PENSIONS AND
LIFETIME SAVINGS
ASSOCIATION

SWAPCARD PLATFORM GUIDE

DOWNLOAD THE PLSA EVENTS APP

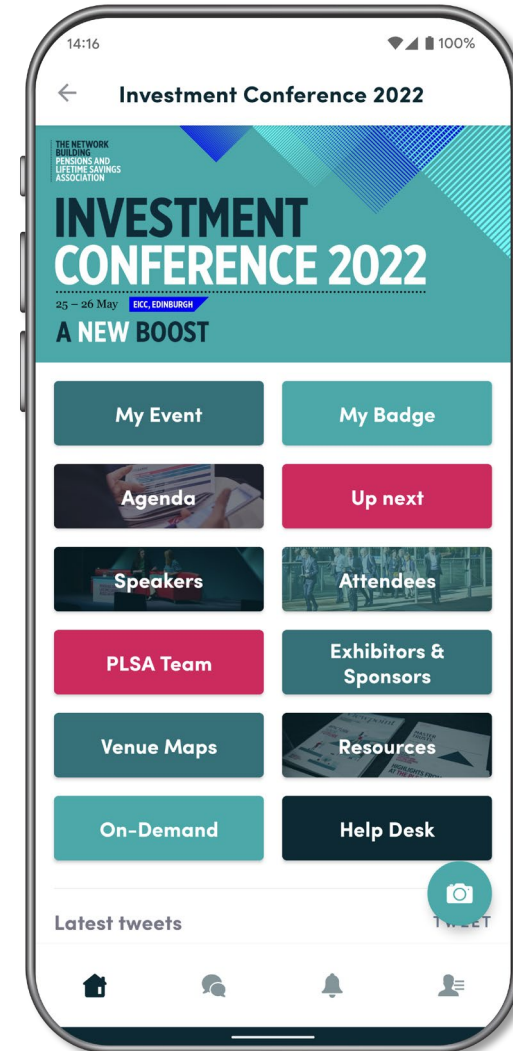The complete, interactive, AI-powered guide to our conferences

PLSA **Get the app for iPhone or iPad**

PLSA **Get the app for Android**
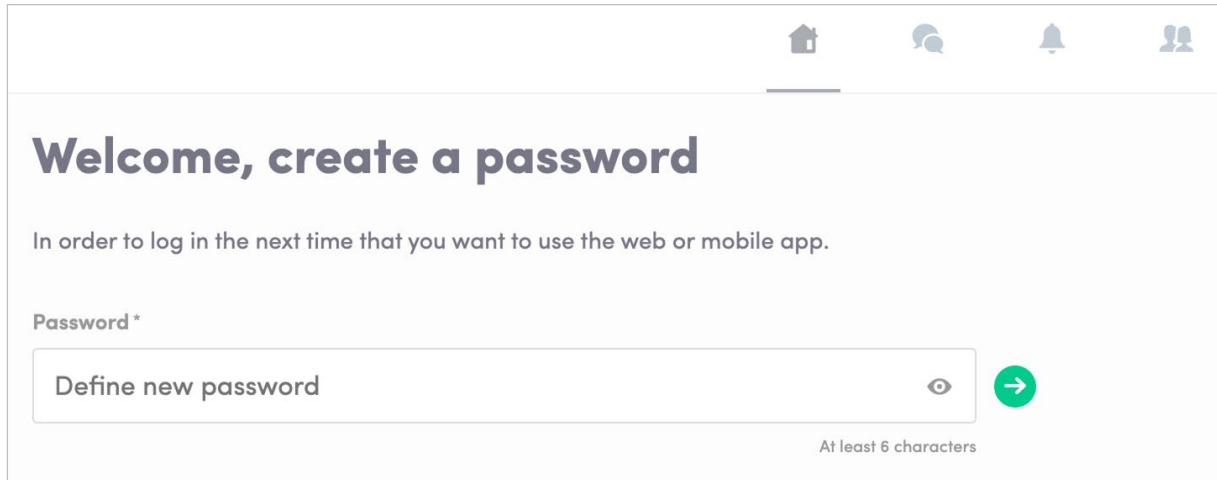
Or scan this OR code from your device:

Click here for the web browser version: https://plsa.app.swapcard.com

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HOW TO LOG IN TO THE APP FOR THE FIRST TIME

Once registered for the event your Swapcard account for the PLSA Events app will be created by PLSA.

The app opens approx. two weeks prior to the conference. You will receive an email invite similar to the one on the right.

