

# SOUTH SUMMIT

## App User's Guide

Learn how to use the tools in our app (mobile and desktop) to configure your profile, manage your meetings, discover exhibitors and content and so much more at [South Summit](#).

# ACCESS THE APP How to login for the first time?

- 1 Check your inbox! Your account is automatically created by the platform after registration.



Hello Bea,

Welcome to South Summit 2024 App! Plan your event, **start networking** and make the most out of South Summit. Activate your profile by tapping the button below and:

- Get your **Ticket & QR Code** to access the venue
- Learn about our **agenda** and bookmark your favourite sessions
- Update your **profile** (add your photo, bio and interests)
- Discover who else will be at the event and **connect with the right people!**

**PS:** We want to try and reduce the use of plastics at South Summit. There will be fountains available throughout the venue, so **bring your water bottle** and let's make the world a better place!

LET'S GET STARTED!

2

## 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

i

**Note:** If you don't see this e-mail in your inbox, please check your spam folder. Most e-mails are sent from [noreply@swapcard.com](mailto:noreply@swapcard.com)

# ACCESS THE APP How to login when I have an account?

- 1 Access your account on [platform.southsummit.co](https://platform.southsummit.co)
- 2 Enter the e-mail you used to register for the event and your password.

**Welcome**

Please enter the email address you provided during event registration.

\*Email address

[Continue](#)

- i** **Note:** If you have forgotten your password, click “**Send me a magic link**” after entering your e-mail. You’ll receive an e-mail to reset your password (valid for 1 hour). If you need any help, please contact [apps@southsummit.io](mailto:apps@southsummit.io)

**SOUTH SUMMIT**

**Nice to see you again!**

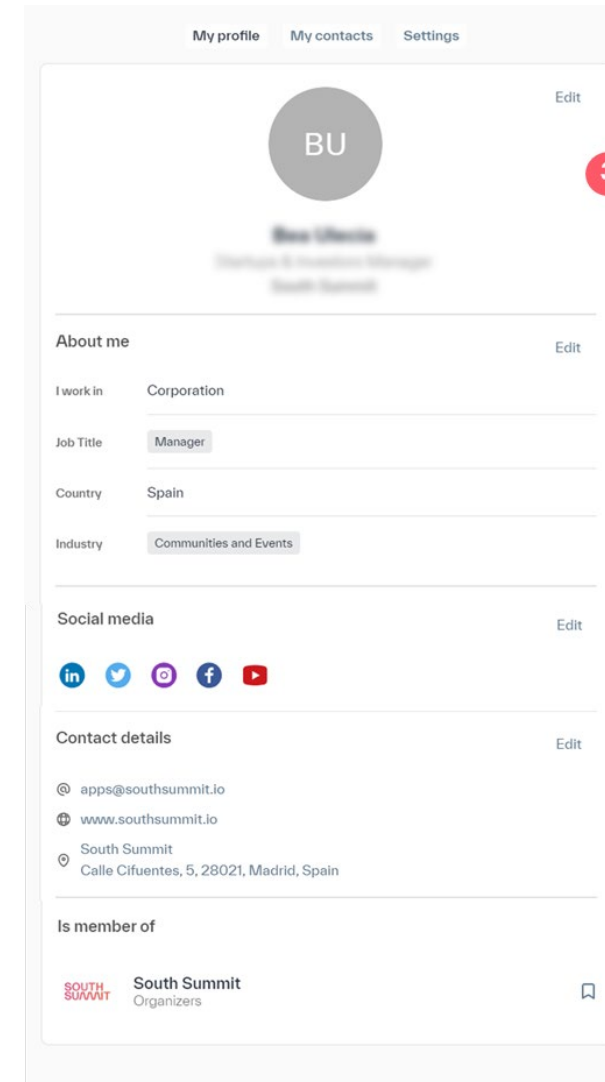
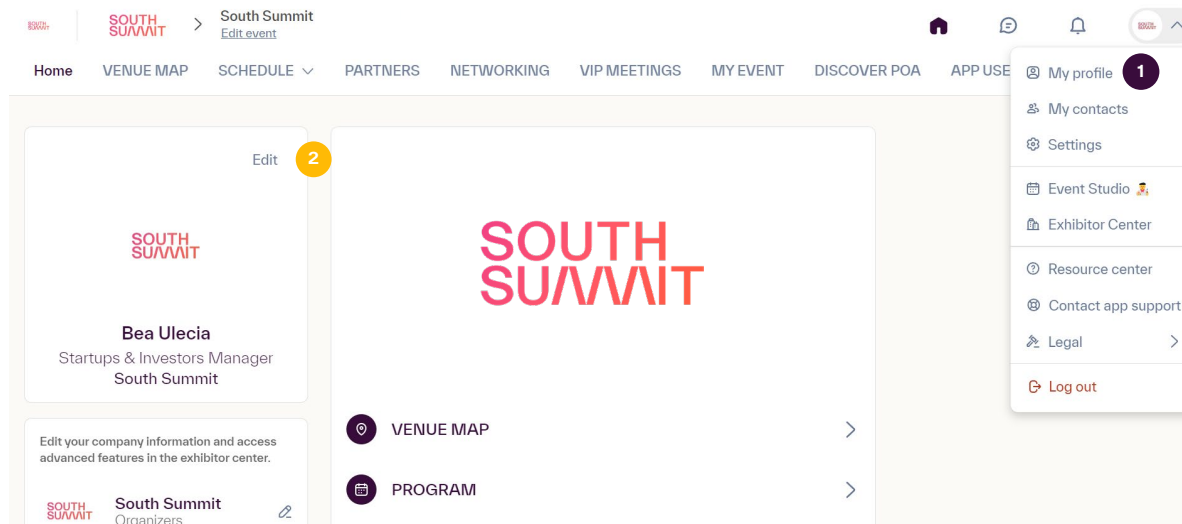
Password

Forgot your password? [Send me a magic link](#)

[Continue](#)

# COMPLETE YOUR PROFILE

- 1 Click “My profile” in the top-right drop-down menu
- 2 On the left side of your screen next to your photo, click on “Edit”
- 3 To edit the information on your profile simply click on the “Edit” or “Add” buttons next to each section.



