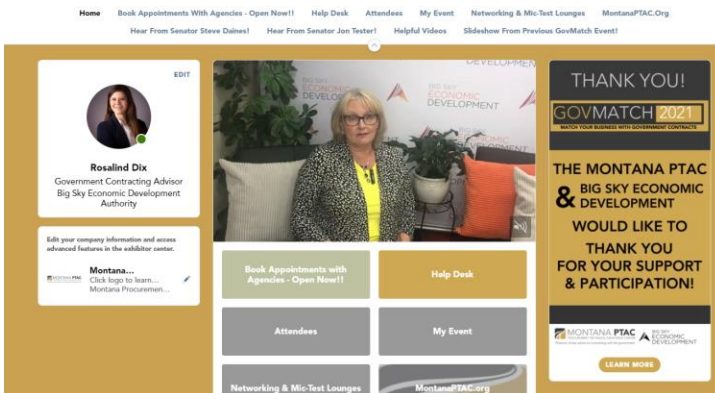


## Instructions on using the meeting functions in Swapcard (For attendees)

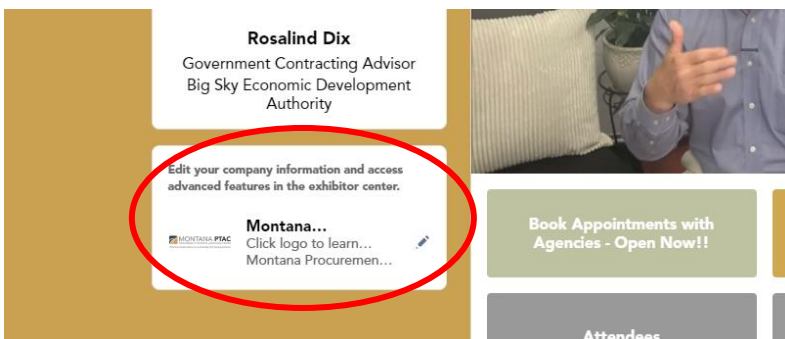
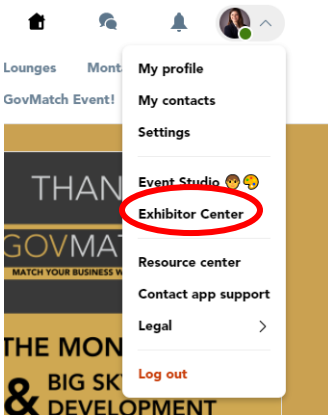
1. After you have booked your meetings, login at: <https://govmatch.app.swapcard.com/>
2. Click on the event **IF** you are not automatically brought to the home page.



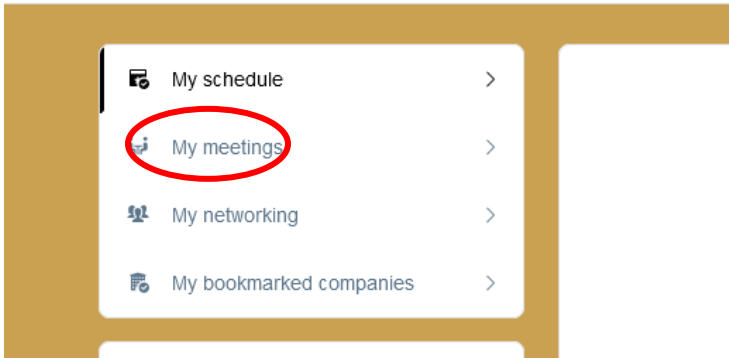
(home page screen below)



3. Navigate to the "exhibitor center" by clicking on your picture in the top right or the "edit your company info" box on the left. See screen shots below



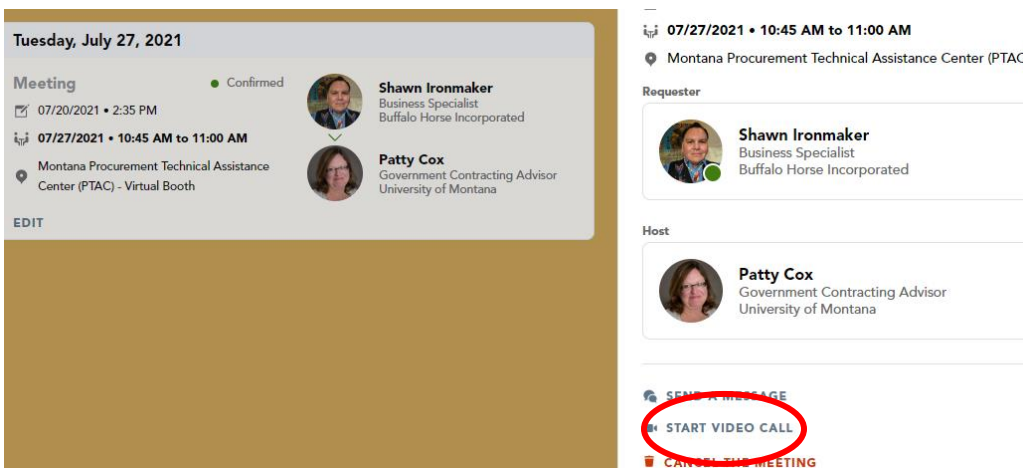
4. Click on “my meetings”