The **«Let's get started!»** button in the email will take you to the Swapcard platform and prompt you to create a password for your account.

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

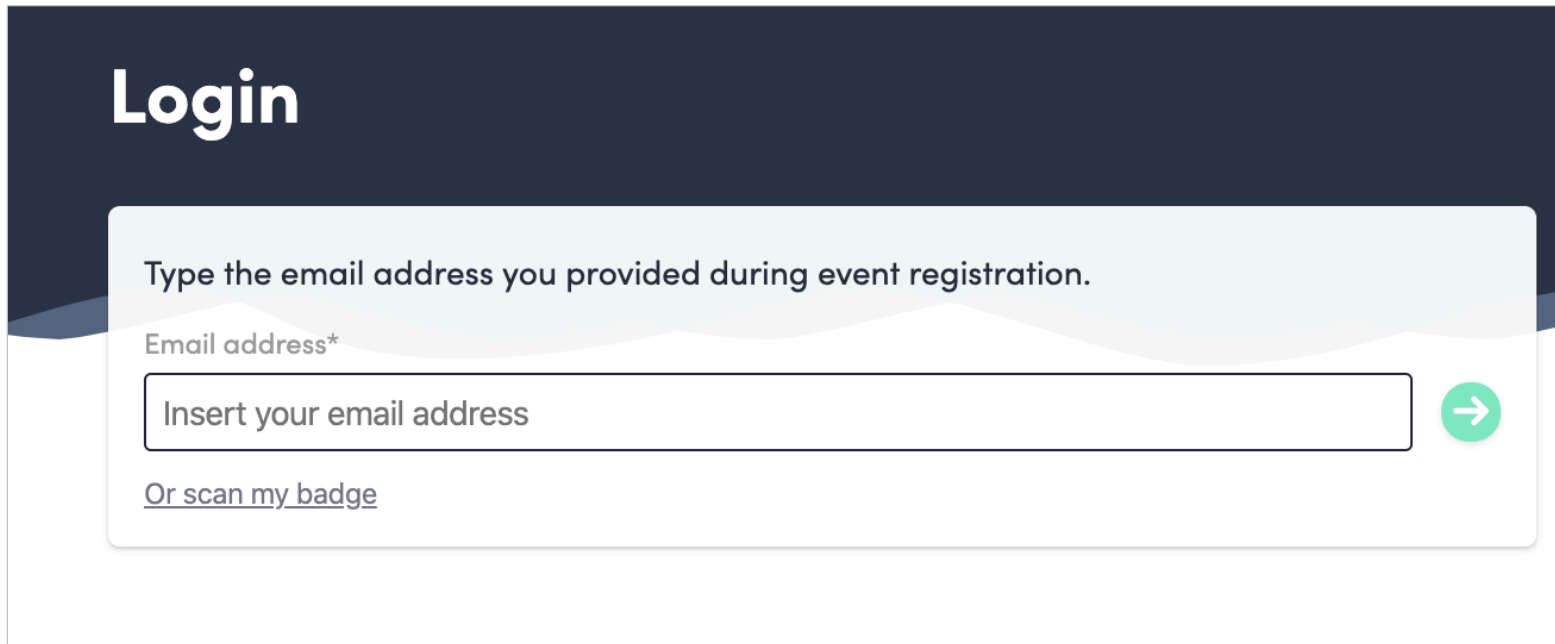At least 6 characters

PLSA Investment Conference 2021

Hello J,

Get ahead of the game and prepare for **PLSA Investment Conference 2021** to **save yourself time** and **get the most out of your event**.

Swapcard app makes it easy to **access the event content** and **connect with the right people** in advance.

All you have to do is **activate your profile with the tap of the below button**. We'll keep all of your **information and data secure**.

We look forward to welcoming you!

LET'S GET STARTED!

HOW TO LOG IN TO THE EVENT IF YOU ALREADY HAVE A SWAPCARD ACCOUNT

Access your account at https://plsa.app.swapcard.com

Enter the email address you used to register for the previous event and the password you created for it.

Then click enter to connect.

