American Society
of Gene + Cell Therapy

Event Platform User Guide

American Society
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ACCESS THE APP

LOGIN

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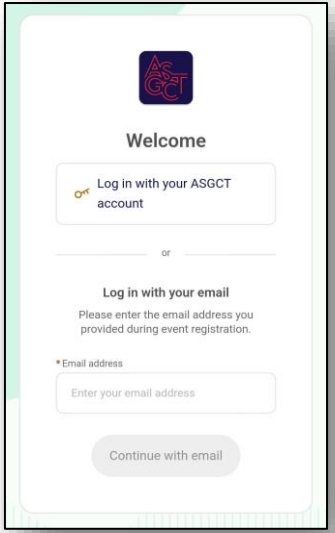
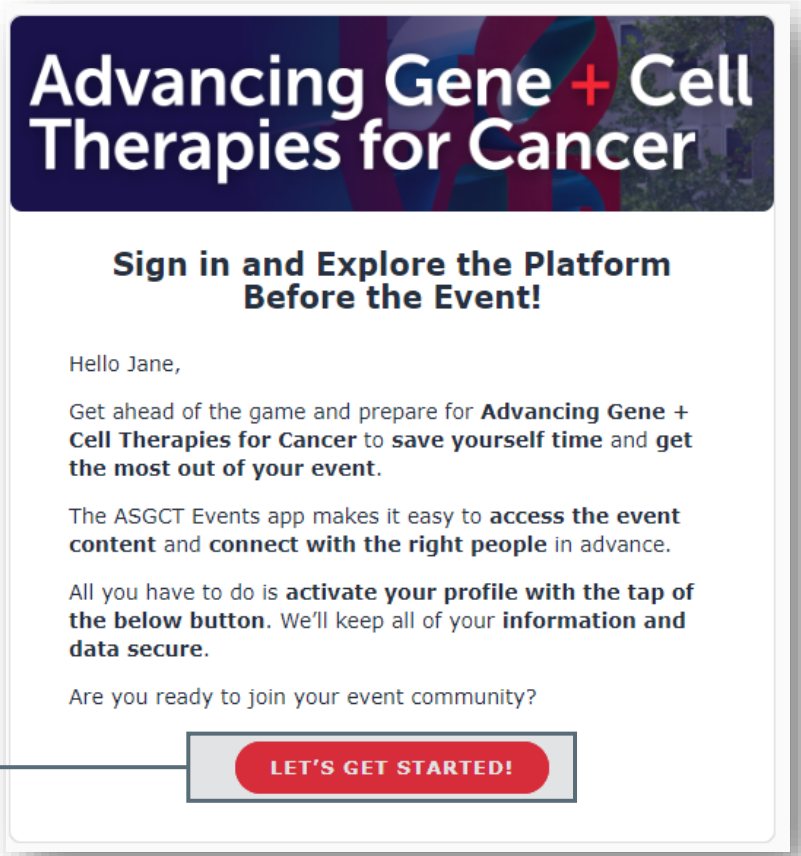
Logging in for the first time

You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event.

A window will then suggest creating a password for your account.

You can also access the event from your phone by downloading the ASGCT Events App (iOS/Android)

