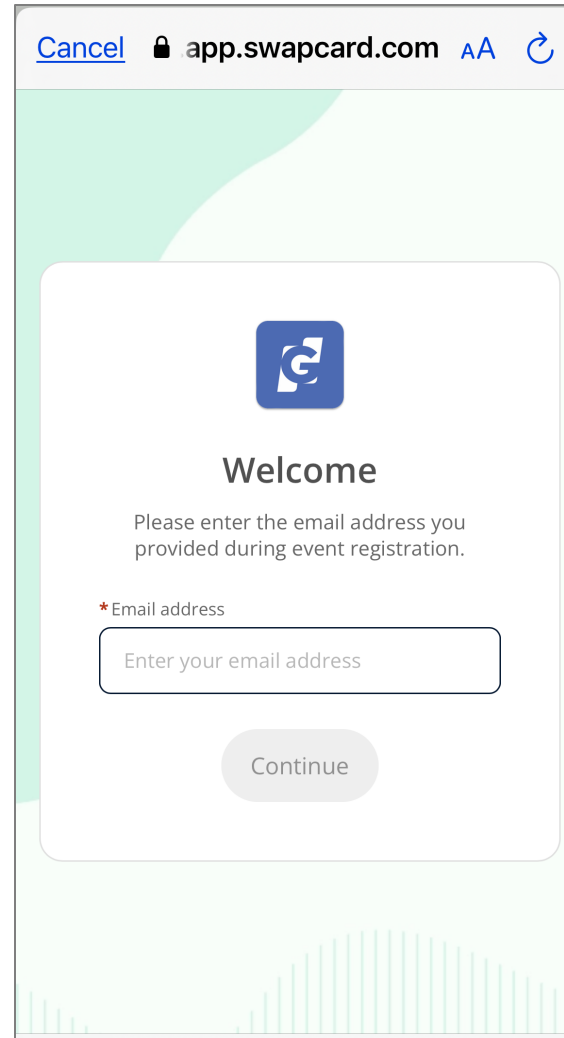


Manage your Company Profile


Exhibitor Instructions for updating your company profile

Access & Login

- Navigate to:
<https://learningguild.app.swapcard.com/event/learning-and-hr-tech-solutions>
- *Note: if you prefer the mobile app you may search for “Learning Guild events” in your app store.*
- Log in using your work email and password.
- If you don't know your password, please contact us – using the app link may not work.



Cancel app.swapcard.com AA ↻



Welcome

Please enter the email address you provided during event registration.

*Email address

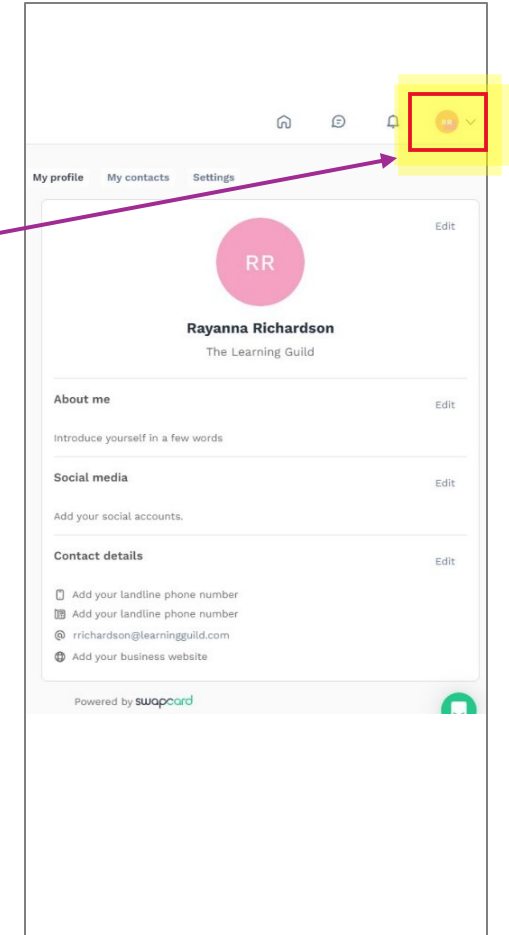
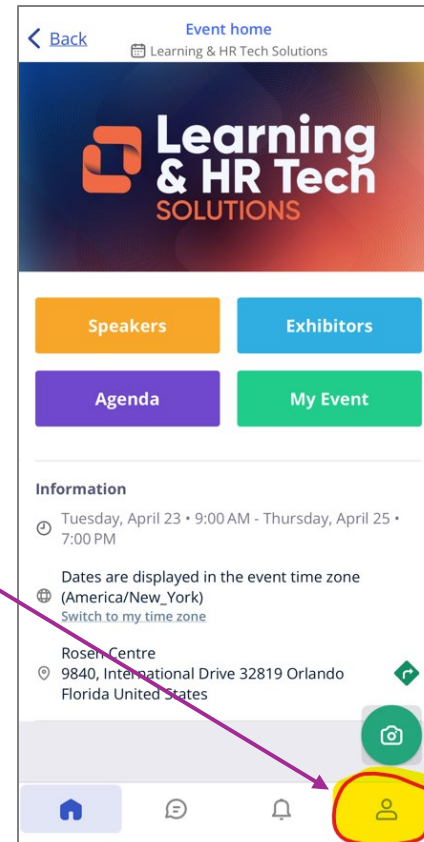
Enter your email address