Note: If you have forgotten your password enter your email address then click on **Send me a magic link**. You'll receive in your mailbox an email to reset your password. If you need any help please contact support@swapcard.com

YOUR PROFILE
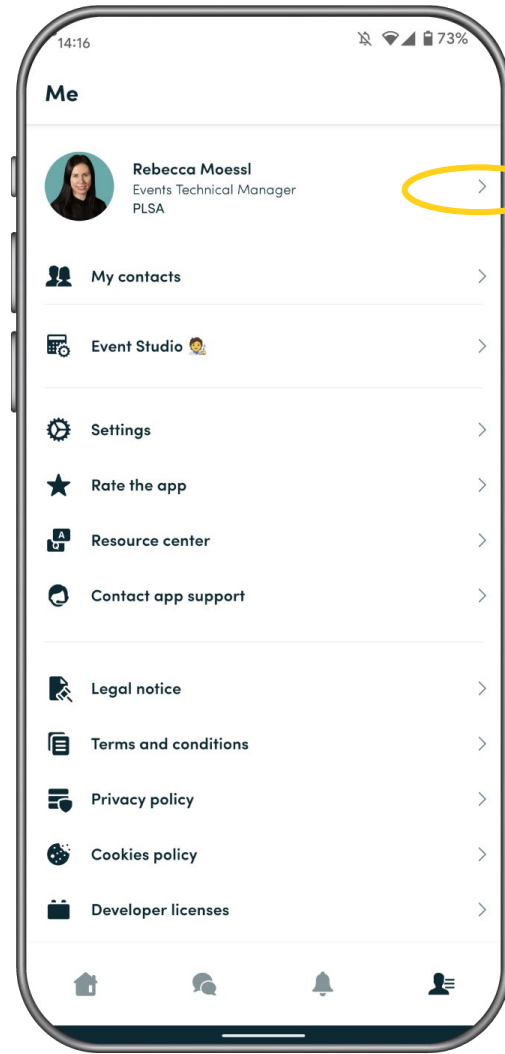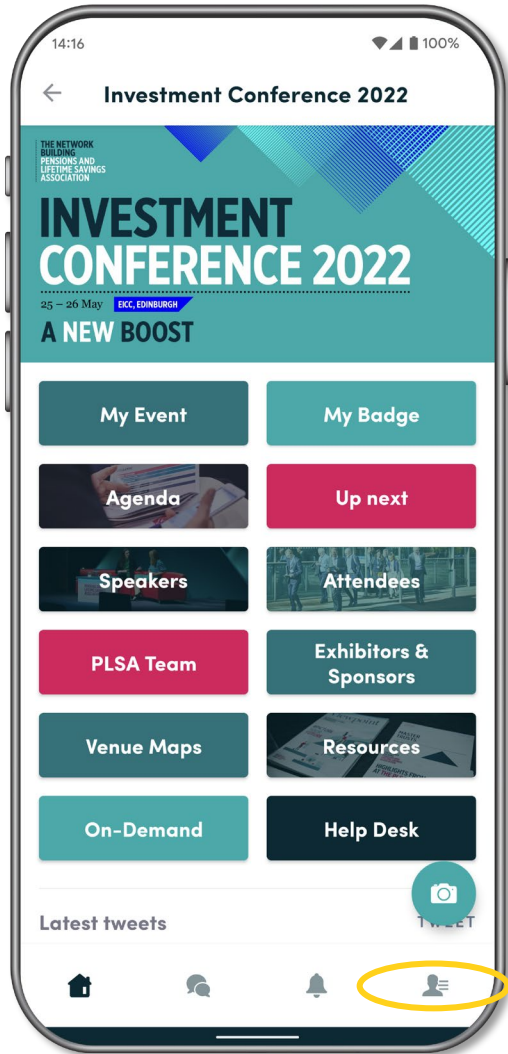
Your profile has been populated with the information you gave us.

We encourage you to add additional information which powers the AI and suggests connections and sessions for you.
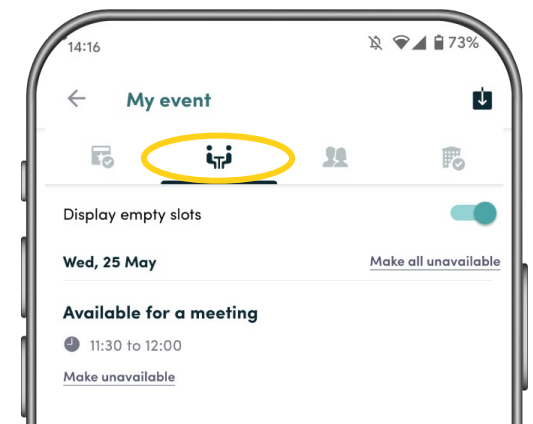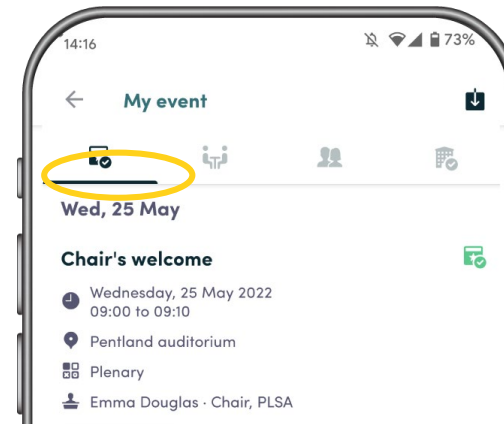
In the app click on the profile icon in the bottom right corner

Then click on the arrow next to your name to edit the details

My Event

Add sessions from the agenda to your personalised schedule in the <My Event> tab.