5. You will see a list of all of your booked/confirmed meetings

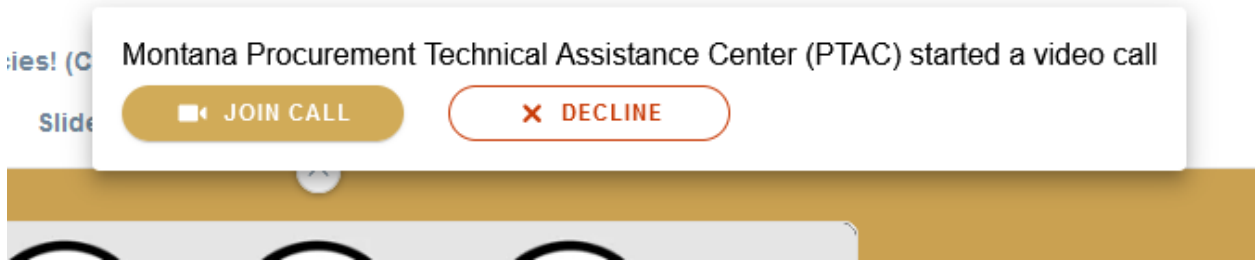


6. The AGENCY or PRIME CONTRACTOR will need to start the meeting by clicking on the meeting and then clicking “start video call.”

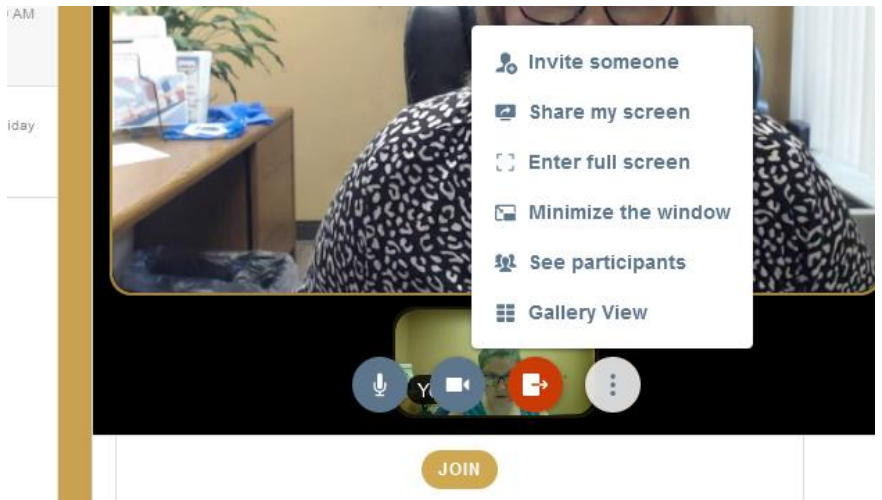


7. A pop up window displays to the business on the other end of the meeting and asks them to join the call. See below.

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8. While in the call you have options to share your screen, see the participants and other things. Click on the 3 dots to see the options.

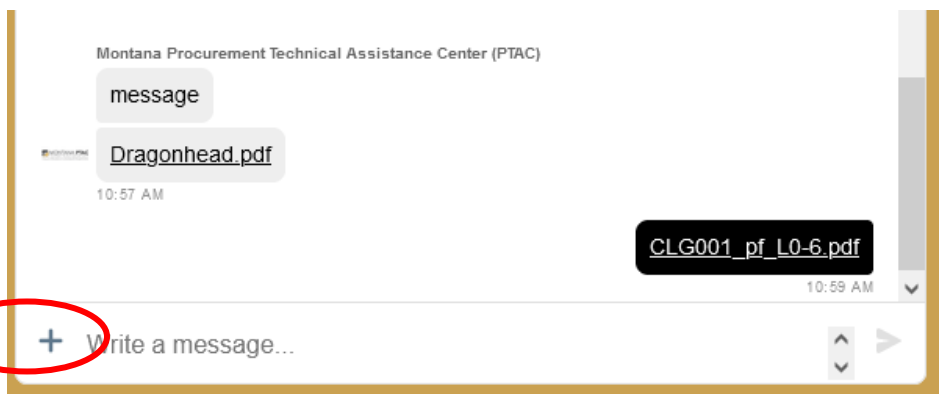


9. Choose "share screen" if you want to share a website or other information on your computer.

Note: When you choose "share screen" you will need to make a choice from the list of what screen you want to share.

10. The microphone icon will mute or unmute your mic, the camera icon turns your camera on or off, the red icon with an arrow pointing right is for leaving the meeting. The 3 dots to the far right is how you access the other options.

11. You are able to send information through the chat function at the bottom. You can type in the box OR you can share a file such as your capabilities statement. To share a file, click the "plus" sign on the chat box and then choose the file you want to share from your computer.



12. You only have 15 minutes with the business so make sure you don't run into your next appointment. You will see a notification on your screen of when your next meeting is going to start.