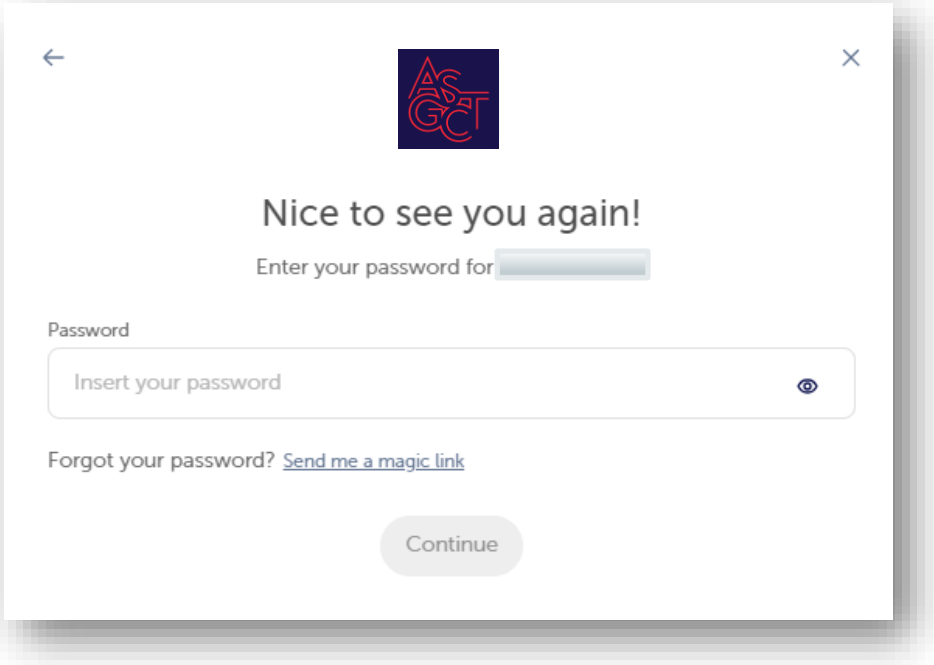




Note: If you don't see this email in your mailbox, please check your spam.

Logging in after you have already setup your account

- Access your account by going to https://annualmeeting.app.swapcard.com/event/advancing-gene-cell-therapies-for-cancer
- Enter the email you used to register for your event, then enter your password.
- Click the arrow to connect.



Note: If you have forgotten your password after entering your email, click on **send me a magic link**. You'll receive an email to reset your password. If you need any help, please email info@asgct.org

AVAILABLE FEATURES

PROFILE EDITING

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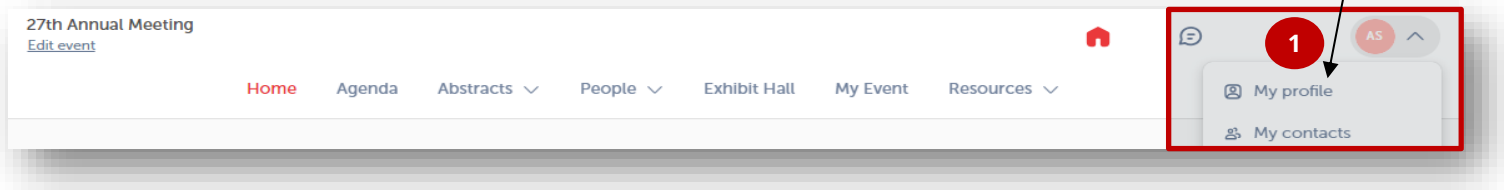
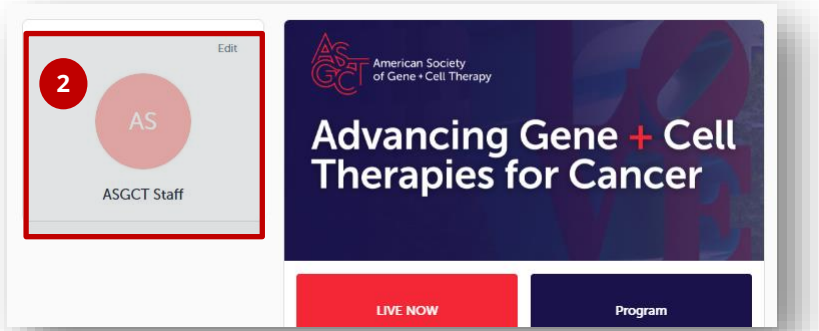
How to edit your profile using the Web App

There are two ways of **accessing your profile**:

1. From the drop-down on the upper-right corner of your screen, click "**My profile.**"



2. On the left side of your screen next to your photo, click "**Edit.**" This will take you to your profile to update your profile to make it easier for attendees to connect

