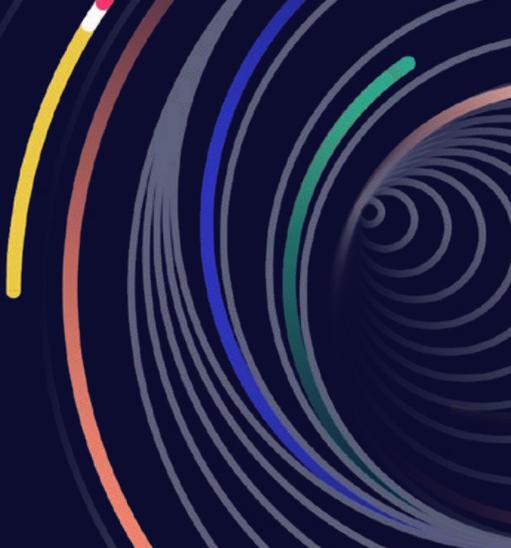


**GLC** X  
**Momentum**  
SWAPCARD FOR GLCx



Entrepreneurs'  
Organization

# 2021 GLCx VIRTUAL PLATFORM QUICKSTART GUIDE



## WELCOME

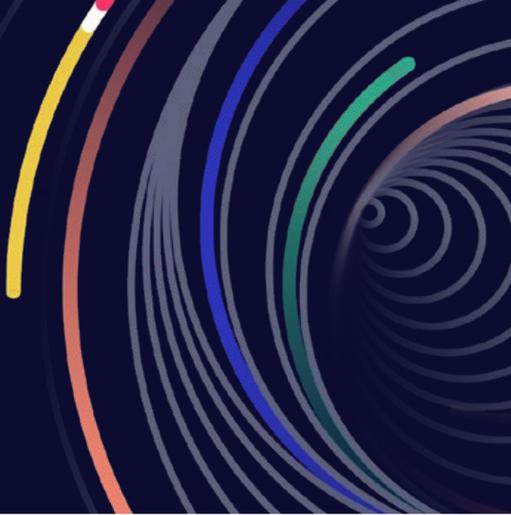
We are so excited to welcome you to the virtual 2021 Global Leadership Conference (GLCx)!

This PDF serves as your guide to how you can access content from GLCx 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 GLCx, 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 GLCx, 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](mailto: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](mailto: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