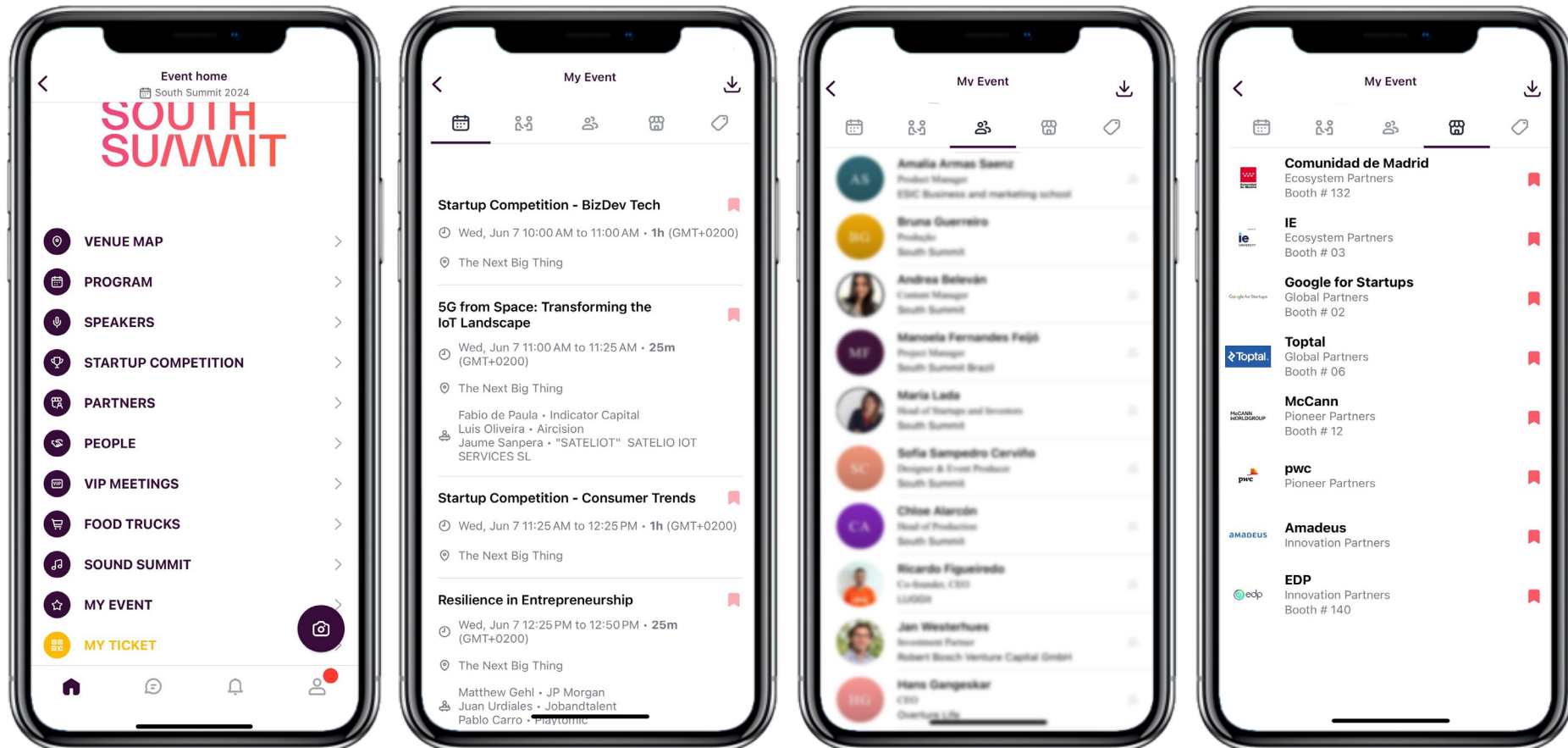
# CONTENT FEATURES My ticket



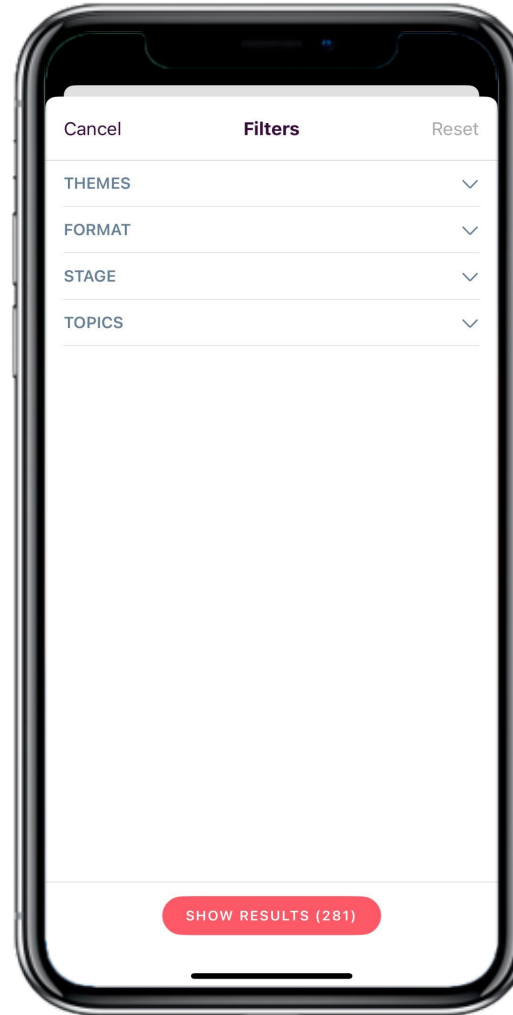
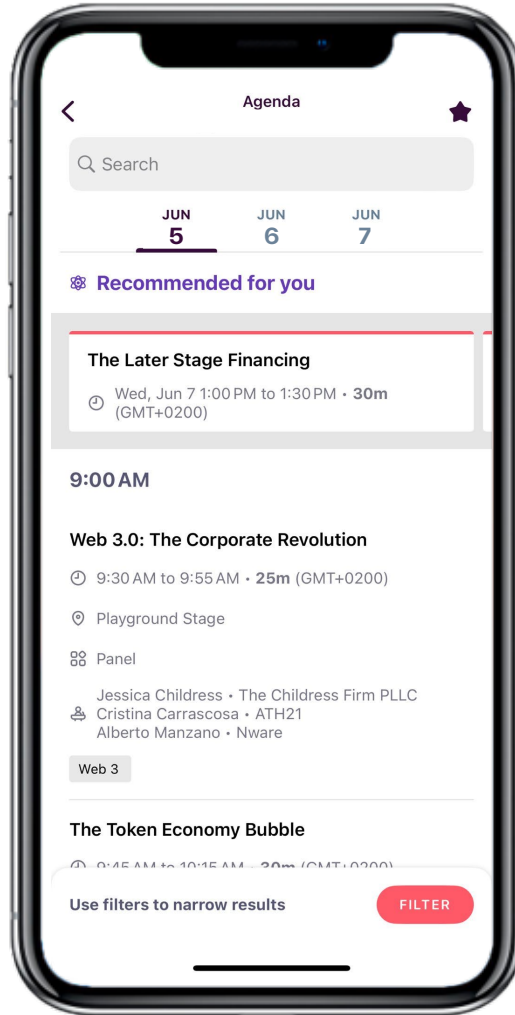
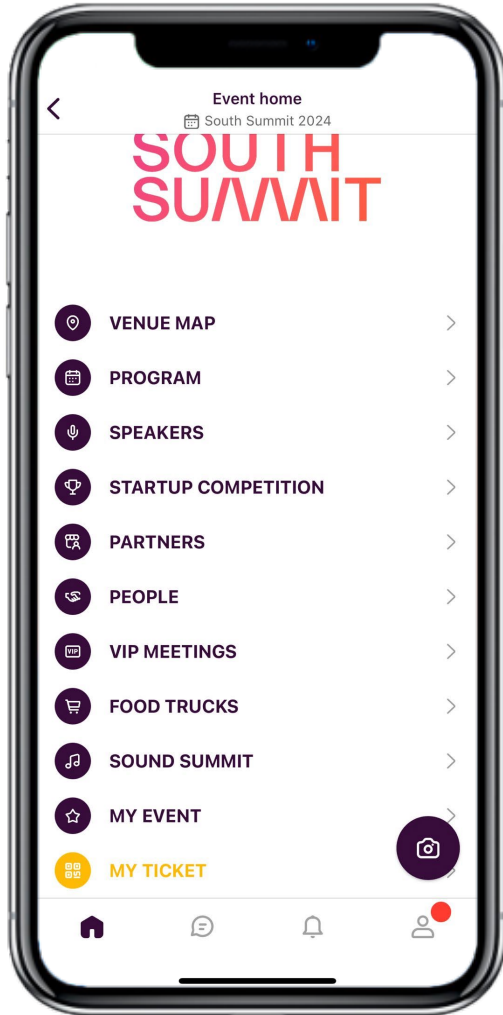
- 1 Click on “My ticket” to display your QR and show it at the entrance to get your badge.
- 2 Show it to other attendees to make an automatic connection in the app and download their information after the event.
- 3 Click on the camera at the bottom right corner to open the QR scanner.