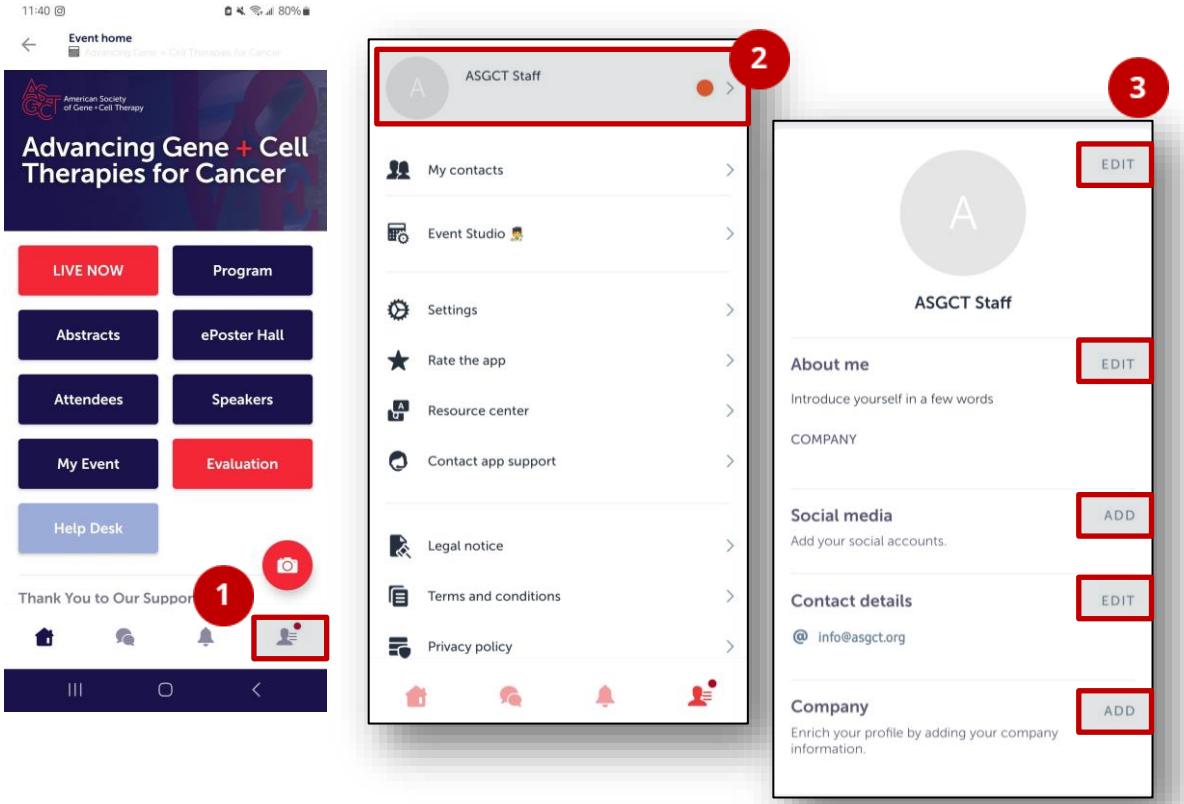


How to edit your profile on the Mobile App

1. Click on the **person icon** in the lower right corner of the screen

2. Click on the « **>** » to open your profile page

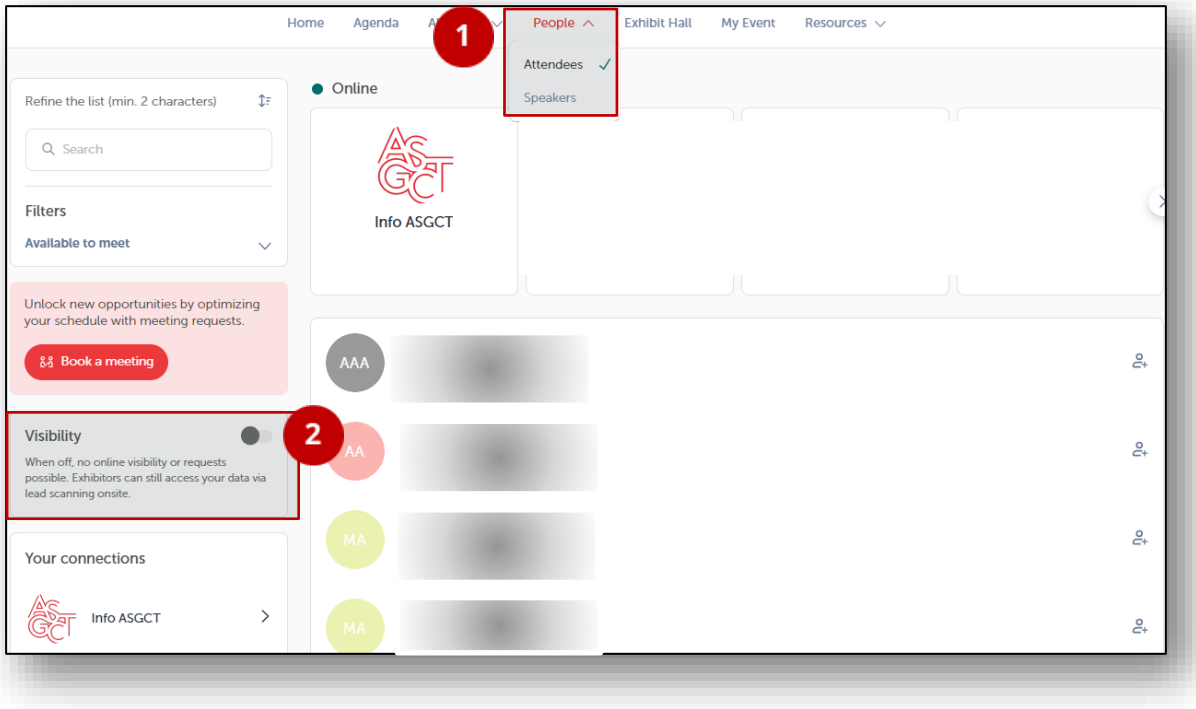
3. Select **« Edit »** to update your profile to make it easier for attendees to connect



