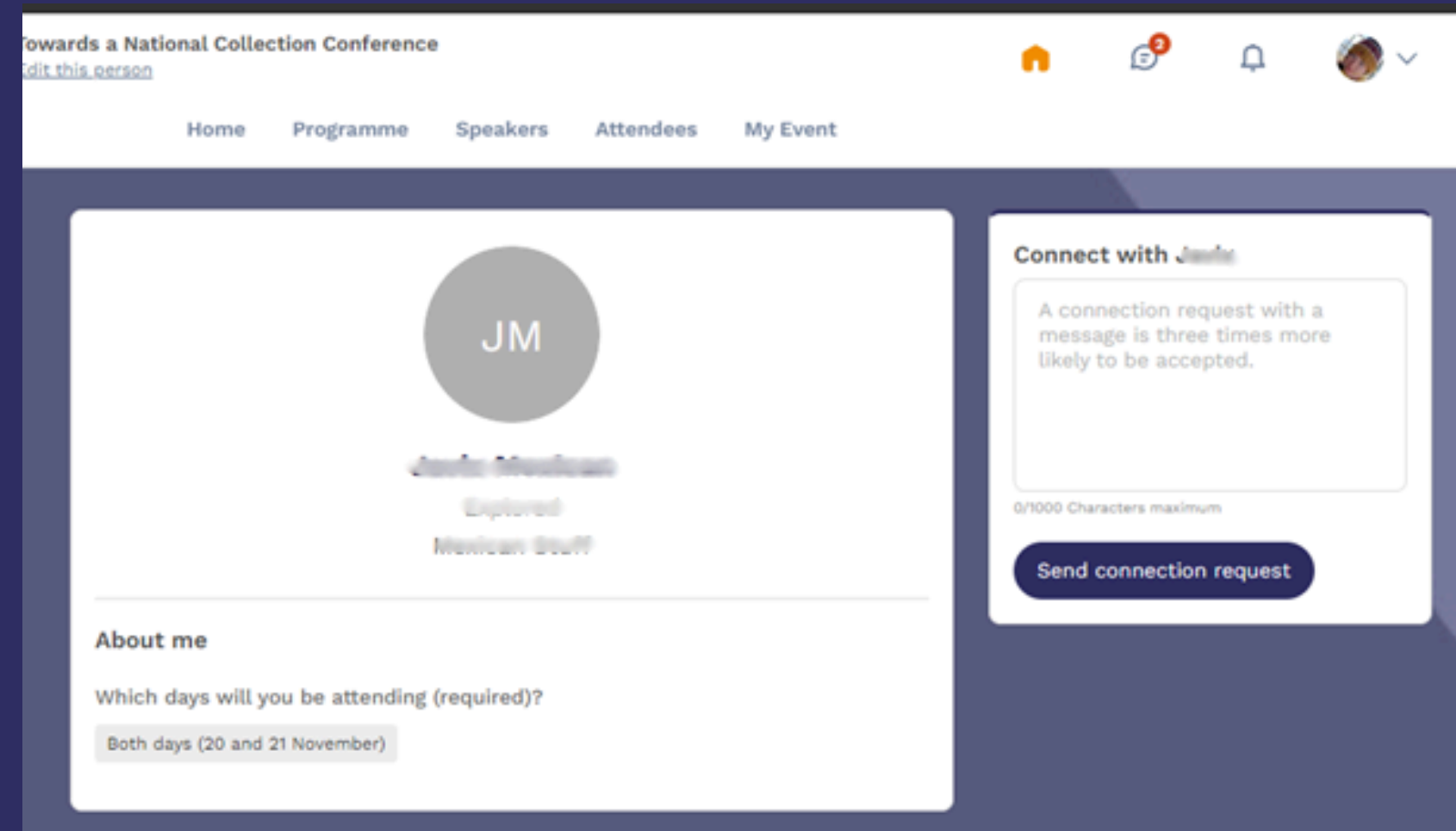
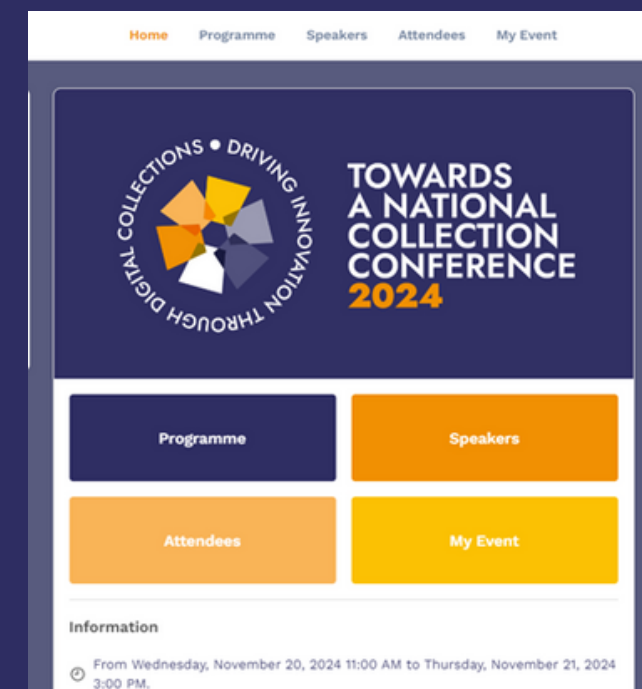
From the home page or the top navigation bar you can access the Speaker and Attendee lists.