You can also schedule appointments and manage your meeting availability here.

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NETWORKING AND NOTIFICATIONS

Click on these icons to access the message and notification centre. This is where you'll receive connection requests, notifications from the PLSA about the event, and meeting invitations and confirmations.

This icon will take you back to the home screen from wherever you are in the platform
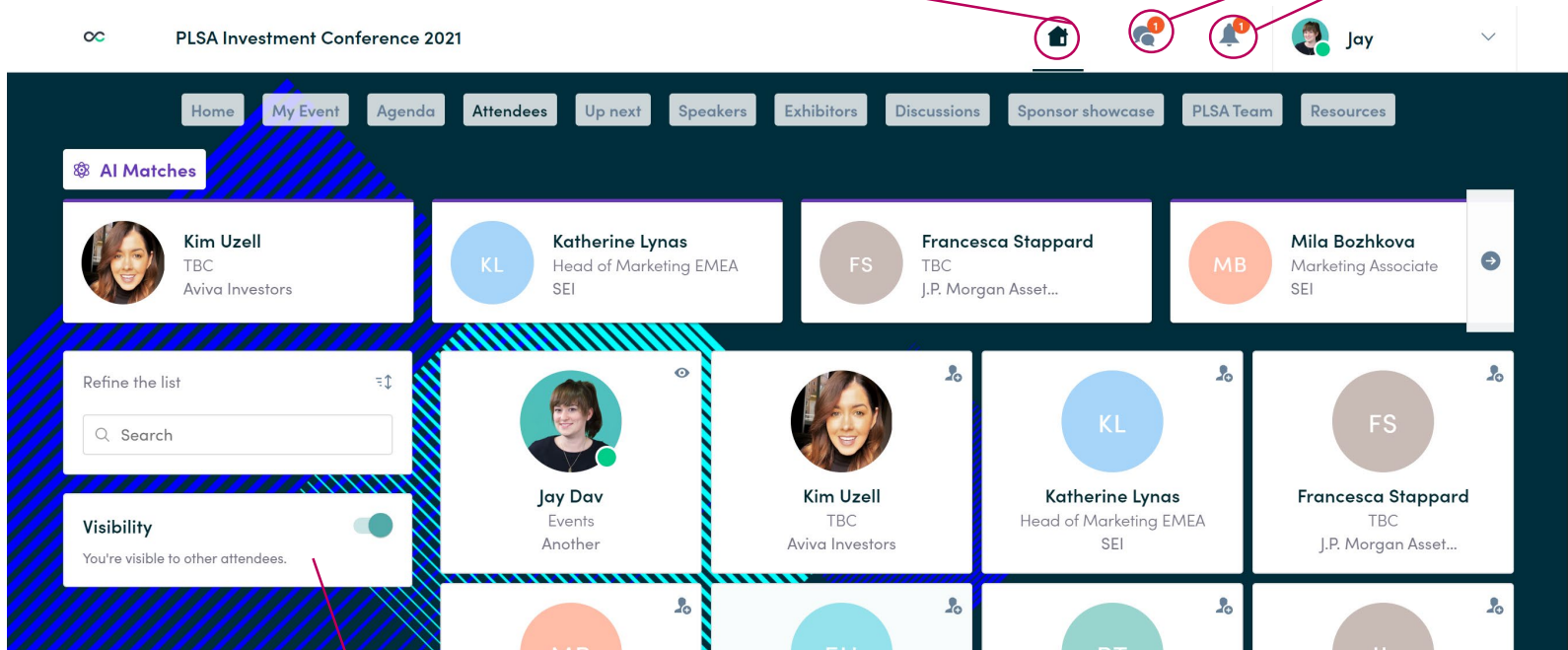
From the Attendee and Speaker pages you are able to switch your visibility on and off. To get the best experience of the event we advise you to keep this switched on.

HOW DOES THE AGENDA WORK?