How to make your profile private using the Web App

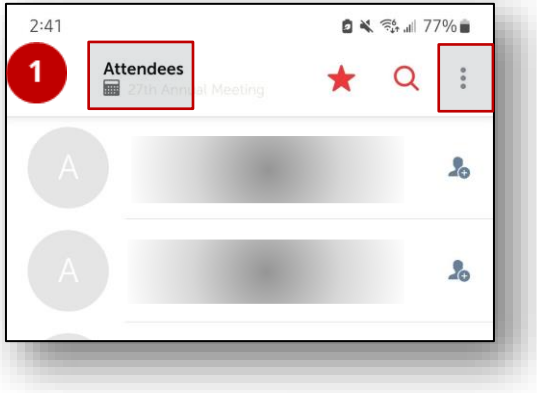
1. Navigate to the **“Attendee”** list

2. Switch the toggle on next to Visibility along the left-hand side

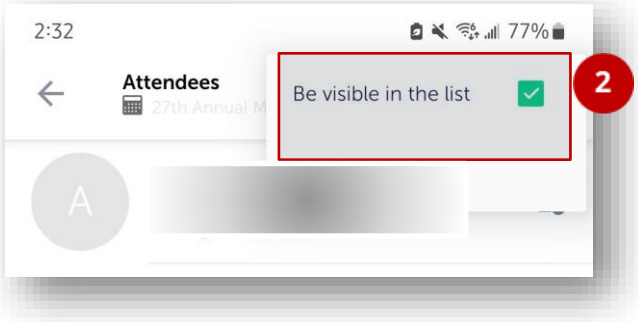


How to make your profile private using the Mobile App

1. Navigate to the **“Attendee”** list and click on the virtual three dots along the right-hand navigation



2. Uncheck the box next to **« Be visible in the list »**



AVAILABLE FEATURES

NETWORKING