# CONTENT FEATURES My event

In “My Event” you’ll find all the **sessions** and **exhibitors** you have bookmarked, as well as the **connections** you have made and the **meetings** you have scheduled. You can also manage your **availability** to meet during the days of the event.



# CONTENT FEATURES Program

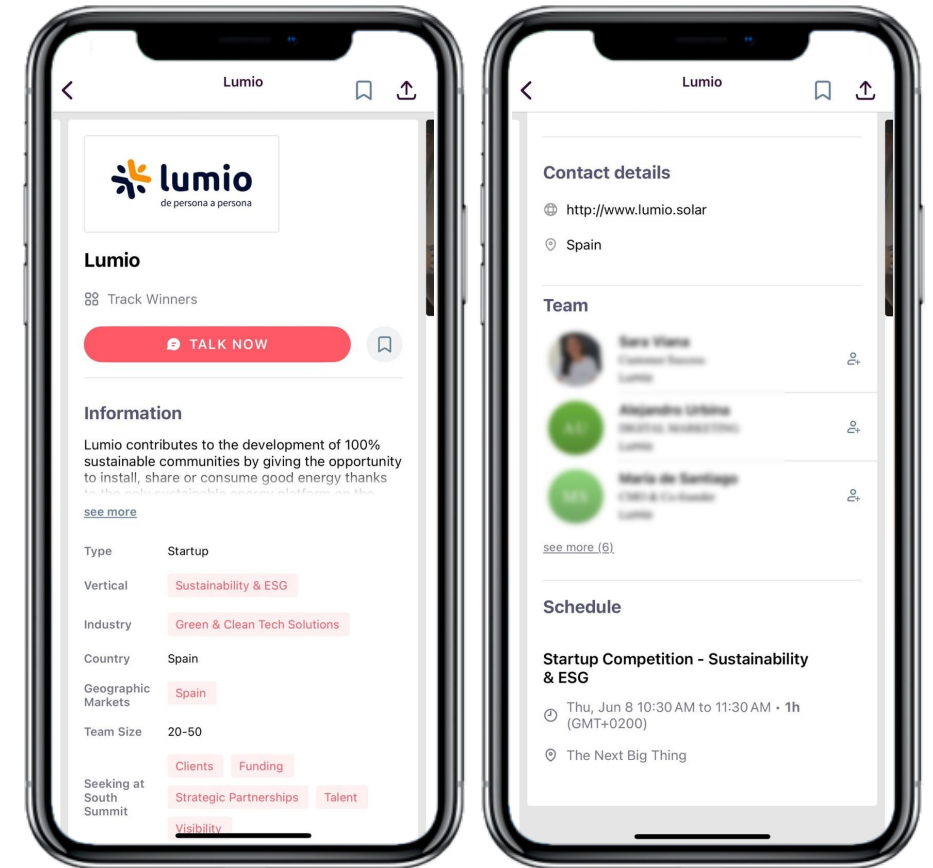
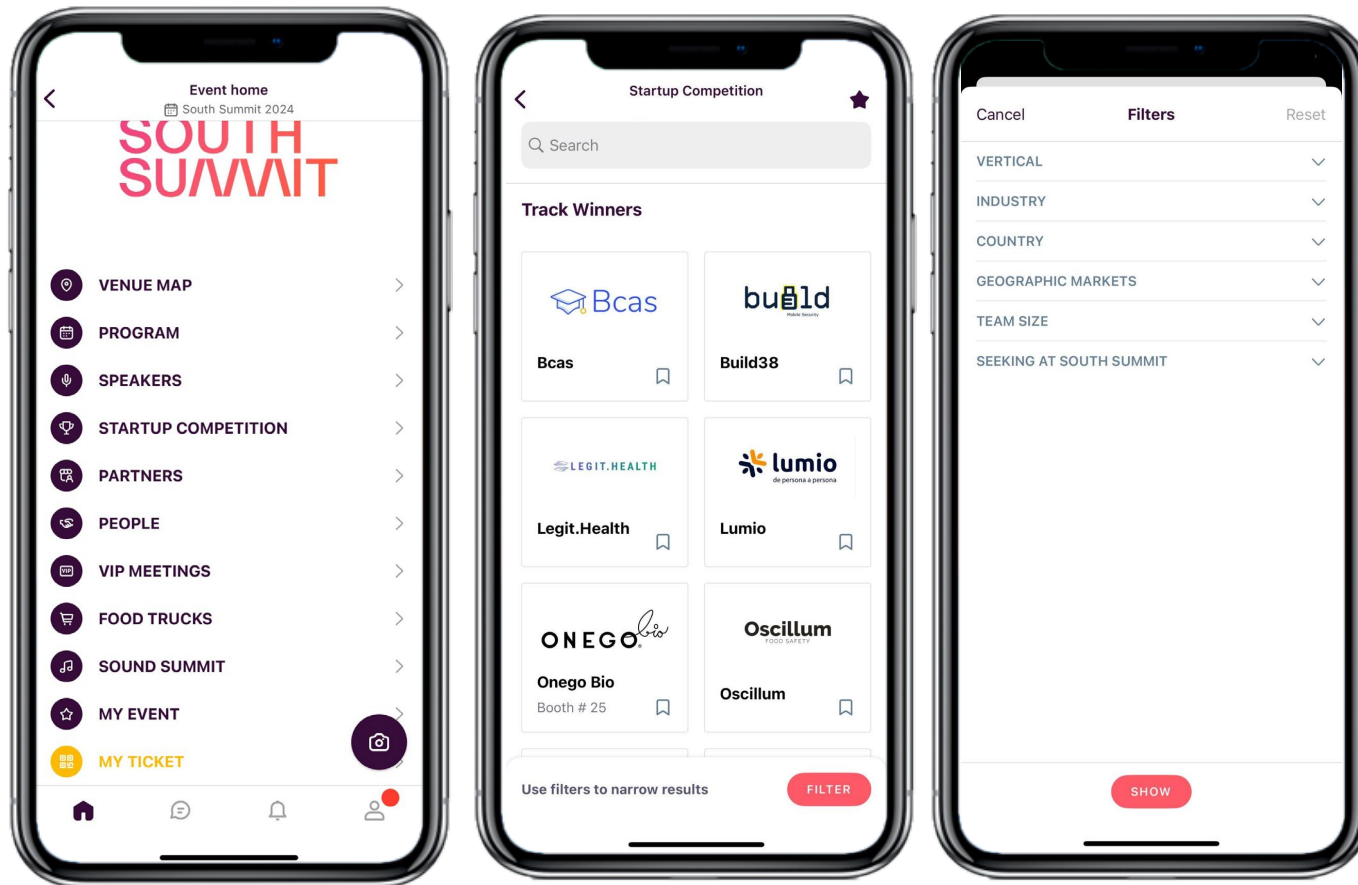


