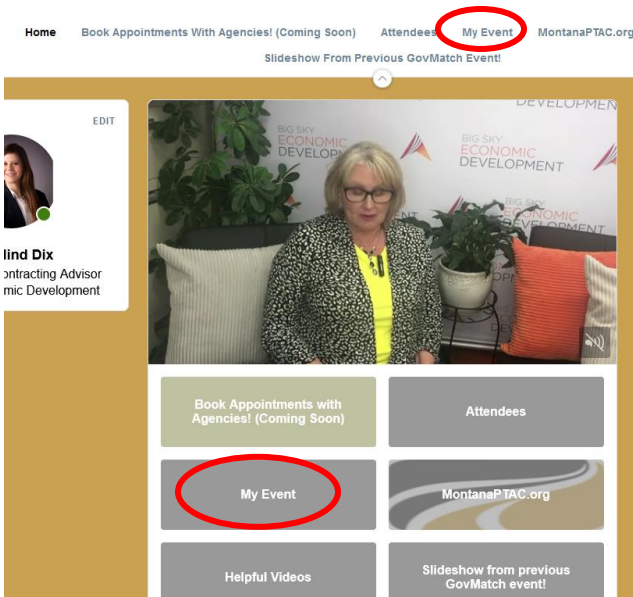


Instructions on using the meeting functions in Swapcard (For attendees)

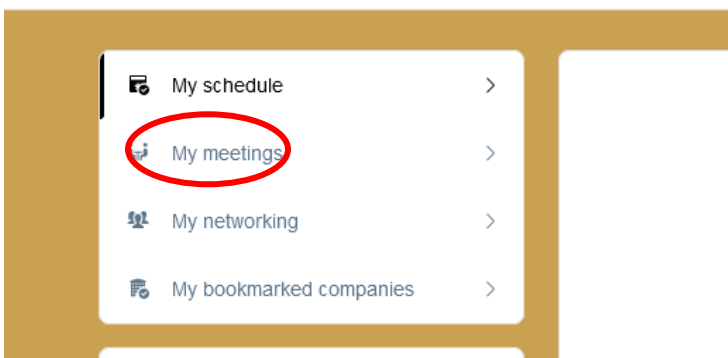
1. After you have booked your meetings, login at: <https://govmatch.app.swapcard.com/>
2. Click on the event. This will bring you to the home page where you can access everything.



3. Click on "my event" at the top of the page or the button in the middle of the page



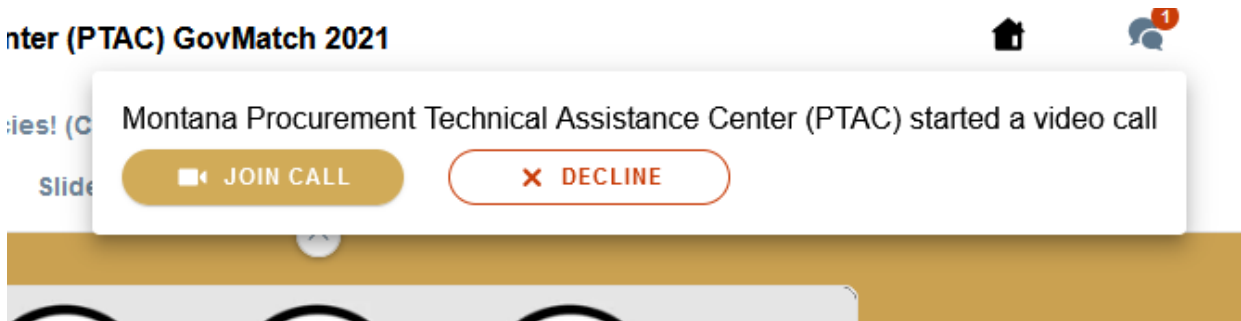
4. Click on "my meetings"



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

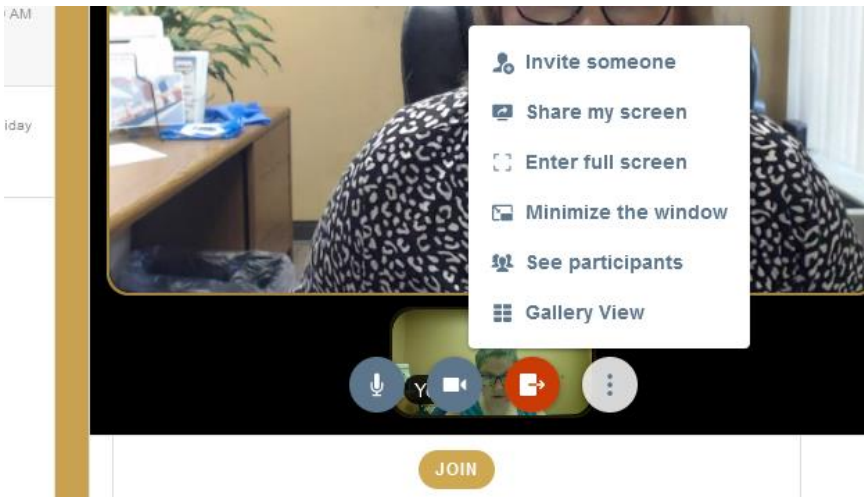


6. The AGENCY or PRIME CONTRACTOR are the ones that can start the meeting. Once they have started the meeting, you will see a notice at the top of your screen that asks you to “join the meeting.”



7. Click “join call”

8. While in the call you and the agency have options to share your screen, see the participants and other things.

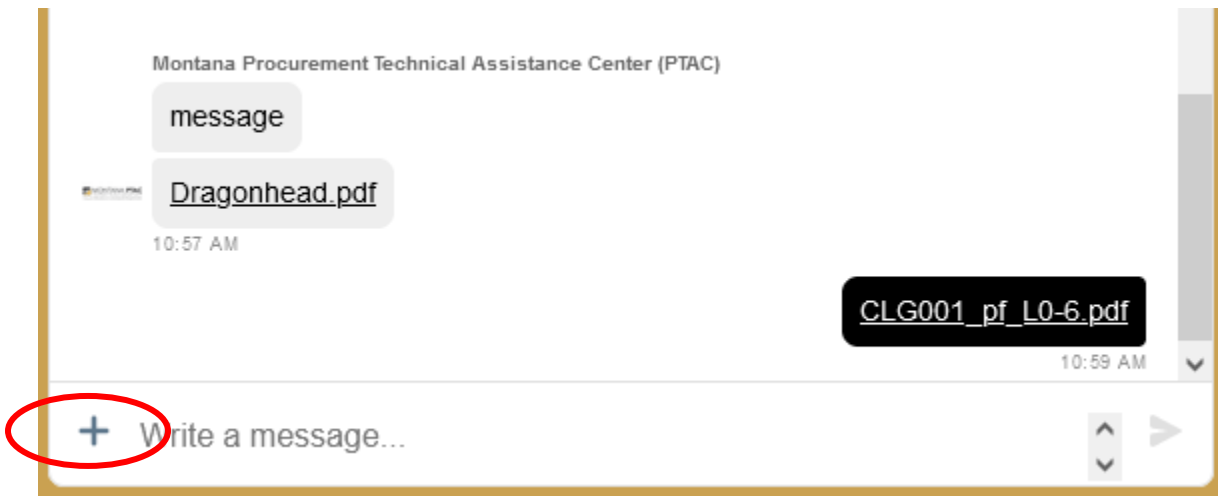


9. Choose “share screen” if you want to share a website or other information on your computer.

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 agency so make sure you don't run into your next appointment or make the agency or prime contractor late for their next appointment.