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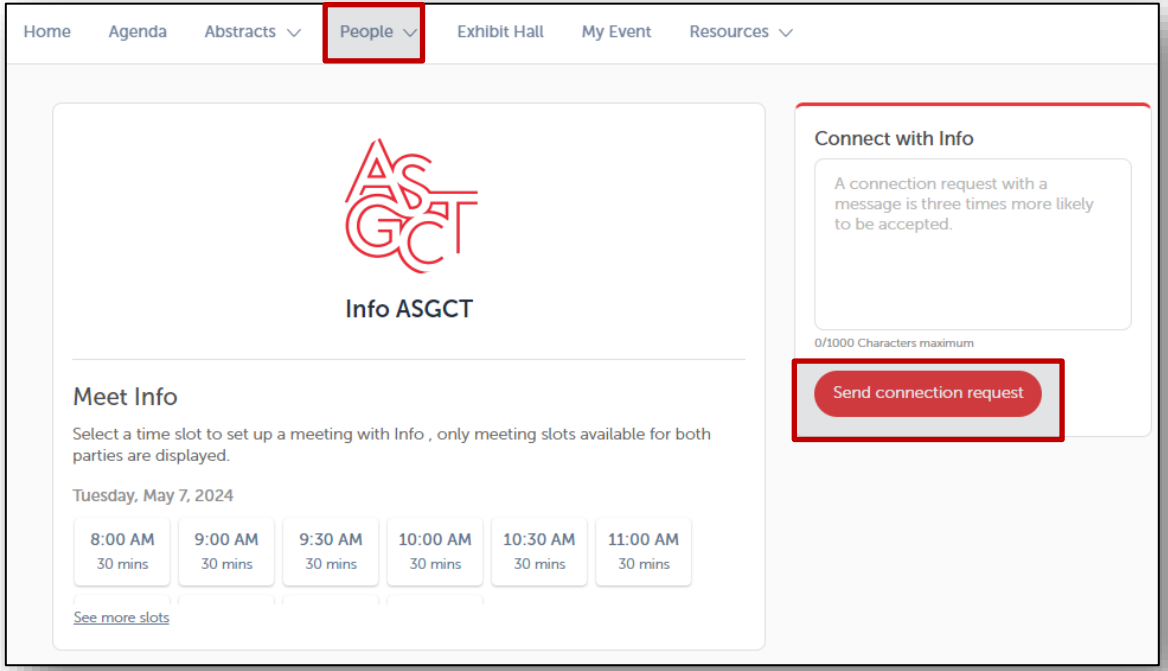
How to send a connection request



To send a connection request, go to their profile (via the dropdown menu under « People ») and click the “**Send connection request”** button.

Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in “**My Event”** under “**My Networking.”**

AVAILABLE FEATURES

LIVESTREAM & ON-DEMAND ACCESS

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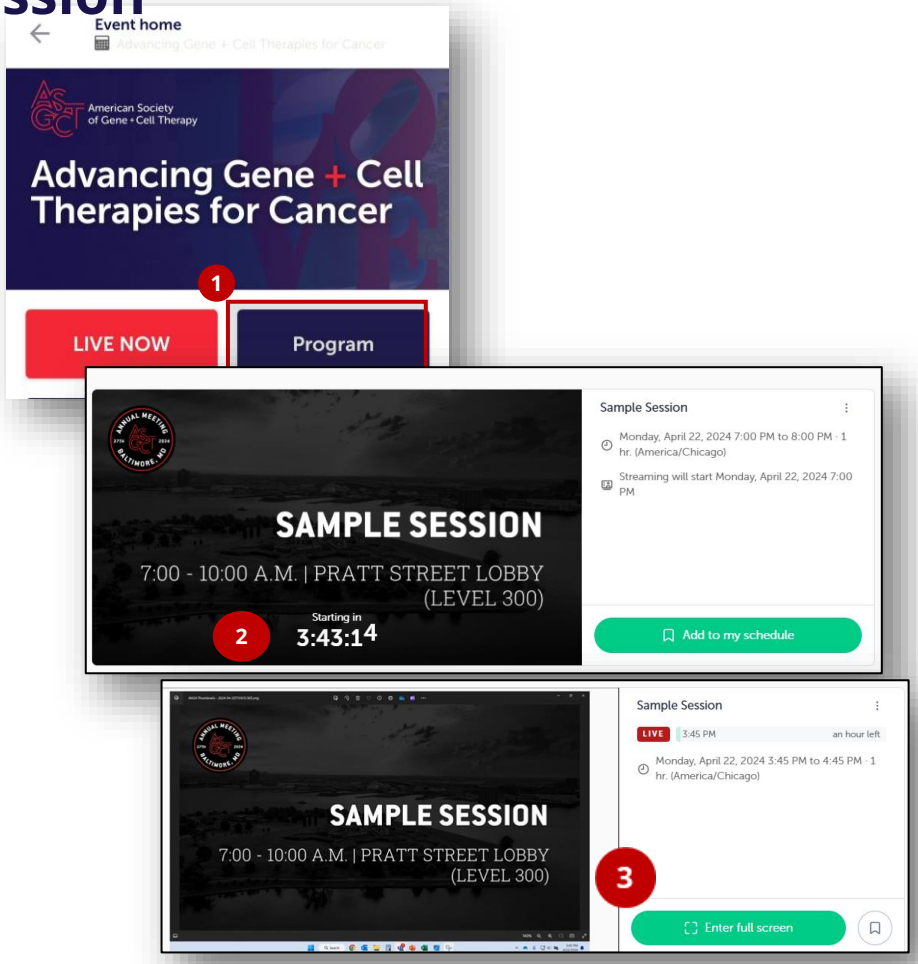
How to access a livestream session