Continue



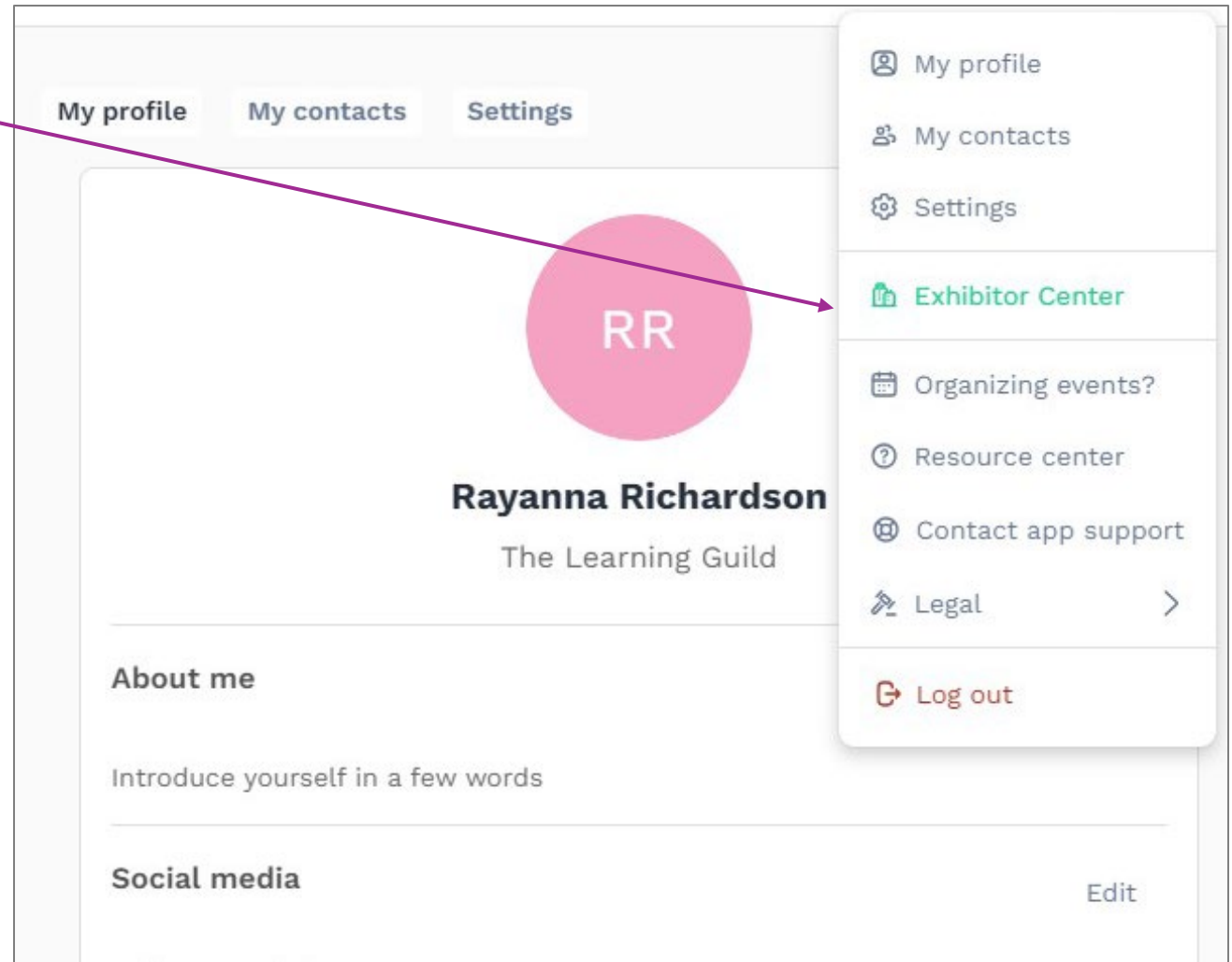
Navigate to the event

- Click on the current event, “Learning & HR Tech Solutions.”
- Navigate to your profile icon either on:
 - the upper right (android/PC)
 - lower right (iOS)



Access the Exhibitor Center

- Select “Exhibitor Center” from the menu options under the Profile icon.
- This will take you to the Welcome page for your company's Exhibitor Center Profile.
- Click on the event name “Learning & HR Tech Solutions.”



Access the Exhibitor Center

Once you click on the event name “Learning & HR Tech Solutions,” you will land on the Welcome page for your company profile.

The screenshot shows the 'swapcard Exhibitor Center' interface. At the top, there is a navigation bar with the 'swapcard Exhibitor Center' logo on the left, a 'Preview' button, a 'Planning an event?' dropdown menu, and a user profile icon labeled 'RR'. Below the navigation bar, the main content area is divided into two columns. The left column is a sidebar menu with the following items: 'Home' (highlighted), 'Company profile' (with a dropdown arrow), 'Team members', 'Leads', 'Meetings', and 'Referral program'. The right column displays the 'Welcome to the Exhibitor Center' page. It features the 'articulāte' logo and the text 'Articulate' with a link to 'Open event company profile'. Below this, the event name 'Learning & HR Tech Solutions' is shown with the dates 'Apr 23, 2024 - Apr 25, 2024' and a link to 'Open event'. The main heading is 'Welcome to the Exhibitor Center', followed by a paragraph explaining the portal's purpose: 'This portal allows you to increase your event visibility, control the content attendees will receive about you, and maximize your return on investment.' Below this is a section titled 'You are able to:' with a bulleted list of capabilities: 'Manage and update your company profile