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 your ticket type.

To send a connection request, go to their profile (via the list of attendees, speakers) 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.”

Tip: Most people will be using the app on the days of the event and might not check their accounts until then.



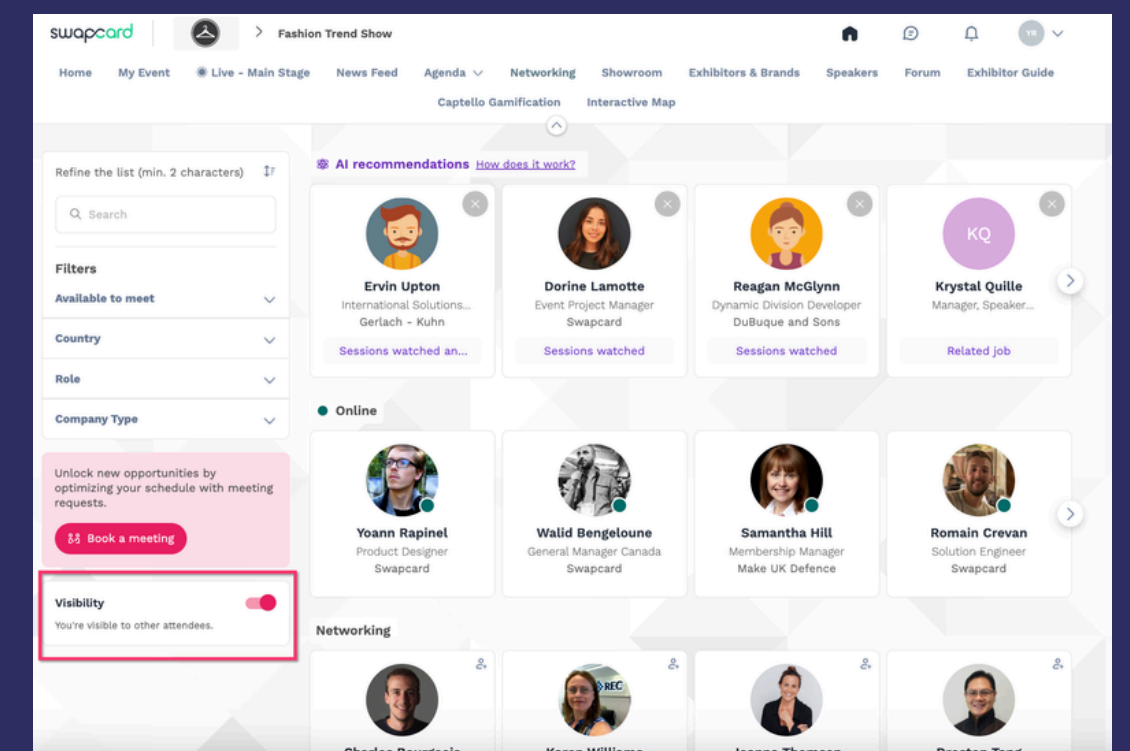
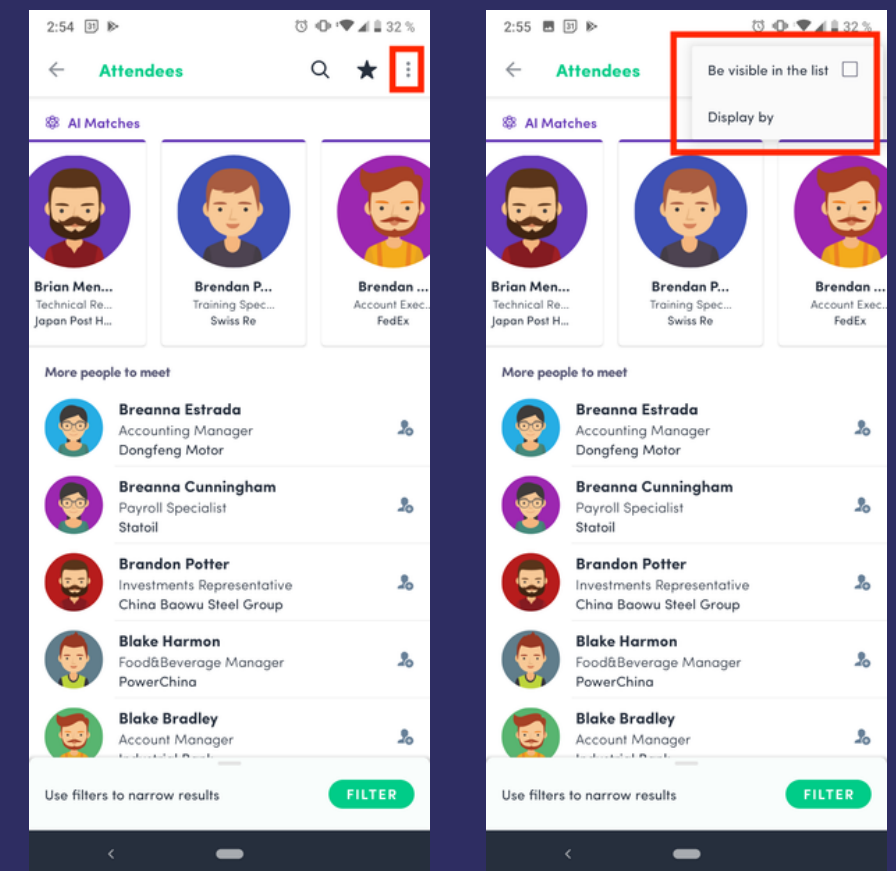
Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile, including your email address.

## ... or hide your profile

If you don't want to be part of the Swapcard Networking experience for the conference, you can hide your profile.