- 1 Discover South Summit's content in "Program".
- 2 Bookmark sessions you are interested in to include them in your calendar and receive a notification right before they start.
- 3 Filter by theme, topic, format and stage to find the sessions that fit you most.

# CONTENT FEATURES Startup Competition

Find out all about our **Finalists** in “Startup Competition”.

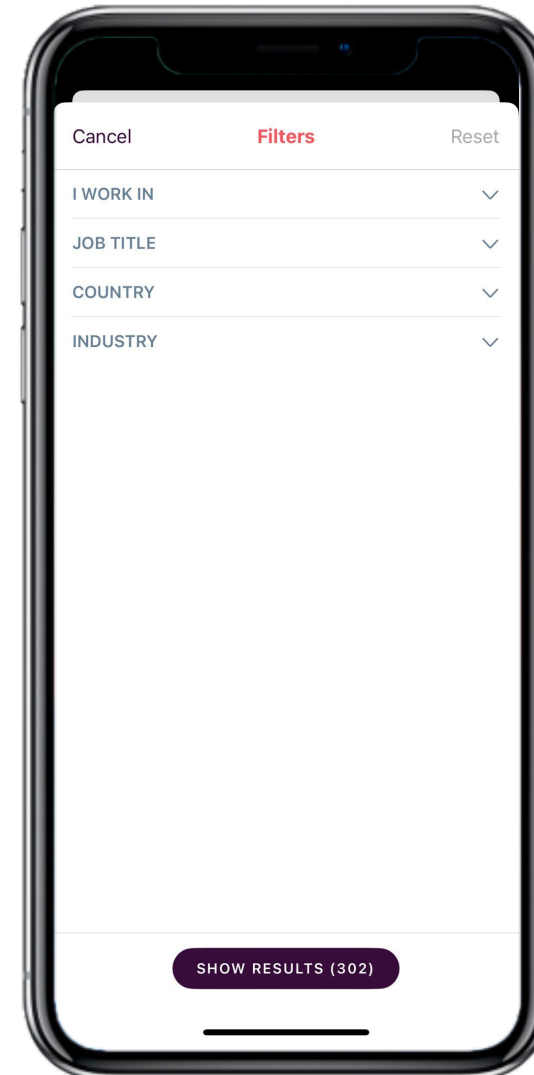