visible by attendees', 'Gather all new contacts of your team's members and export them in a single Excel file', 'Promote your products or services to potential leads (optional)', 'Reply to meeting request made to your company, and manage meetings of your members (optional)', and 'Keep track of your team's leads and success at the event'. A bolded section header reads 'Make every opportunity count now!'. At the bottom, a note states: 'Please contact [support](#) if you need any help regarding the event app.'

Update your Company Profile

- To add your company logo, URL, and other features, click the drop-down menu "Company profile."
- You may now edit your company's information including logo, description & URL.
- Contact our team should you have any questions or issues. Onsite, you can go to the event registration desk for assistance with your account.

The screenshot displays the Articulate event management interface. On the left is a navigation sidebar with the following items: Home, Company profile (highlighted with a purple arrow), Overview, Documents & Links, Team members, Leads, Meetings, and Referral program. The main content area shows the 'Company profile' settings for an event titled 'Learning & HR Tech Solutions' (Apr 23, 2024 - Apr 25, 2024). The profile includes sections for Information, Social media, Contact details, Documents & Links, and Team. Each section has an 'Edit' button. The 'Information' section contains a placeholder for a company description. The 'Social media' section has a placeholder for social media links. The 'Contact details' section shows the URL 'https://www.articulate.com/'. The 'Documents & Links' section has an 'Add' button and a message: 'You haven't created any document yet'. The 'Team' section has a 'Manage' button. A 'Customize' button is located in the top right corner of the main content area.