



GLC^{XX} Momentum

SWAPCARD FOR GLC^x



Entrepreneurs'
Organization

2021 GLC_x VIRTUAL PLATFORM QUICKSTART GUIDE



WELCOME

We are so excited to welcome you to the virtual 2021 Global Leadership Conference (GLC_x)!

This PDF serves as your guide to how you can access content from GLC_x on the Swapcard platform. While this document gives a basic understanding of the platform, we encourage all members to login and start clicking around to discover all of the benefits and features for yourself!

If you have any questions throughout GLC_x, we have several options for you:

- **Virtual help desk**
Find answers to many of the most commonly asked questions on our FAQ document
- **Platform overview explainer video**
For more information on the features available on this platform and how we will use it for GLC_x, tune in to the [explainer video](#)
- **Video tutorials**
If you need a quick tutorial on how to do a specific thing, check out Swapcard's video library of resources
- **Email and live chat support**
If you need additional support, please email glctechsupport@helloendless.com or use the live chat function to speak with the support staff

VIRTUAL GLCx CHECKLIST



Start building your profile in the platform with five easy steps so you are ready to go when we launch on the first day of GLCx!


More detailed step-by-step instructions for each of these items are included below this checklist

1. Login to the platform
 - If you are an EO member or Accelerator, please use the same email address you used to register for your **eonetwork.org** profile. If you did not use your **eonetwork.org** login email, please use the same email address you used when you registered for GLCx.
 - If you are an alumni or not yet a member of the organization, please use an email address that you are comfortable sharing with us should we follow up with you following the event.
2. Build and edit your profile
 - Please complete your profile as much as possible with your name, industry, photo and interests. This information is crucial as it will be used to help match you with relevant speakers and other attendees
3. View the agenda and pre-register for live sessions to create your personalized GLCx experience
4. Visit EOxpo and start making connections with some of our partners
5. Start networking with other attendees!
6. Don't forget to visit the Wellness section, the Regional Experiences, MyEO events and the Photobooth

STEP-BY-STEP INSTRUCTIONS

STEP 1 LOGGING IN AND USING THE PLATFORM

1. Your GLCx virtual conference account is live and pre-populated with information you entered during registration. Upon registration, you should have received an email confirmation from Eventbrite. If you did not receive an email from noreply@swapcard.com, please check your spam or junk folder.
2. You may also use this direct link [LINK HERE](#) to access the platform using the email you provided during registration.
3. Enter your registration email address and choose a password that will be easy to remember.
4. Once you successfully log in, you will be directed to the virtual conference homepage.



Hi Victhea Marie

It's good to see you again.


Please insert your password to login.


Email address Edit

vtesoro@eonetwork.org

Password

Insert your password





Forgot your password?

STEP-BY-STEP INSTRUCTIONS

STEP 2 PERSONALIZE YOUR GLCx PROFILE

1. While on the homepage, you will see a box with your name, chapter and headshot (if applicable).
2. Hover over the box and click **"edit."**
3. You will then be directed to your profile. Once in this view, you can edit or update sections including your name, EO chapter, headshot, a brief bio and your social media accounts if you wish.

We recommend that you complete your profile with as much information filled out as possible prior to the first day of GLCx. This will make it easier to make connections throughout the event.

The image shows two screenshots of the GLCx Momentum website. The top screenshot displays the homepage with a navigation bar (Home, Attendees, Speakers, Exhibitors, Agenda, My Event, Wellness, Regional Experiences, My EO Events, Help Desk) and a user profile box for Victhea Marie Tesoro, Coordinator, Learning Entrepreneurs' Organization. The profile box includes a circular headshot placeholder with 'VMT' and an 'EDIT' button. The bottom screenshot shows the 'My main information' edit modal, which contains fields for First name (Victhea Marie), Last name (Tesoro), Job title (Coordinator, Learning), and Company (Entrepreneurs' Organization). A yellow callout box with an arrow points to the modal with the text 'Edit your information'.

Home Attendees Speakers Exhibitors Agenda My Event Wellness Regional Experiences My EO Events Help Desk

EDIT

VMT

Victhea Marie Tesoro
Coordinator, Learning
Entrepreneurs' Organization

GLCx
Momentum
GLOBAL LEADERSHIP CONFERENCE

Attendees Speakers Exhibitors Agenda My Event Wellness Regional Experiences My EO Events Help Desk

My main information x

Import a nice picture in 240x240px minimum and no larger than 1MB.

First name
Victhea Marie

Last name
Tesoro

Job title
Coordinator, Learning

Company
Entrepreneurs' Organization

ABOUT ME >

Edit your information

Victhea Marie Tesoro
Coordinator, Learning
Entrepreneurs' Organization

About me
Introduce yourself in a few words

Social media
Add your social accounts.