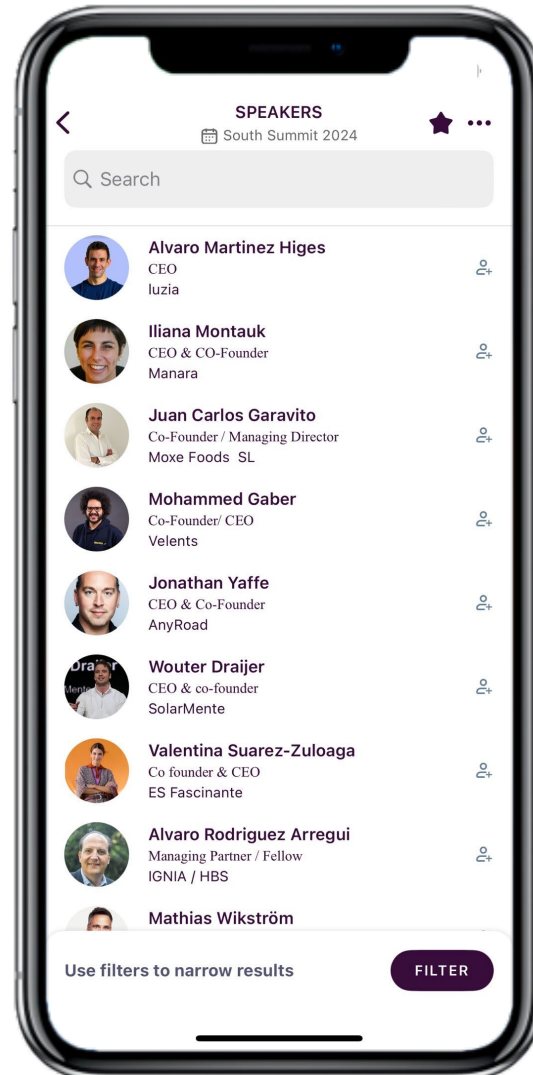
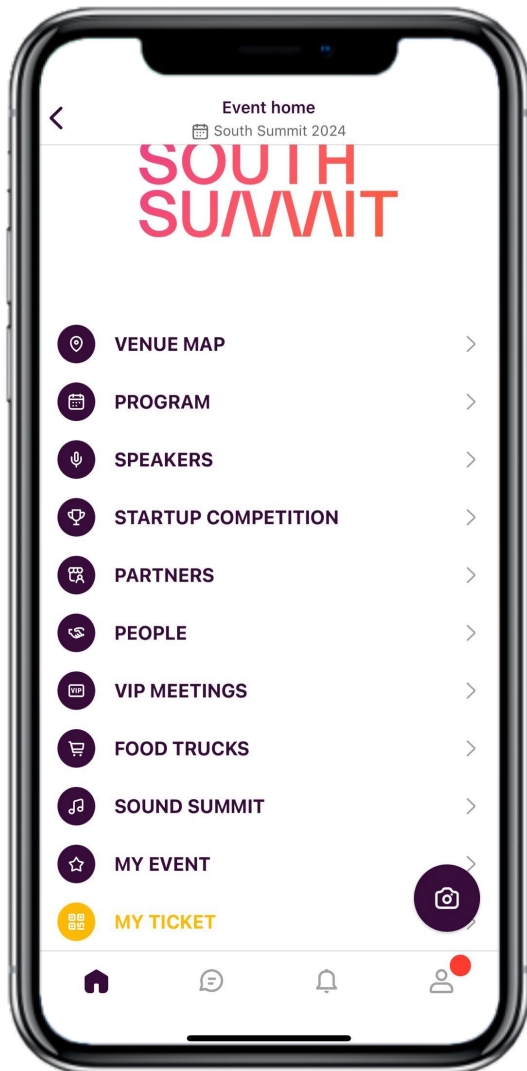
Get to know the most interesting projects in your sector and reach out to discover more about them.



Find out when they'll be on stage and don't miss the opportunity to see their **pitch!**



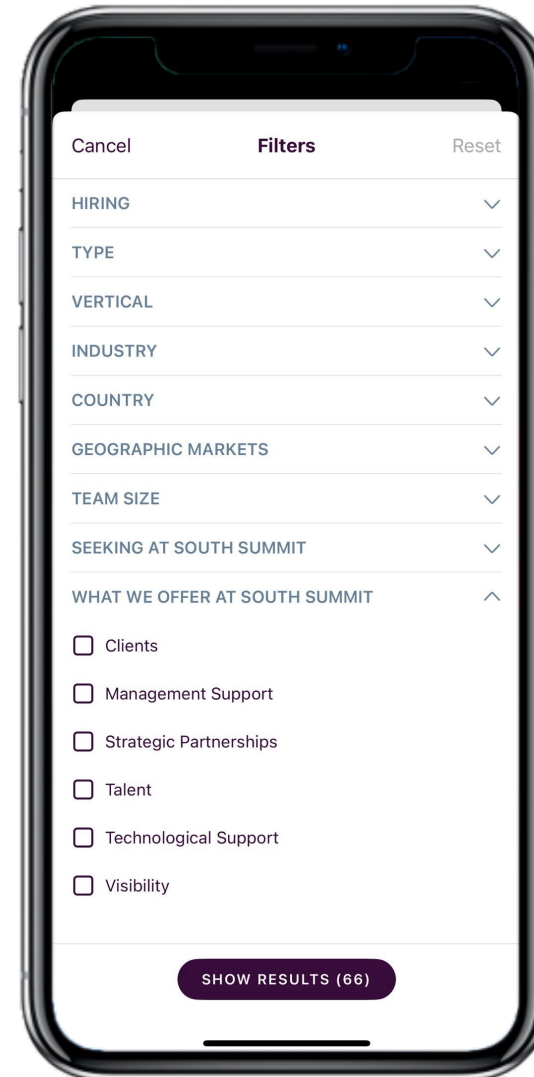
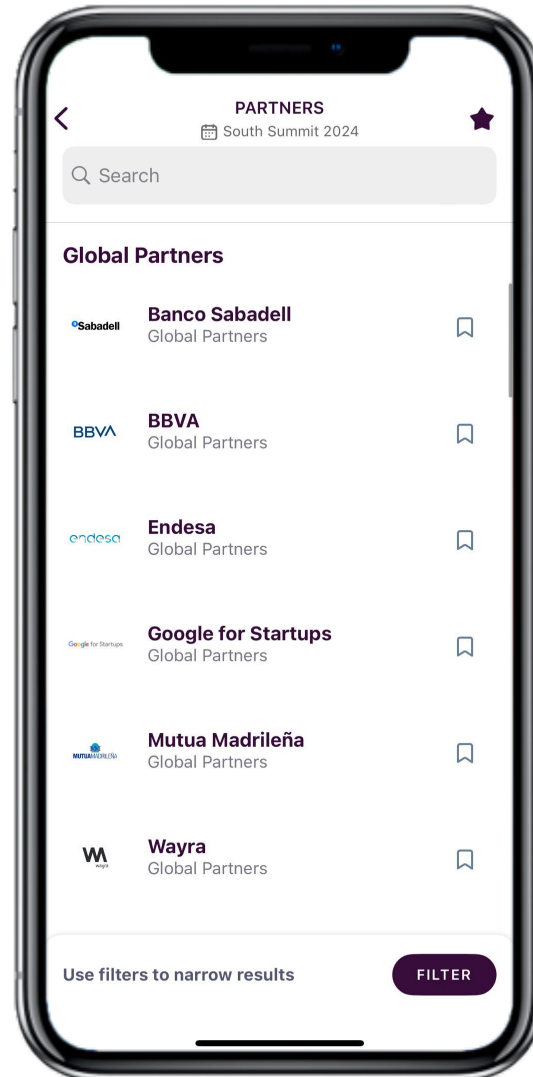
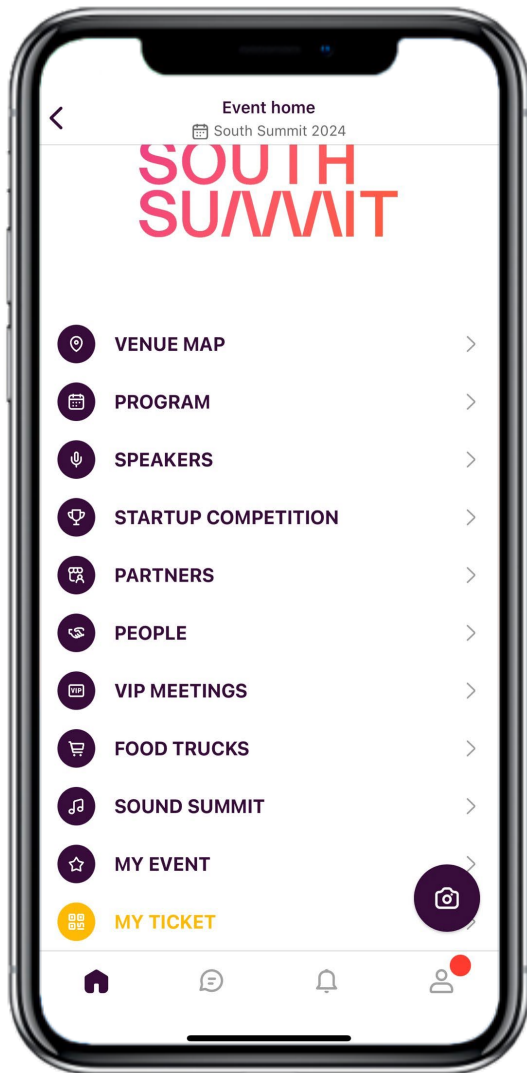
# CONTENT FEATURES Speakers