Password

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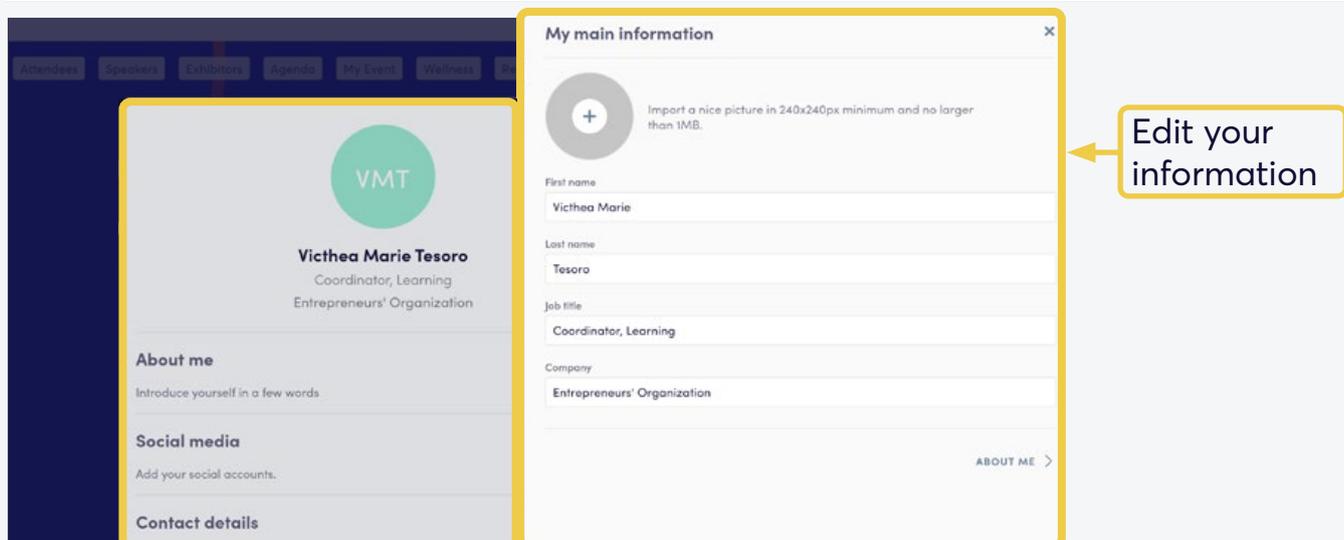
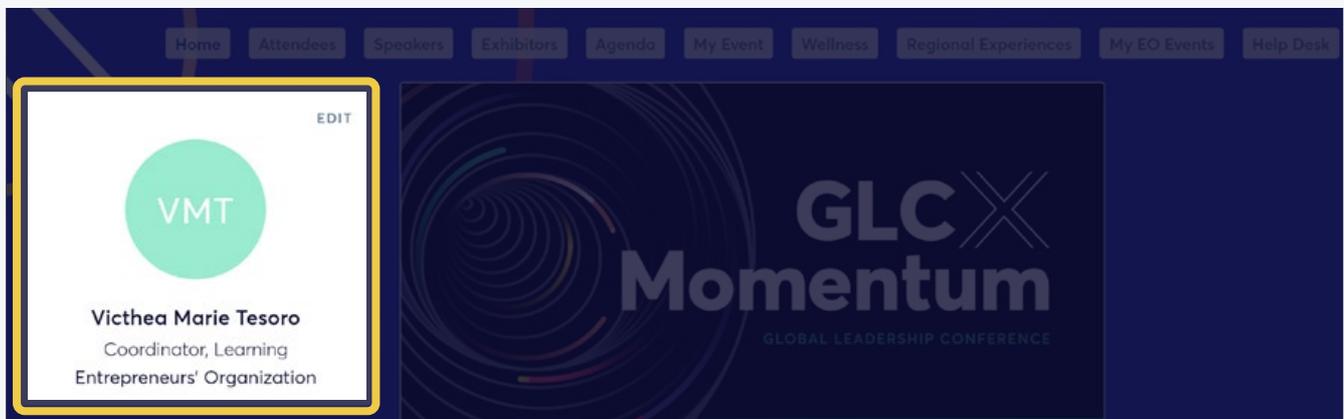
**Forgot your password?**

# 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.*



# 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

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

APR 07 APR 08 APR 09 APR 10 APR 12 APR 13

Refine the list (min. 2 characters)

Search

Filters

TYPE

LOCATION

8:30 PM 11:45 PM **Opening Session: Momentum/Energy**  
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

Click to register and add it to your schedule

Register for sessions to make your own program, then find it in your personal agenda