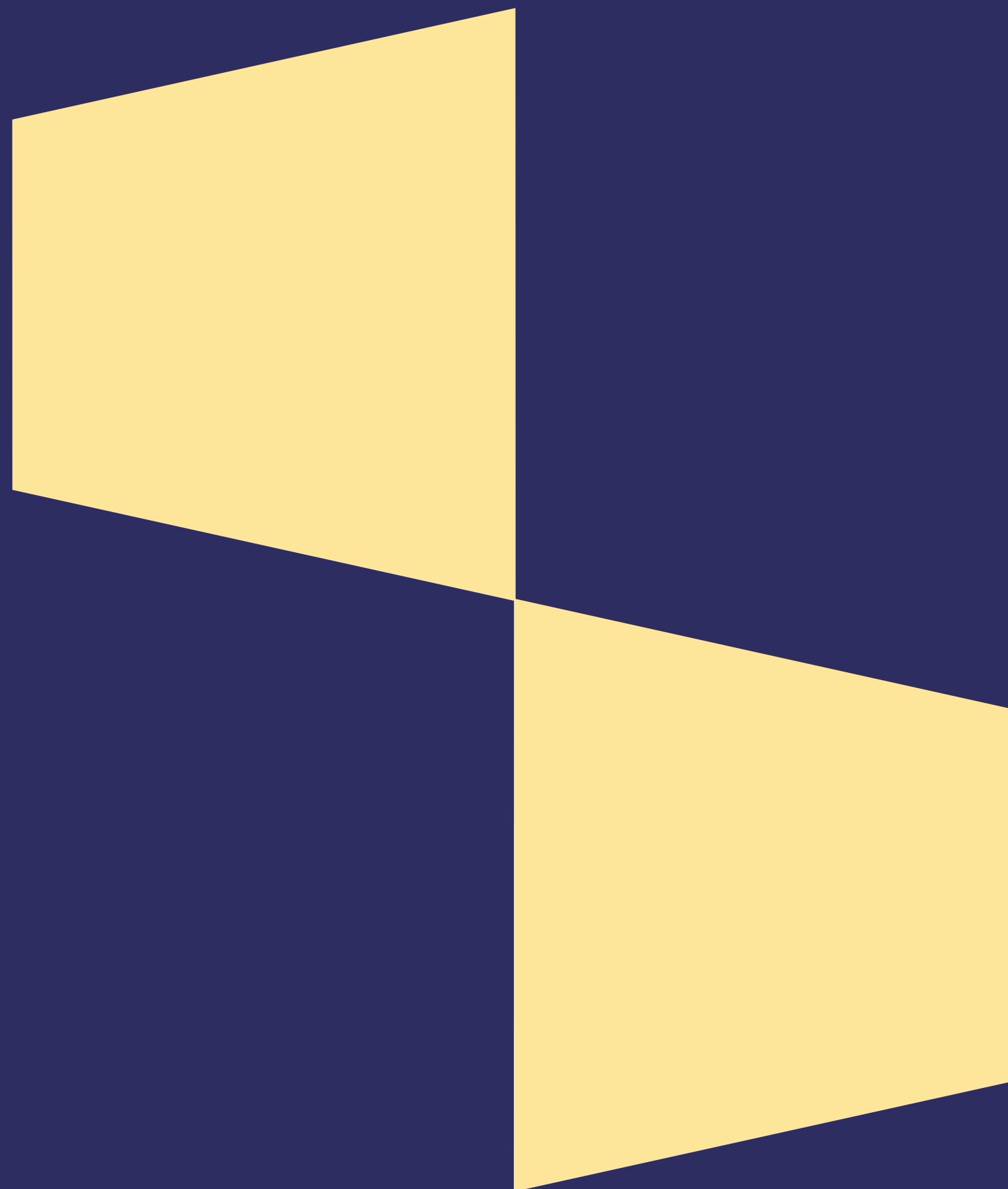
Mobile App: Go on the **Attendees** button. Click on the **three dots** at the top right of the screen, and enable **Be visible** in the list to be hidden or visible.

Desktop/Web App: Go to the **Attendees** button in the event. On the left-hand side, you will see a **box with the name Visibility**. You can toggle this setting on and off at any time depending on whether or not you want to be visible to other attendees at the event.