Click on “Speakers” to discover our brilliant **key business leaders**.

Look for the most promising profiles and don’t miss their participations **on stage!**

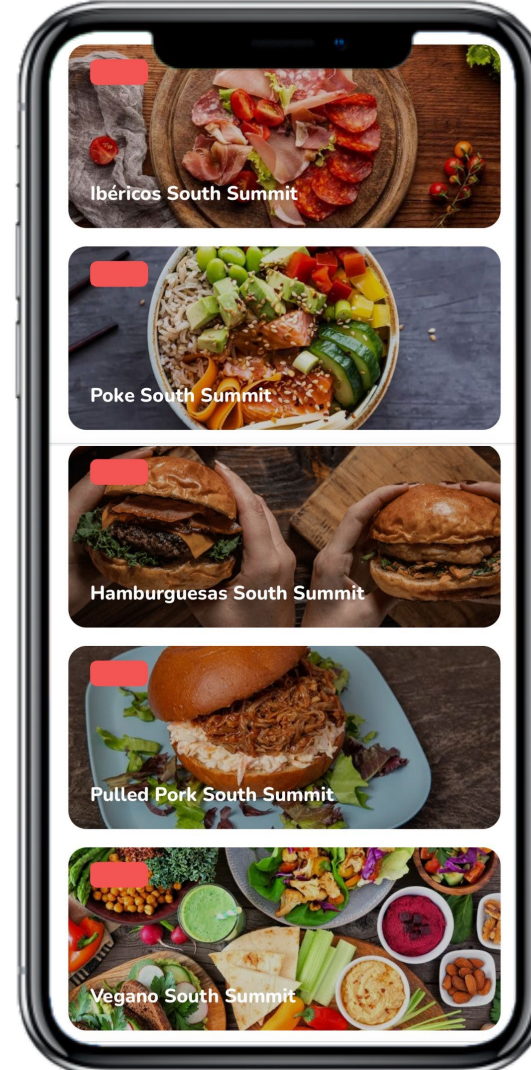
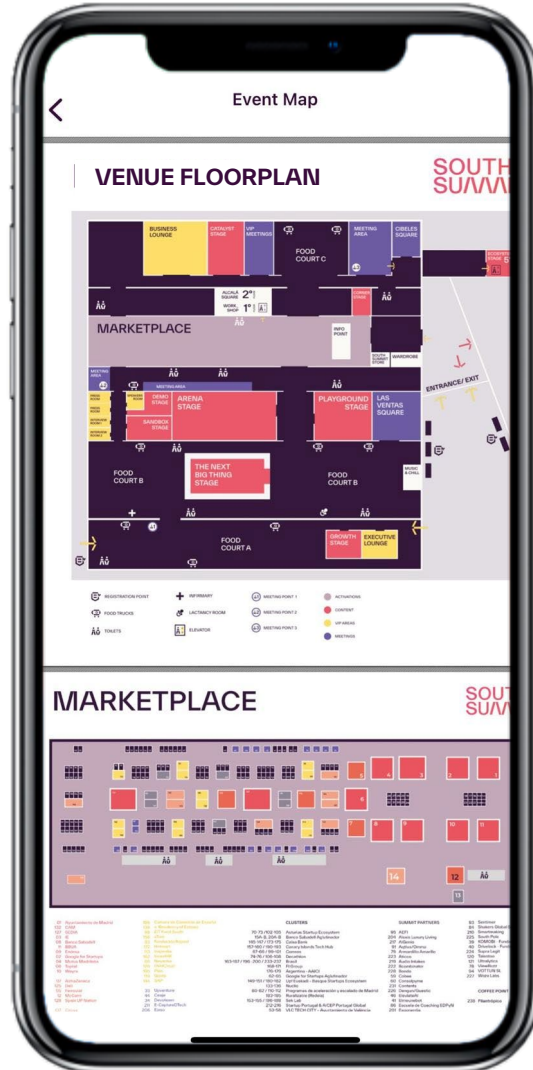
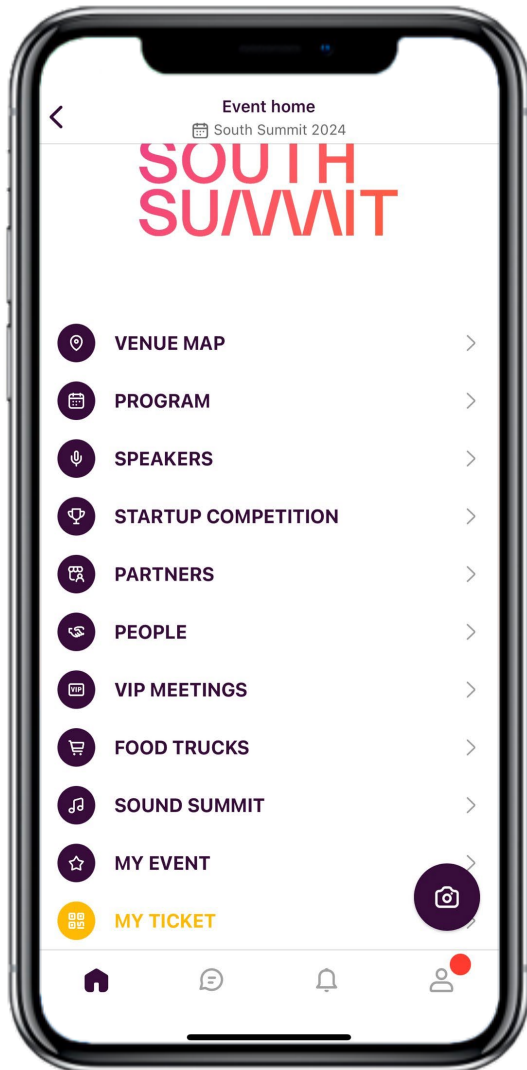
# CONTENT FEATURES Partners