Contact details

STEP-BY-STEP INSTRUCTIONS

STEP 3 PLAN YOUR AGENDA

1. Once you complete your online profile, you can begin reserving your seats.
2. You can navigate on the top bar to find sessions for 7, 8, 9 April and select "ADD TO MY CALENDAR/AGENDA".
3. You may also filter sessions based off of date, time or topic.
4. Be sure to click on the session title to view a description or details of the speaker sessions.

You can also adjust your time zone via the My Event tab Plan and agenda tabs to see all of the available sessions in and outside of your home time zone.

SESSION DETAILS

LIVE/ON DEMAND DETAILS TBD

The image displays two screenshots of a web application interface for planning an event agenda.

Top Screenshot: Agenda Tab

- Navigation Bar:** Home, Attendees, Speakers, Exhibitors, **Agenda** (highlighted), My Event, Wellness, Regional Experiences, My EO Events, Help Desk.
- Calendar Header:** APR 07, APR 08, APR 09, APR 10, APR 12, APR 13.
- Left Sidebar:**
 - Refine the list (min. 2 characters)
 - Search input field
 - Filters section with TYPE and LOCATION dropdowns.
- Main Content Area:**
 - 8:30 PM 11:45 PM Opening Session: Momentum/Energy**
 - Description: At Entrepreneurs' Organization, we enable transformational growth in the lives of our members. Naturally, the ways entrepreneurs define and measu...
 - Swapcard
 - General Session
 - 11:50 PM 12:20 AM On The Road With EO - Bollywood Dancing**
 - Swapcard
 - Breakout
- Right Sidebar:**
 - Click to register and add it to your schedule
 - Register for sessions to make your own program, then find it in your personal agenda

Bottom Screenshot: My Event Tab

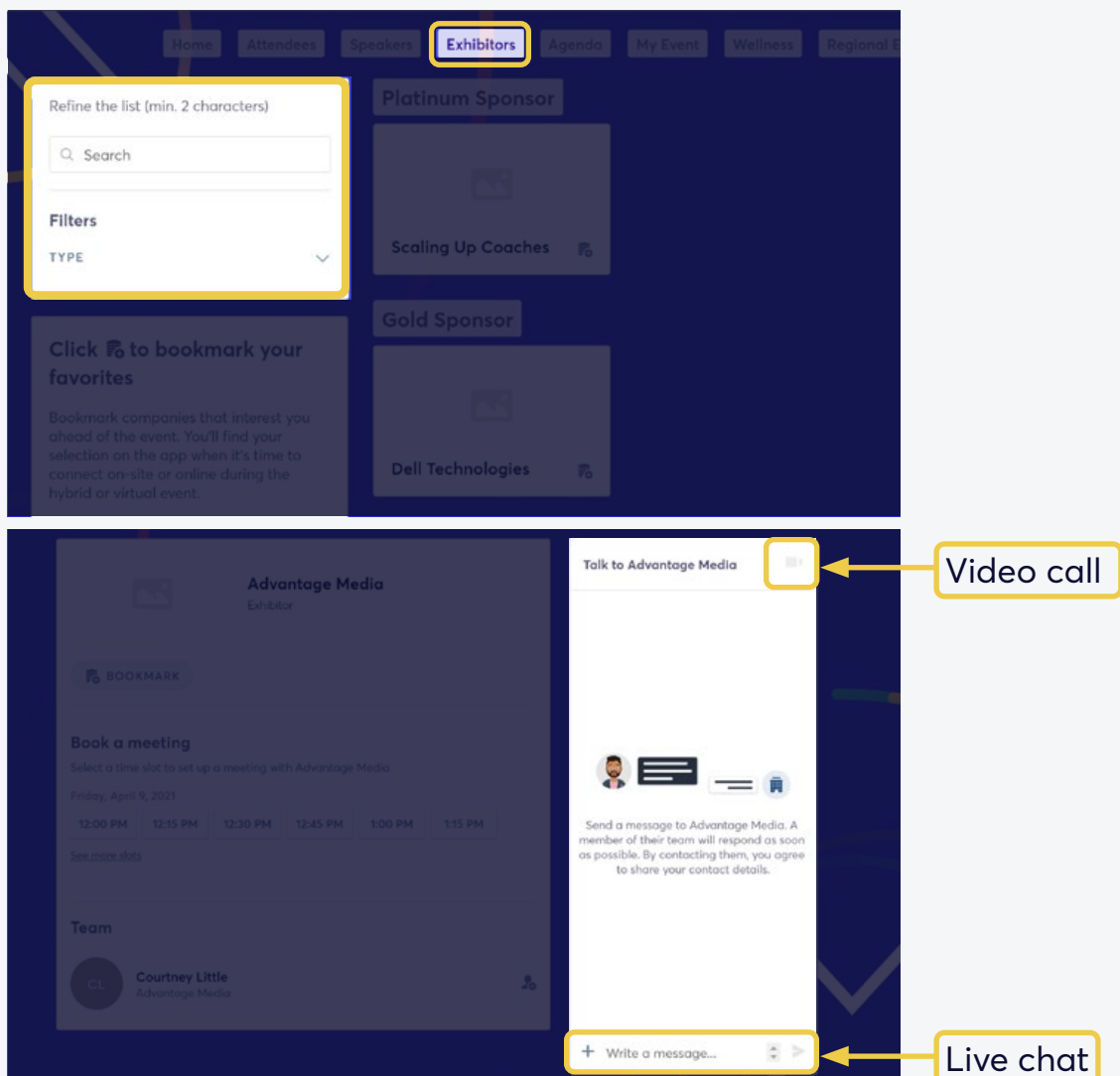
- Navigation Bar:** Home, Attendees, Speakers, Exhibitors, Agenda, **My Event** (highlighted), Lounge, Help Desk, Ask Dave.
- Left Sidebar:**
 - My schedule >
 - My meetings >
 - My networking >
 - My bookmarked companies >
- Main Content Area:**
 - Display empty slots (toggle)
 - Monday, April 5, 2021** (Make available all day)
 - 12:00 PM 12:15 PM Unavailable for a meeting (Make available)
 - 12:15 PM 12:30 PM Unavailable for a meeting (Make available)
 - 12:30 PM 12:45 PM Unavailable for a meeting (Make available)
- Right Sidebar:**
 - Export**
 - Once you have prepared your visit to the event, you will be able to export your selection to your calendar application or in PDF file for printing.