Here you can search the programme by session type
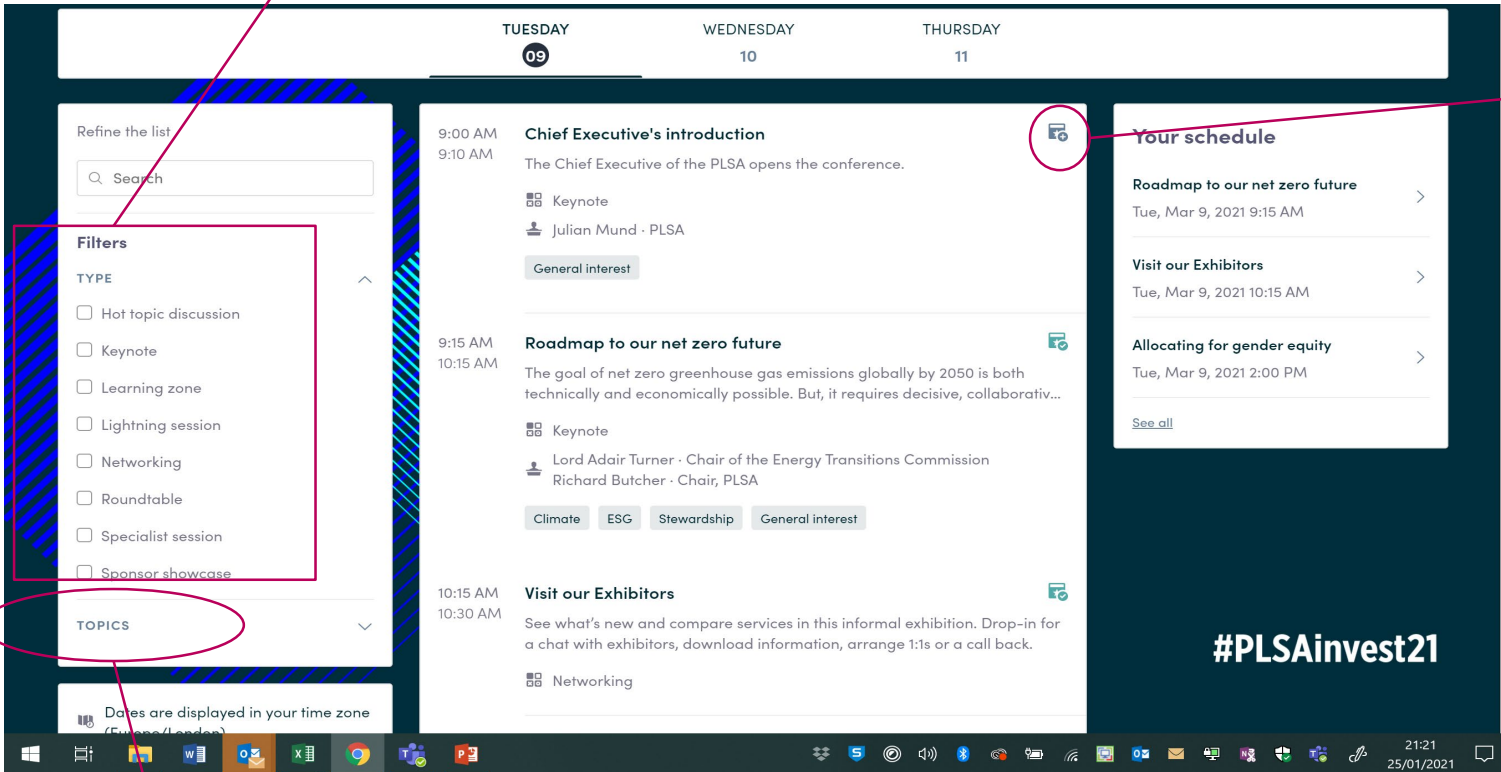
The **«Agenda»** tab displays the full programme. You also access sessions from this page by clicking in to the session listing.

You can easily register or add sessions to your personal schedule by clicking on this icon.

Please note that some sessions are restricted to certain attendee types. If a session isn't available to you this icon will not appear.

Learning Zone sessions and roundtables are restricted to specific attendee groups.

Here you can search by topic

YOUR PERSONAL SCHEDULE

From the **«My Event»** tab you access your own personal schedule. Here you will find the sessions you've added, sponsor profiles you've bookmarked, connections you've made and any meetings you have confirmed.

Export your schedule by clicking on «EXPORT TO MY CALENDAR» or «DOWNLOAD PDF».