Click on “Partners” to discover our **partners** and **finalists**.

Bookmark their profiles, reach out to their teams and don’t hesitate to **visit their stand!**

# CONTENT FEATURES Venue Map & Food Trucks

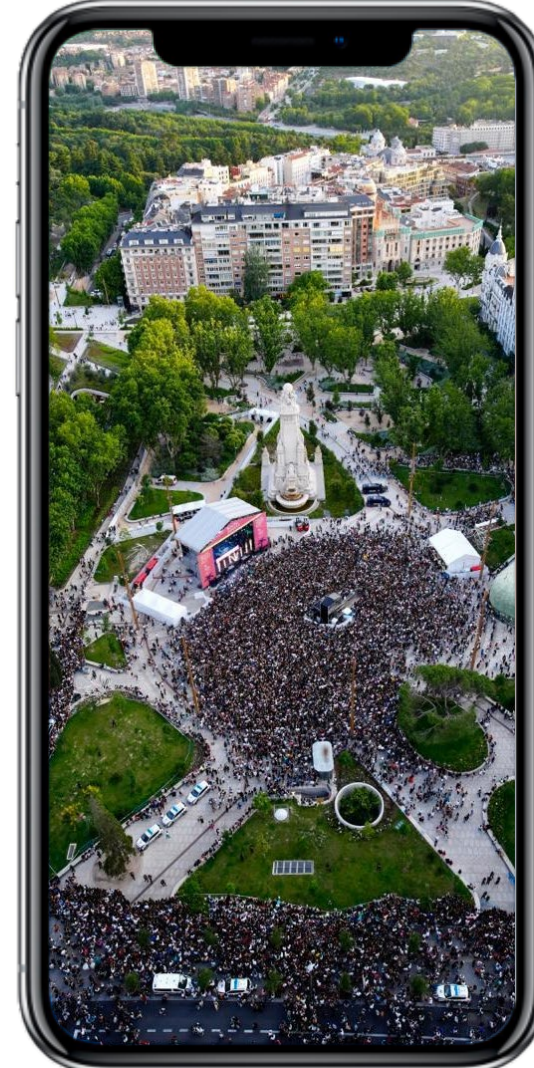
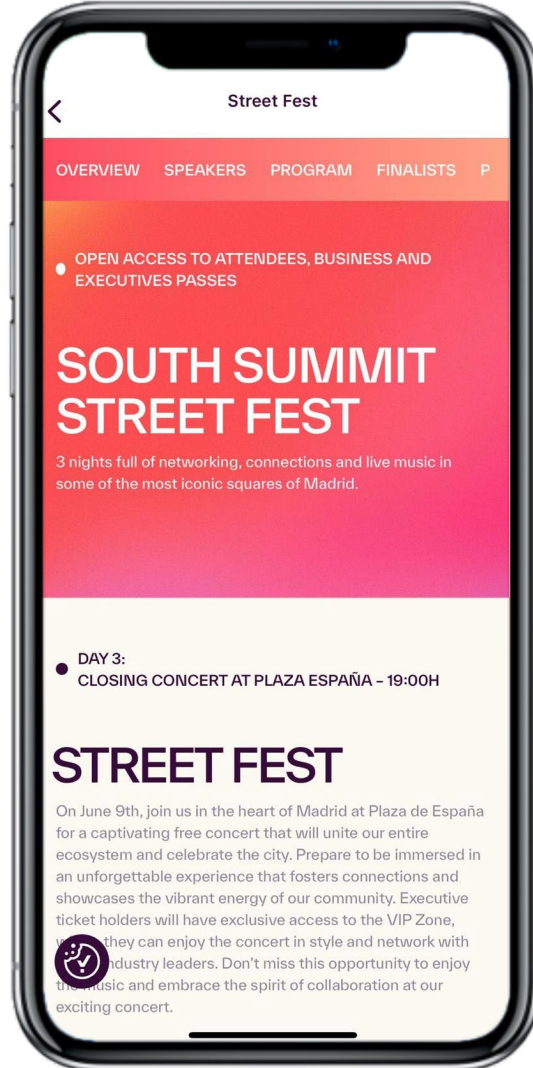
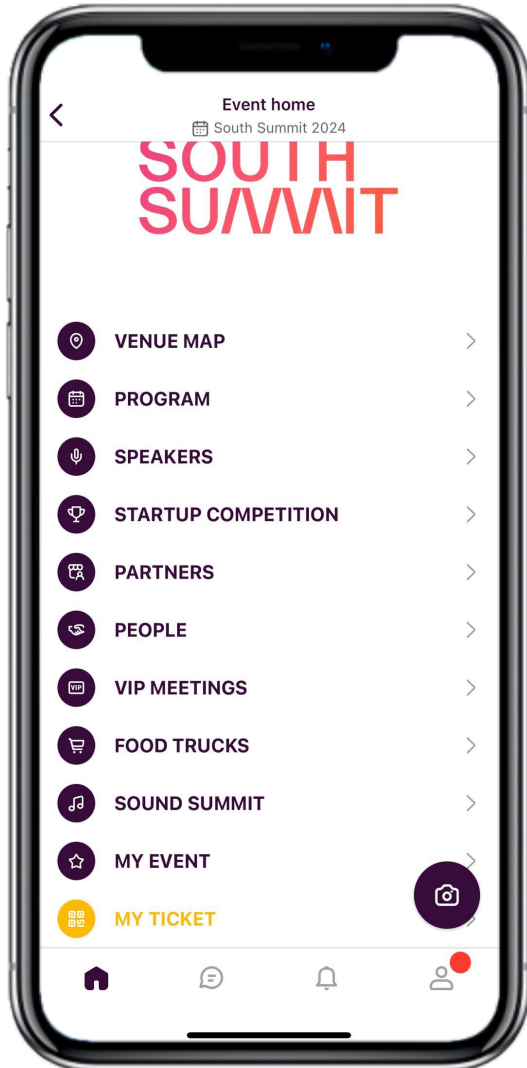


