

PACK & SPIRIT

Exhibition for luxury packaging and
marketing dedicated to wine and spirits

17 june 2021

100% DIGITAL

DIGITAL PLATFORM USER GUIDE

**This guide will walk you through the event platform we are using
to bring Pack & Spirit Digital Edition to life.**

1/ How to access the event platform

Click on the link to access the event platform:

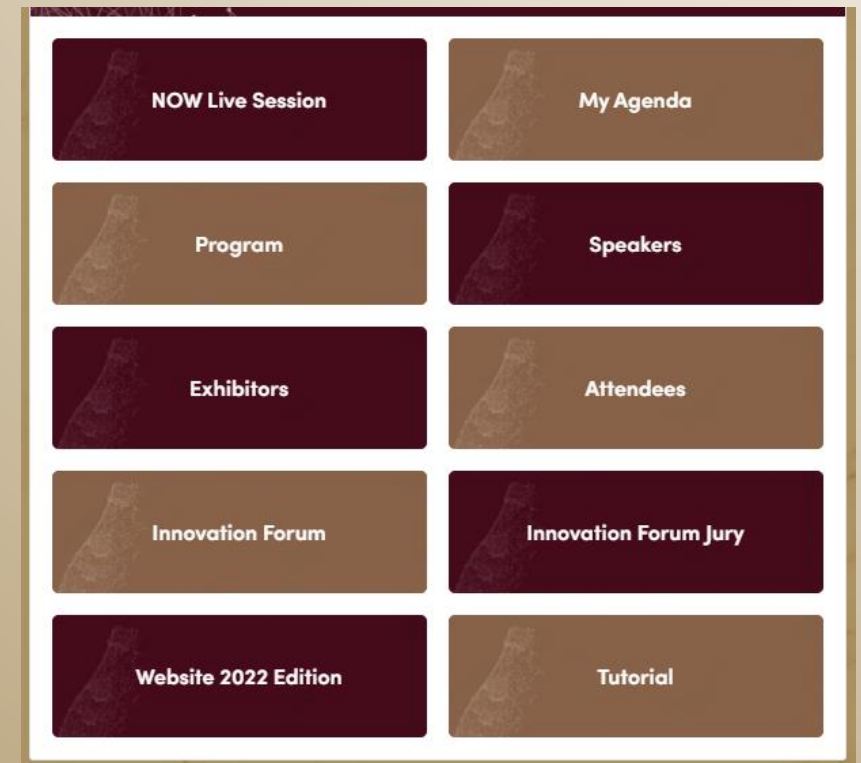
<https://packandspirit.app.swapcard.com/event/pack-and-spirit-virtual-experience>

Log in by using your email address and chosen password.*

Once logged in you can:

1. Attend the live sessions: panel discussions, workshops...
2. Connect with other participants and arrange meetings with them
3. Showcase your capabilities on your company page
4. View the exhibitors and attendees list

**You must have received an activation e-mail previously and created your password to access the event platform. Please, check your mailbox, including your spam mail.*



2/ How to update your participant profile

1. Click on **EDIT** on the left panel or on **MY PROFILE** in the drop-down menu when you click on your name in the top right of the screen

The screenshot displays the 'Pack & Spirit Digital Edition' website interface. At the top right, the user's name 'Henriette' is visible next to a profile picture. A dropdown menu is open, listing options: 'My profile', 'My contacts', 'Settings', 'Event Studio', 'Exhibitor Center', 'Resource center', 'Contact app support', 'Legal', and 'Log out'. The 'My profile' option is circled in yellow. On the left side of the main content area, there is a profile card for 'Henriette FLADER', Key Account Manager D-A-CH, with an 'EDIT' button circled in yellow. A larger, semi-transparent profile card is overlaid in the foreground, also showing the user's name and title, with an 'EDIT' button circled in yellow. The background features a banner for the event on '17 June 2021'.