You also access sessions from here by clicking in to the session listing.

PLSA Local Authority Conference 2021
Edit event

Jessica

TUESDAY
18

WEDNESDAY
19

Refine the list (min. 2 characters)

🔍 Search

Filters

TYPE

📅 Dates are displayed in your time zone (Europe/London)

#LAconf21

9:15 AM
10:15 AM

Looking forward and looking back

The past 14 months have transformed life as we knew it, and the LGPS soldiered through it all. What's working in the scheme, and where may it...

▪️ Keynote

Jeff Houston · Local Government Association
Roger Phillips · Local Government Pension Scheme Advisory Board
Rachel Brothwood · Director of Pensions, West Midlands Pension Fund

10:15 AM
10:30 AM

Visit our Sponsors' profiles

Find out more about our sponsors. See what's new, interact with their rescources, and compare services. You can arrange meetings, submit...

▪️ Networking

10:30 AM
11:10 AM

Sessions coming soon...

11:15 AM
11:35 AM

Sponsor showcase

Keep up to date with the latest industry innovations, thought leadership, and services and hear about how they can help you.

▪️ Sponsor showcase

11:35 AM
12:15 PM

(Not) everyone into the pool?

Three years after the pooling deadline, around 60% of local authority fund

Click 📅 to register and add it to your schedule

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

UP NEXT BUTTON

Rather than search the Agenda for what's happening live at the time you log in, you can shortcut to what is coming up next by clicking the «**Up next**» button.

The «**Up next**» button will direct you to the live content and anything that is happening concurrently.
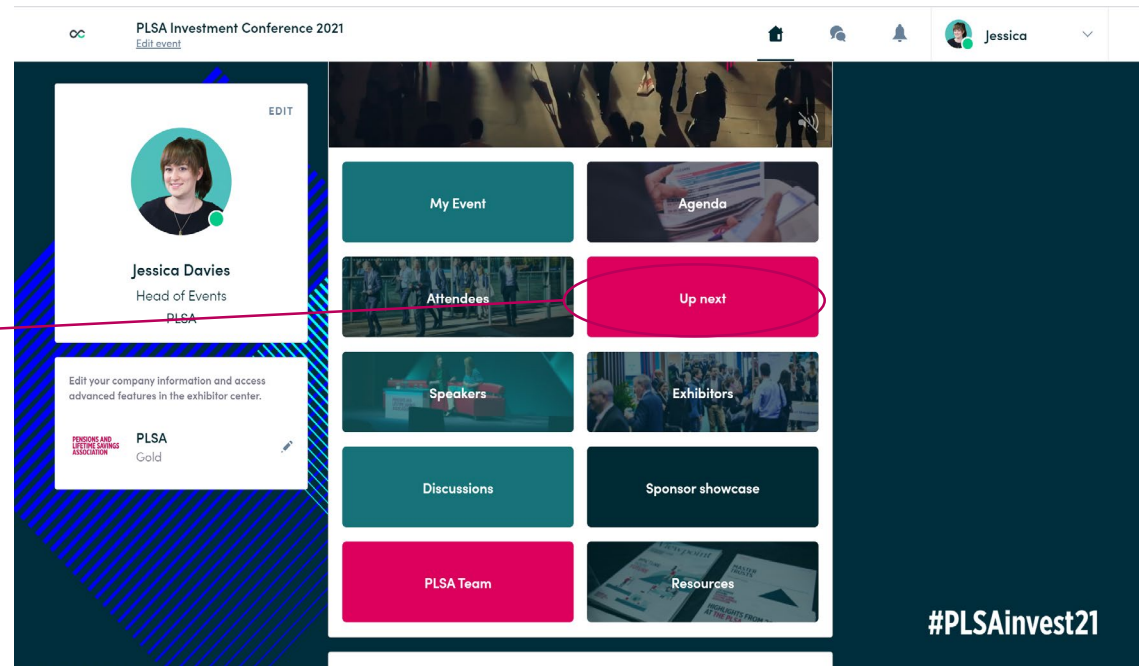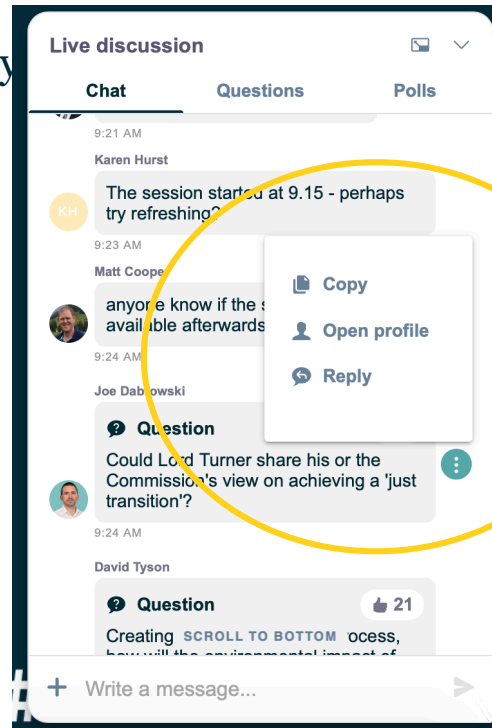
PARTICIPATING IN SESSIONS