Click on “Venue Map” to display the venue **floorplan** and the marketplace map.

Using “Food Trucks” you can choose from any of the food options in our **Food Court** and order your meal in advance to **avoid waiting lines**.

Simply choose, pay, and pick it up straight at the Food Truck.

# CONTENT FEATURES Sound Summit & Street Fest



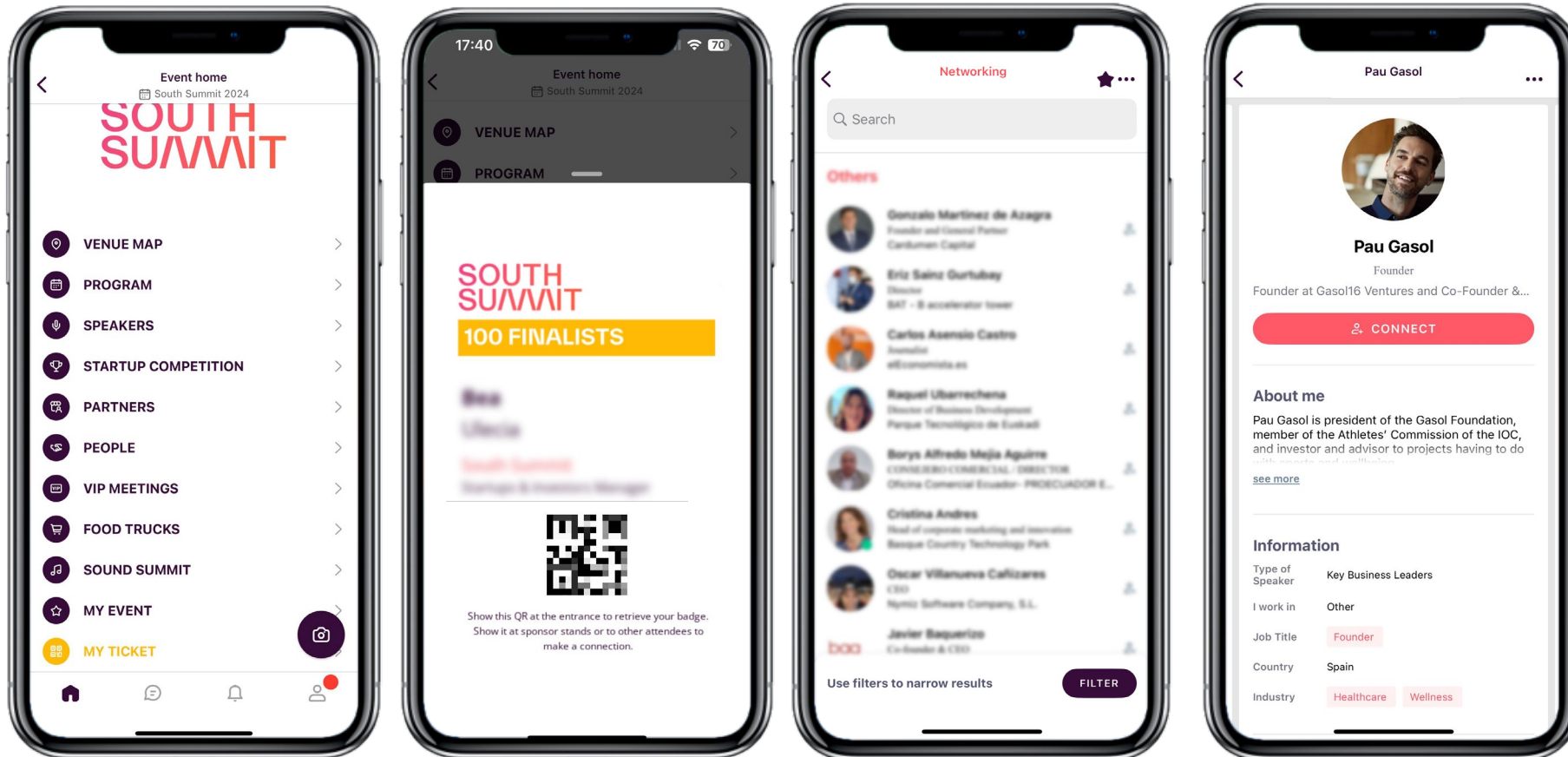
South Summit doesn't stop at the venue!

Discover the many activities and networking opportunities scheduled for our **Sound Summit**.

3 evenings full of connections and **live music** in some of the most iconic spots in **Madrid**.

# NETWORKING FEATURES QR Code & Badge Scanning

Click on “People” to know more about South Summit participants.  
Filter the list based on their profiles and connect with the most interesting attendees.  
You can also request a meeting with them during the days of the event!



# SOUTH SUMMIT

**See you soon!**

If you have any questions you can contact  
[apps@southsummit.io](mailto:apps@southsummit.io)