# AVAILABLE FEATURES

Programme



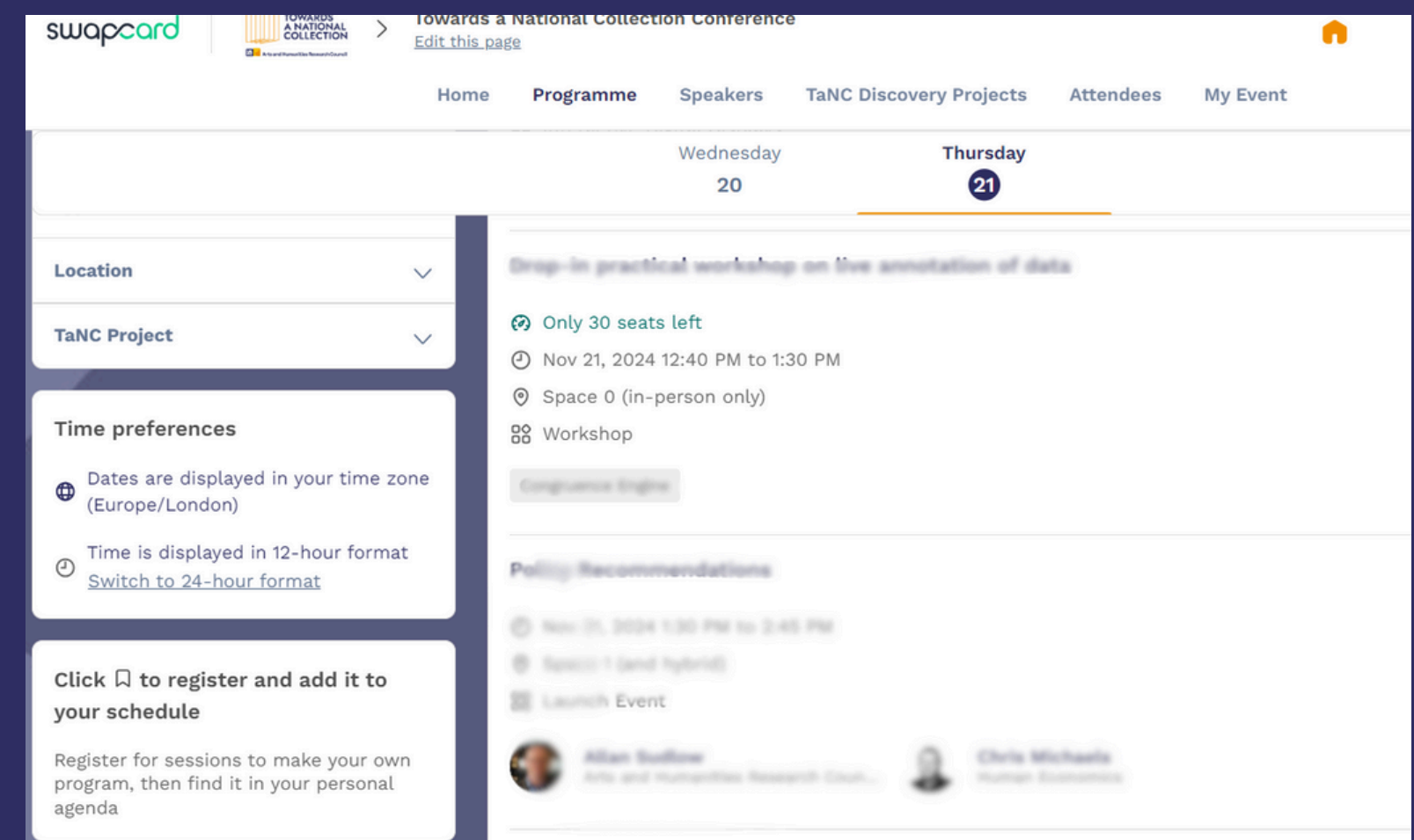