Bottom Left Callout: Dates are displayed in your time zone (Asia/Taipei). [Switch to event time zone](#)

STEP-BY-STEP INSTRUCTIONS

STEP 4 STOP BY VIRTUAL EOXP

1. We are pleased to welcome our virtual exhibitors to EOxpo for GLCx. You can access EOxpo via the top menu navigation on your individual profile.
2. Once you are in the virtual EOxpo hall, you can filter and sort through the exhibitors based off of category and exhibitor type.
3. To view details of the exhibitor, please click the company name. You can also request a live chat or video call with the exhibitor while navigating within the virtual EOxpo hall.



STEP-BY-STEP INSTRUCTIONS

STEP 5 START NETWORKING WITH FELLOW GLCx ATTENDEES

- From your profile homepage, you can use the top menu to navigate to Attendees. This list will include all registered attendees, exhibitors, speakers and EO professional staff.
- Once in the attendee list, you can browse, search or use filters to find new or existing connections. *Please note: the platform may suggest people you may know based off of information you used in your registration.*
- To view an attendee's profile and/or make a connection, select the "ADD" or "SEND A CONNECTION REQUEST" icon/button next to their name.

INFO TO CONNECT VIA CHAT OR VIDEO

The screenshot displays the GLCx Attendees interface. At the top, a navigation bar includes links for Home, Attendees (highlighted), Speakers, Exhibitors, Agenda, My Event, and Lounge. Below the navigation bar, there's a section for "AI Matches" featuring a grid of attendee profiles. Each profile includes a name, title, and company. For example, Cristina Calvo is CMO at Asuairé Travel, Walid Bengeloune is Regional Manager North at SWAPCARD, and Luke Yost is Business Development at Creative Dimensions. A search bar with the placeholder "Refine the list (min. 2 characters)" and a "Search" button is visible. A "Visibility" toggle switch is also present, indicating "You're visible to other attendees".

Below the grid, a detailed profile for Haily Fadden is shown. The profile includes her name, title (Operations Observationist at Endless Events), and a bio: "I am passionate about the event and entertainment/music industry. I'm looking for new opportunities to grow in talent management and artist relations, while currently working". A "Meet Haily" section offers a time slot to set up a meeting with Haily for Monday, April 5, 2021, with options for 12:00 PM, 12:15 PM, 12:30 PM, 12:45 PM, 1:00 PM, and 1:15 PM. A "See more slots" link is also provided. To the right of the profile, a "Connect with Haily" box contains the text "Sending a connection request with a message is three times more likely to be accepted." and a "SEND CONNECTION REQUEST" button. An arrow points from a callout box to this button.

View profile to send connection request

STEP-BY-STEP INSTRUCTIONS



STEP 6 TROUBLESHOOTING

- a. If you have questions about logging into your Swapcard profile or accessing any of the conference platform, please visit the FAQ section of the GLCx website for helpful videos and content to troubleshoot many frequent issues.
- b. If you cannot find the answers you need, please click the "LIVE CHAT" button on the FAQ page or email glctechsupport@helloendless.com to speak directly with someone from our Support Team.

**We can't wait to welcome you to the
2021 GLCx Momentum virtual conference!**