1. You can access it from the “**Program”,** “ **Live Now** “ or “**My Event”** tab. Click on the session to reach the session page.

2. Less than **24 hours** before a live stream session a countdown will show on the session page

   As soon as the session begins, the video will be displayed at the top of the session page and will start automatically. You can refresh the page if it does not.

3. You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app while watching the session in a **pop-out window**.

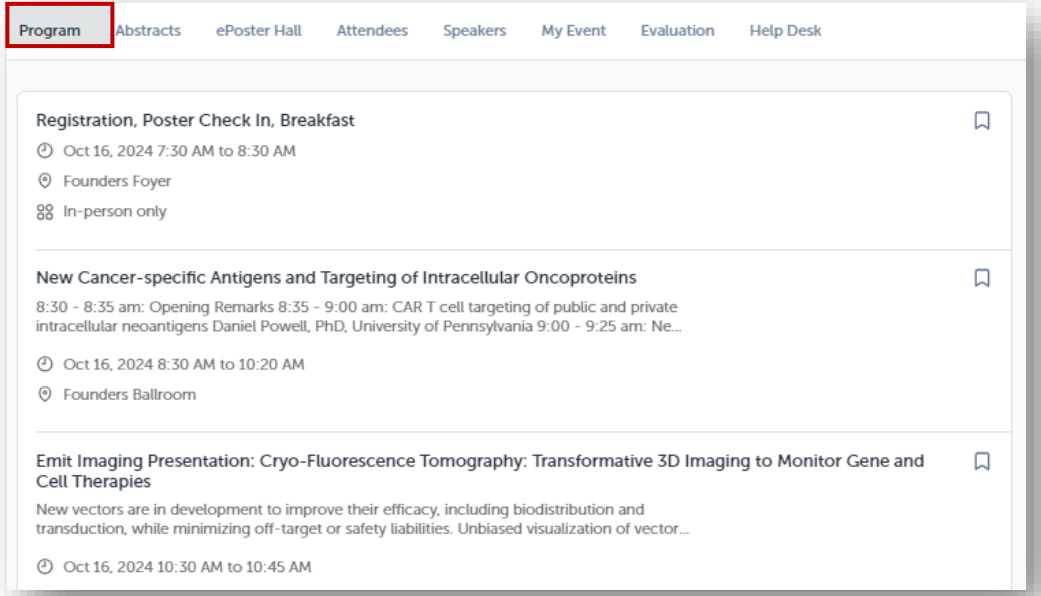


How to watch sessions on-demand

The event organizer can make sessions available to watch on-demand.

You can access on-demand sessions through the **Program** by clicking on past sessions.

Session will be posted on-demand 24-48 hours after the session concludes.



Thank you for taking the time to read this presentation.

If needed, click **hee** to for additional resources or contact info@asgct.org

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