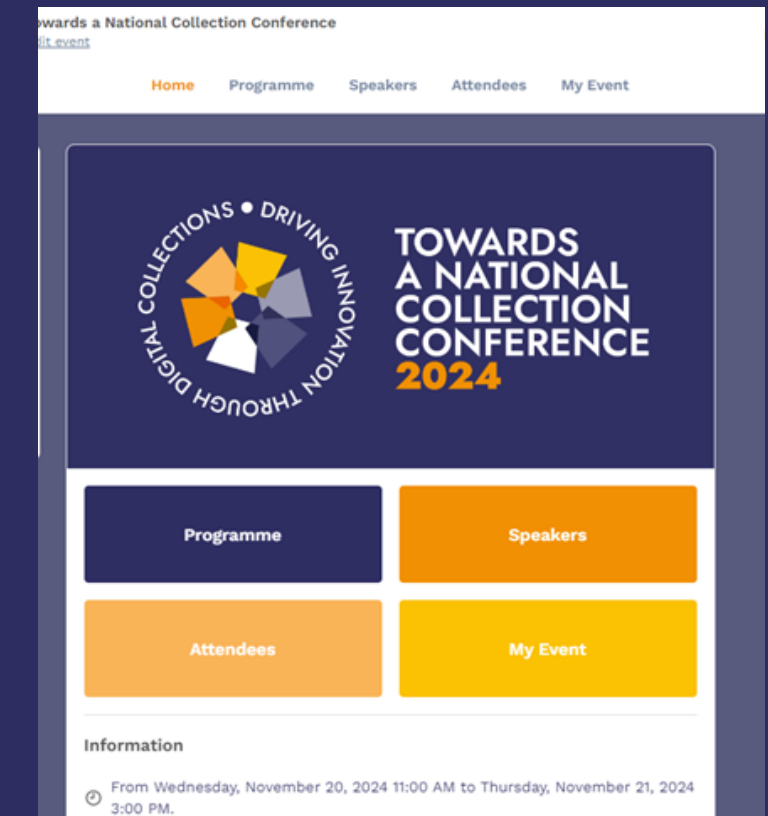