You can submit questions, make comments and participate in polls within sessions via the app. The Live discussion box has three tabs: **Chat, Questions** and **Polls**. The discussion box is text-based.

CHAT AND QUESTIONS

When an attendee types a question in the **Questions** tab it automatically posts in the **Chat** tab too.

Click on the three dots next to a **question** in the Chat tab for the option to reply, copy or open the profile of the attendee that asked the question.

Click on the three dots next to a **chat message** and you get the same three options but also you can add a reaction.

Attendees can **upvote** questions so the chair will know the questions the audience are most keen to hear answered.
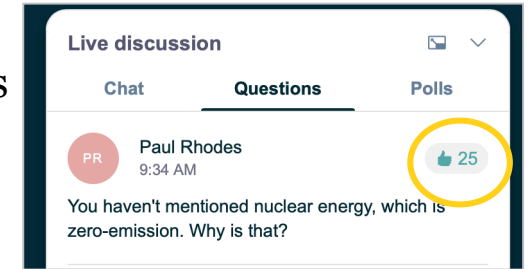
HOW TO NETWORK

From the event home page, you can access the **Attendees, PLSA Team and Speakers** lists.

From these lists you can identify people that you'd like to connect with. You can then send a connection request and organise to meet them at the conference.

You will see time slots on people's profiles. You should click on a time that you would like to meet with them and send the meeting request.

You can manage your own availability from the «**My Event**» tab and then «**My meetings**» button

HOW TO MAKE A CONNECTION REQUEST

To send a connection request to a person, go to their profile (via the list of attendees, speakers, or a company profile) and click on «SEND CONNECTION REQUEST».

Tip: We encourage you to write a message before sending your connection request to introduce yourself and explain the reason of your request.

You will be able to find all the people you have connected via the «My Event» tab and clicking on «My networking»

HOW TO REQUEST A MEETING

Step 1: Go to a person's profile – you can access via the **«Attendees», «Speakers»** or **«Sponsors»** tab.

Step 2: Click on one of the suggested meeting slots. If you want to see other slots, click on **«See more slots»**.

Step 3: After selecting a slot, write a message to the person you want to meet. Once done, click on **«SEND MEETING REQUEST»**.

Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Meet Matthew
Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

See more slots

Skills

Supplier Non Member Events Meetings Virtual

← **Select location** ✕

🏢 Steve Goodwin   Add

📇 Thu, July 26 · 11:00 to 11:30 AM   Edit

Select a place to easily find them at the event.