2. You can now modify any fields in your profile as you see fit.

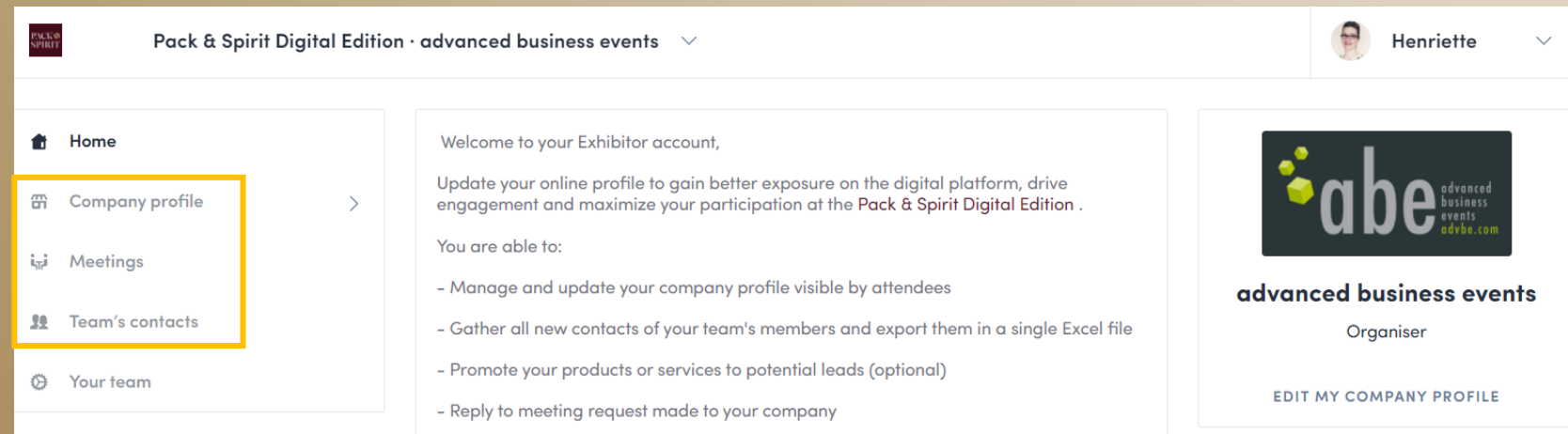
3/ How to update your company profile

1. Click on **EXHIBITOR CENTER** in the drop-down menu when you click on your name in the top right of the screen



2. It opens your company profile page. You can now:

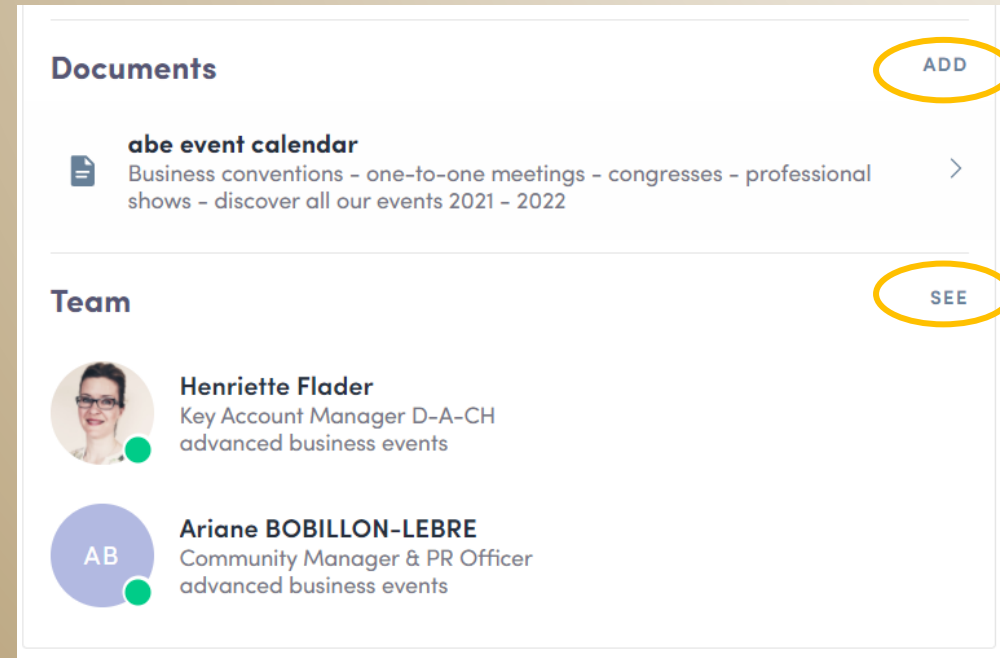
- a. Update your company's info
- b. View your meetings
- c. View your leads/connections



3/ How to update your company profile

3. Scroll down on your company profile page to find the section where you can add important documents: brochures, spec sheets, etc.

4. Update/add team members



The screenshot displays a user interface for a company profile. It features two main sections: 'Documents' and 'Team'. In the 'Documents' section, there is a document titled 'abe event calendar' with a description: 'Business conventions - one-to-one meetings - congresses - professional shows - discover all our events 2021 - 2022'. A yellow circle highlights the 'ADD' button in the top right corner of this section. In the 'Team' section, two team members are listed: 'Henriette Flader', Key Account Manager D-A-CH, and 'Ariane BOBILLON-LEBRE', Community Manager & PR Officer. A yellow circle highlights the 'SEE' button in the top right corner of this section.

Documents ADD

abe event calendar
Business conventions - one-to-one meetings - congresses - professional shows - discover all our events 2021 - 2022

Team SEE

Henriette Flader
Key Account Manager D-A-CH
advanced business events

Ariane BOBILLON-LEBRE
Community Manager & PR Officer
advanced business events

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WE WISH YOU A SUCCESSFUL EXPERIENCE!

Need assistance? Contact the team: packandspirit@advbe.com