# How to view the programme and book workshops

From the home page or the top navigation bar you can access the conference programme.

Here you can search and find conference sessions.

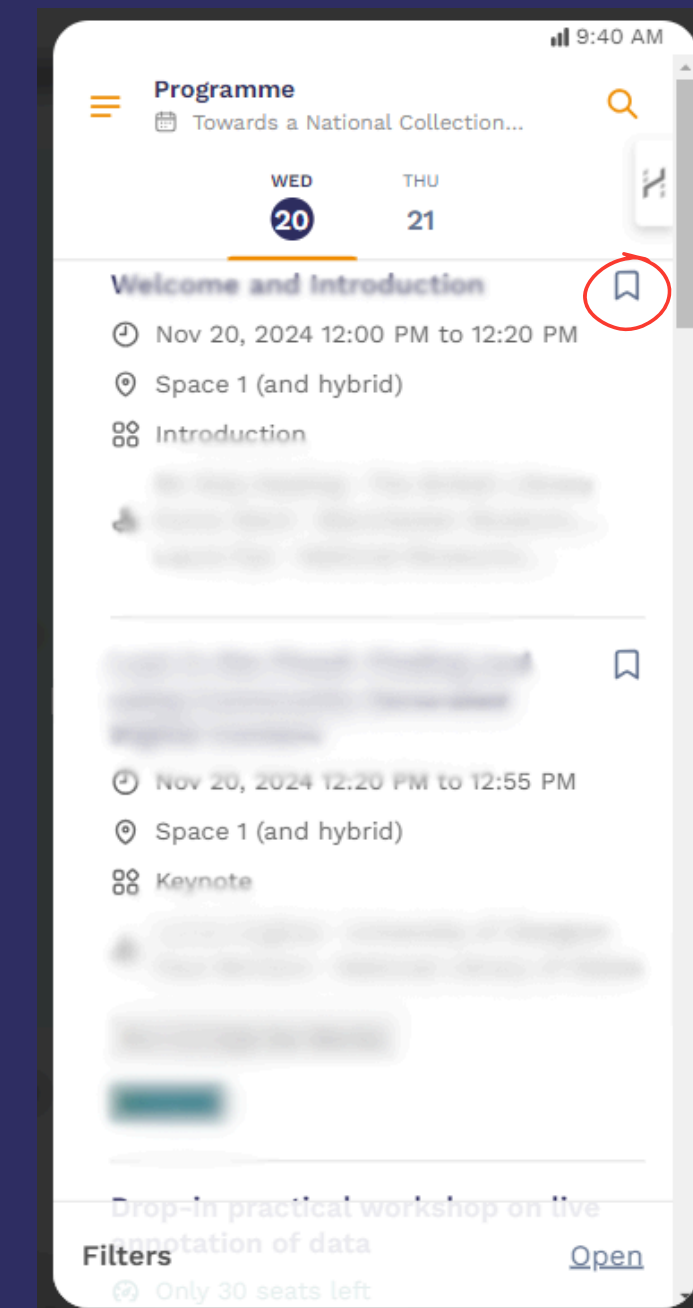
If you are an **in-person attendee**, you can book one of the workshops with limited spaces.