MAIN STAGE

CHALLENGE STAGE

📇 ONLINE MEETING

👥 Wednesday, 13th May • 10:30 AM to 11:00 AM   Edit

📍 Main Exhibition Hall • Match! Arena   Edit
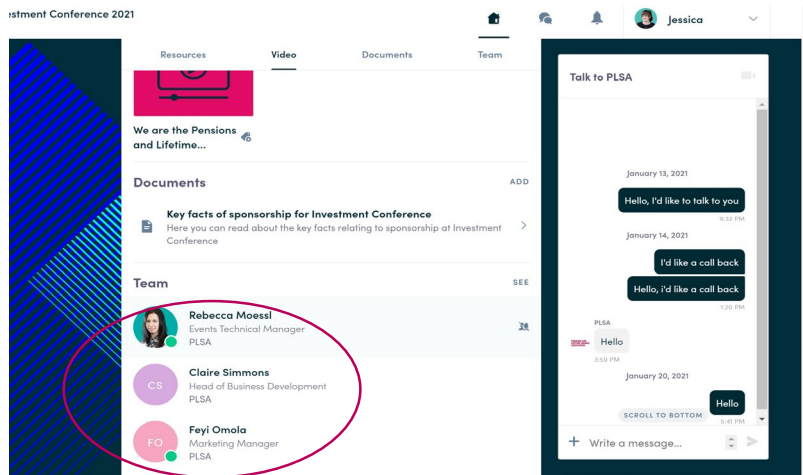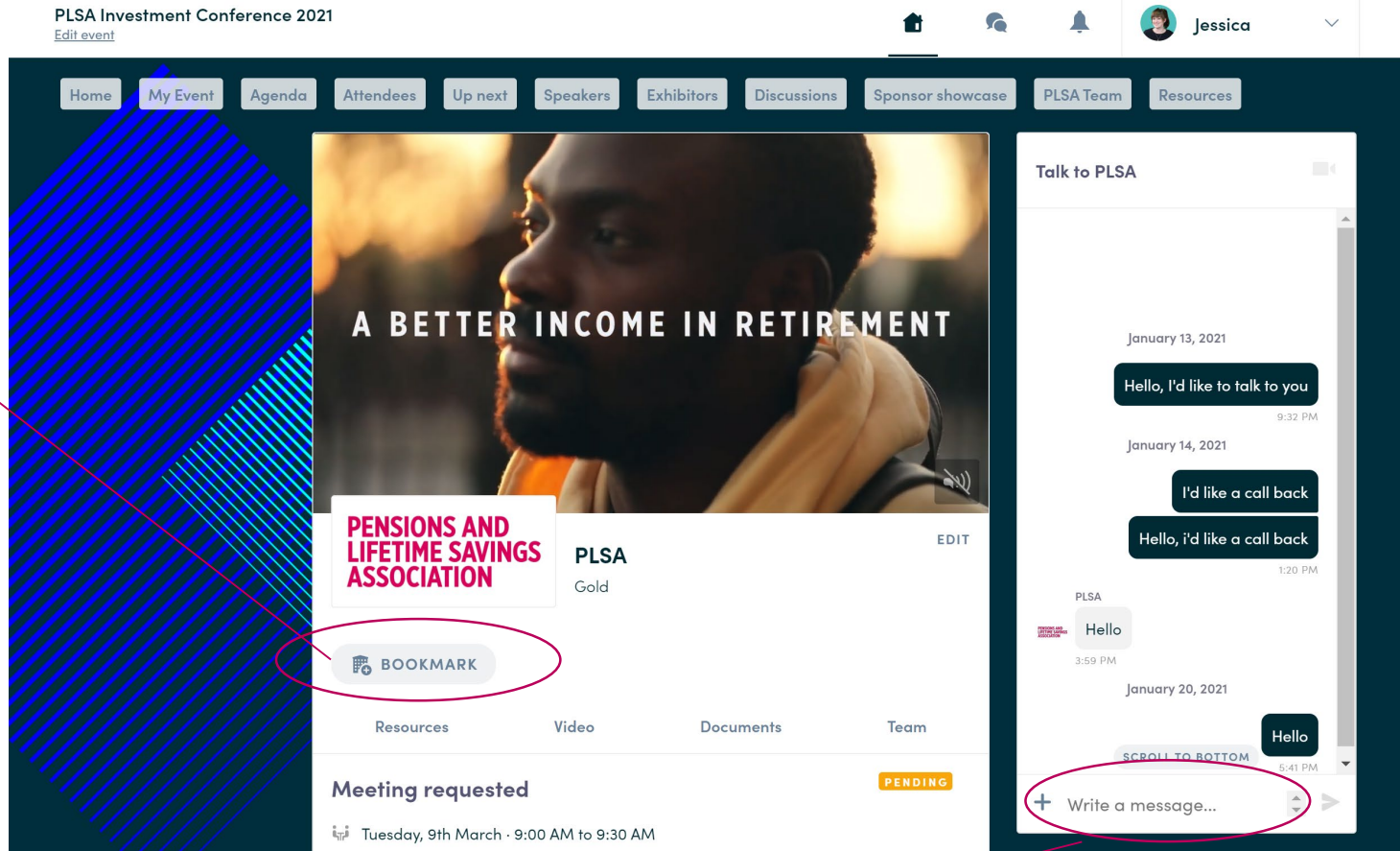
Message (optional)

Hey ! I'd like to meet you to talk about your solution.

SEND MEETING REQUEST

HOW TO INTERACT WITH EXHIBITOR AND SPONSOR PROFILES

You can bookmark a profile so you can easily access it from your **«My Event» tab under «My bookmarked companies»**

You can see who is associated with an exhibitor or sponsor at the bottom of their profile page

If you have questions for them you can submit them here. The chat box is only visible to you and the sponsor.

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