Home Attendees Speakers Exhibitors Agenda **My Event** Lounge Help Desk Ask Dave

My schedule

My meetings

My networking

My bookmarked companies

Dates are displayed in your time zone (Asia/Taipei)  
Switch to event time zone

Display empty slots

Monday, April 5, 2021

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

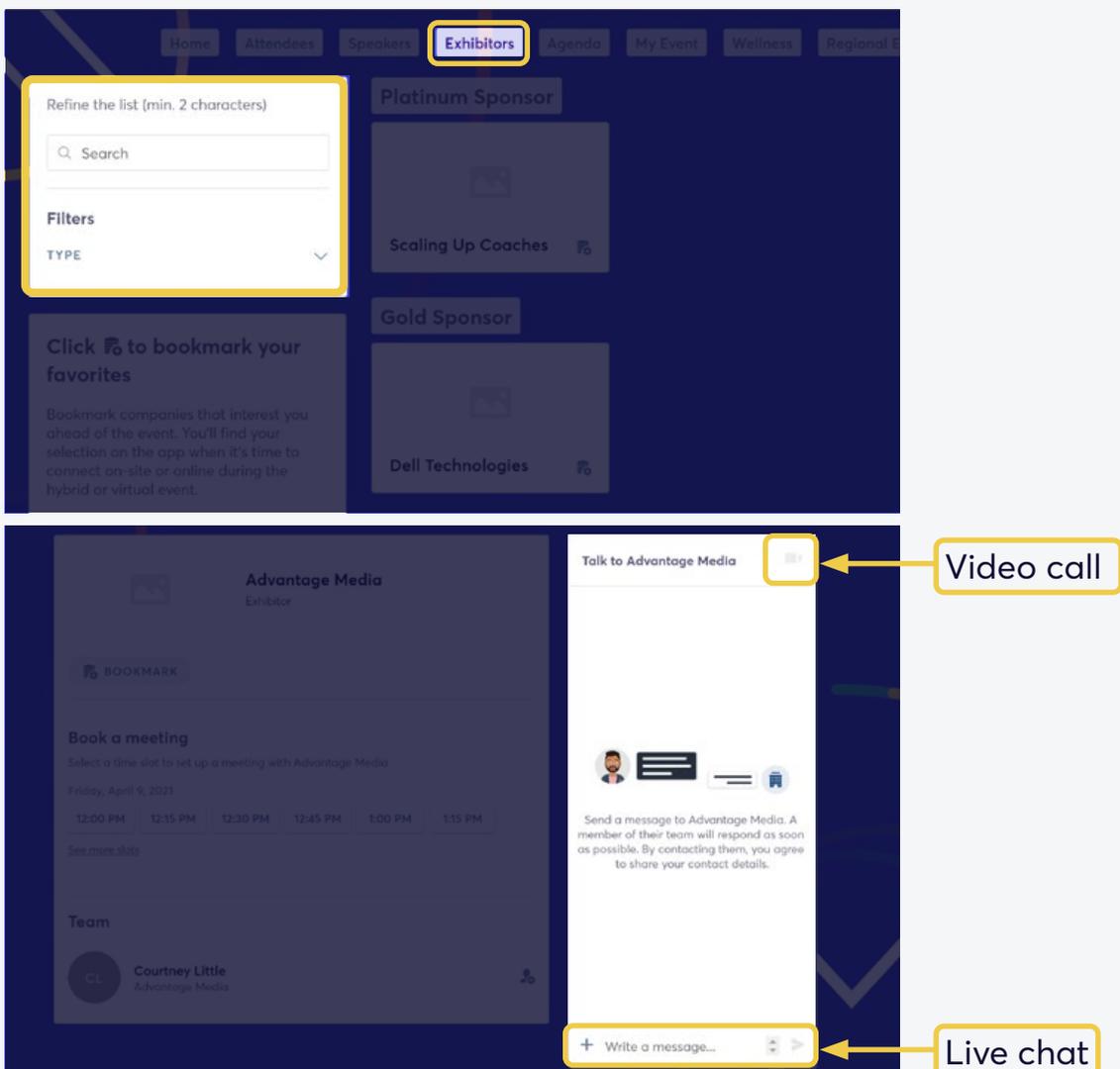
Export

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.

# 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

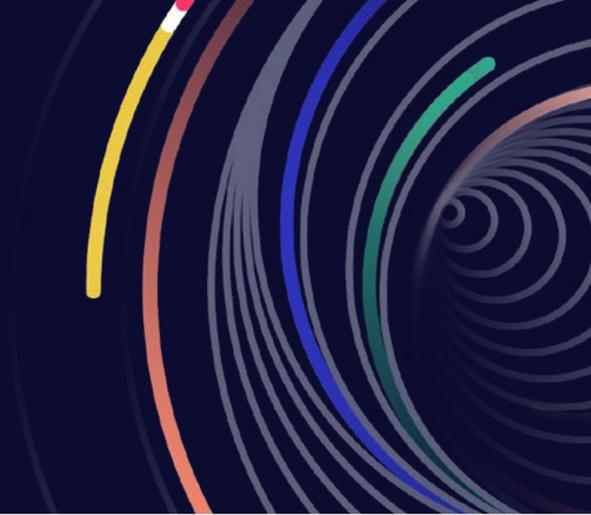
## STEP 5 START NETWORKING WITH FELLOW GLCx ATTENDEES

- 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 'Attendees' section of the GLCx platform. At the top, a navigation menu includes 'Home', 'Attendees', 'Speakers', 'Exhibitors', 'Agenda', 'My Event', and 'Lounge'. Below the menu, there are several attendee cards for Cristina Calvo, Walid Bengeloune, Luke Yost, Kyle Kocinski, and Cristina Calvo. A search bar is visible with the text 'Refine the list (min. 2 characters)' and a search icon. A 'Visibility' toggle is also present. The bottom section shows a detailed profile for Haily Fadden, an Operations Observationist at Endless Events. The profile includes a 'Meet Haily' section with a meeting slot for Monday, April 5, 2021, from 12:00 PM to 1:15 PM. Below this is an 'About me' section. A 'Connect with Haily' box contains a message: 'Sending a connection request with a message is three times more likely to be accepted.' and a 'SEND CONNECTION REQUEST' button. A yellow callout box with an arrow points to the button, containing the text '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](mailto: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!**