# Create a personalised agenda

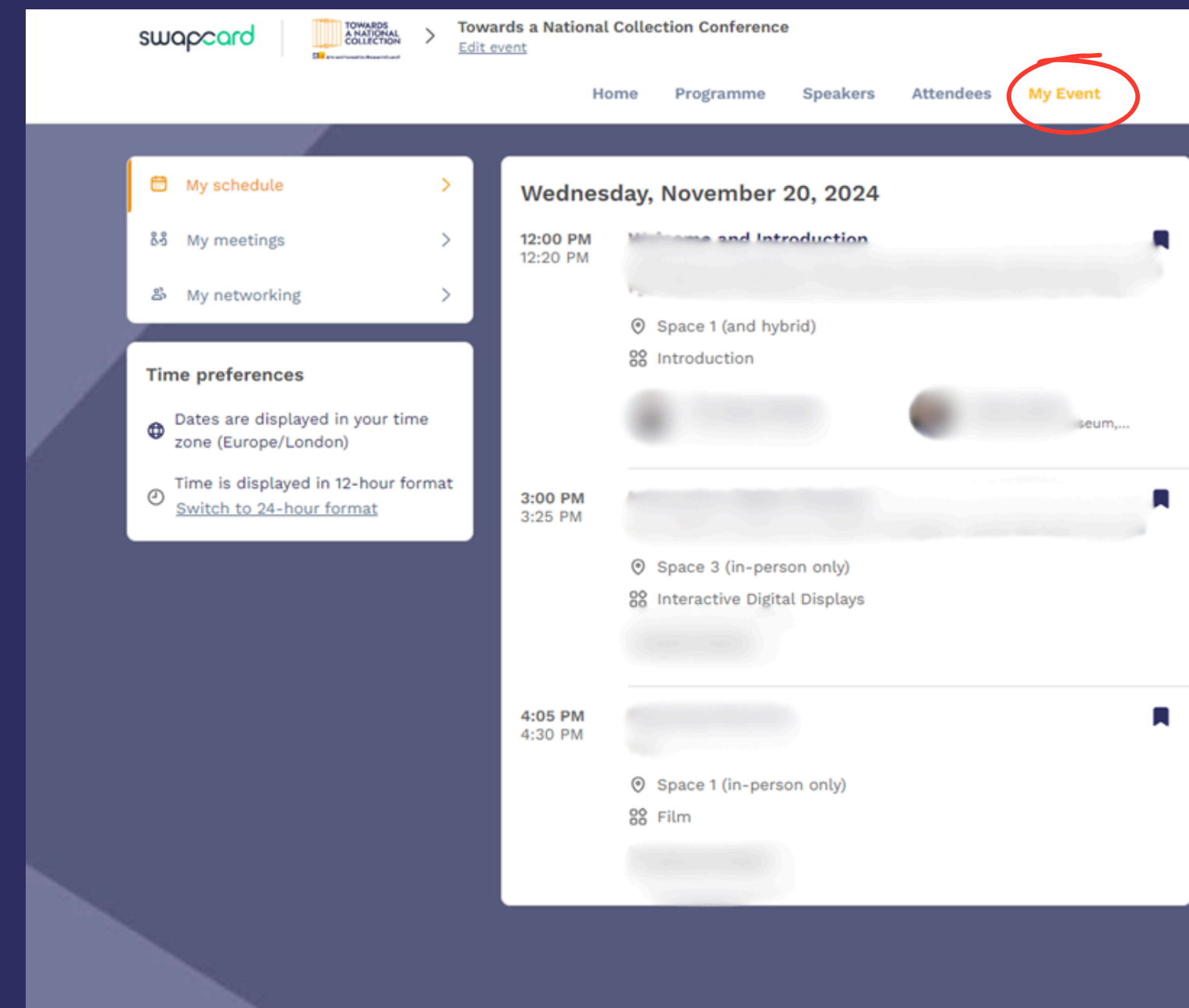
From the home page or the top navigation bar you can access the programme. Here you can create a **personalised agenda**, to do this click on the **bookmark** next to the session you would like to attend.

The personalised agenda is for your reference only.



# View the personalised agenda

To **view your events**, go to the home page or the top navigation bar and click on My Event.



Thank you for taking the  
time to read this presentation.

Enjoy the event!

*For any technical issues or queries related to the Swapcard app please click  
on [Contact app support](#), which is located on your profile page*