

Customising Business Cards on the Event App

1. Click on the right-hand menu, where you can see your initials, and click 'Business Cards'.
2. You will then be taken to the Business Cards page where you can see your own virtual business card.
3. At the bottom of the card, click on 'Edit' to customise your card.
4. On the 'Edit Your Card' page, there are several things you can edit to customise your card according to your creativity. This freedom, however, is subject to your event organiser's set-up. You can:
 - a. **Edit personal details** – You can decide which of your personal details are visible on your virtual business card.
For example, if you don't want your email to appear on your business card, you can de-select 'Email' from the personal details field.
Please note that to ensure the information field you selected is visible on your business card,

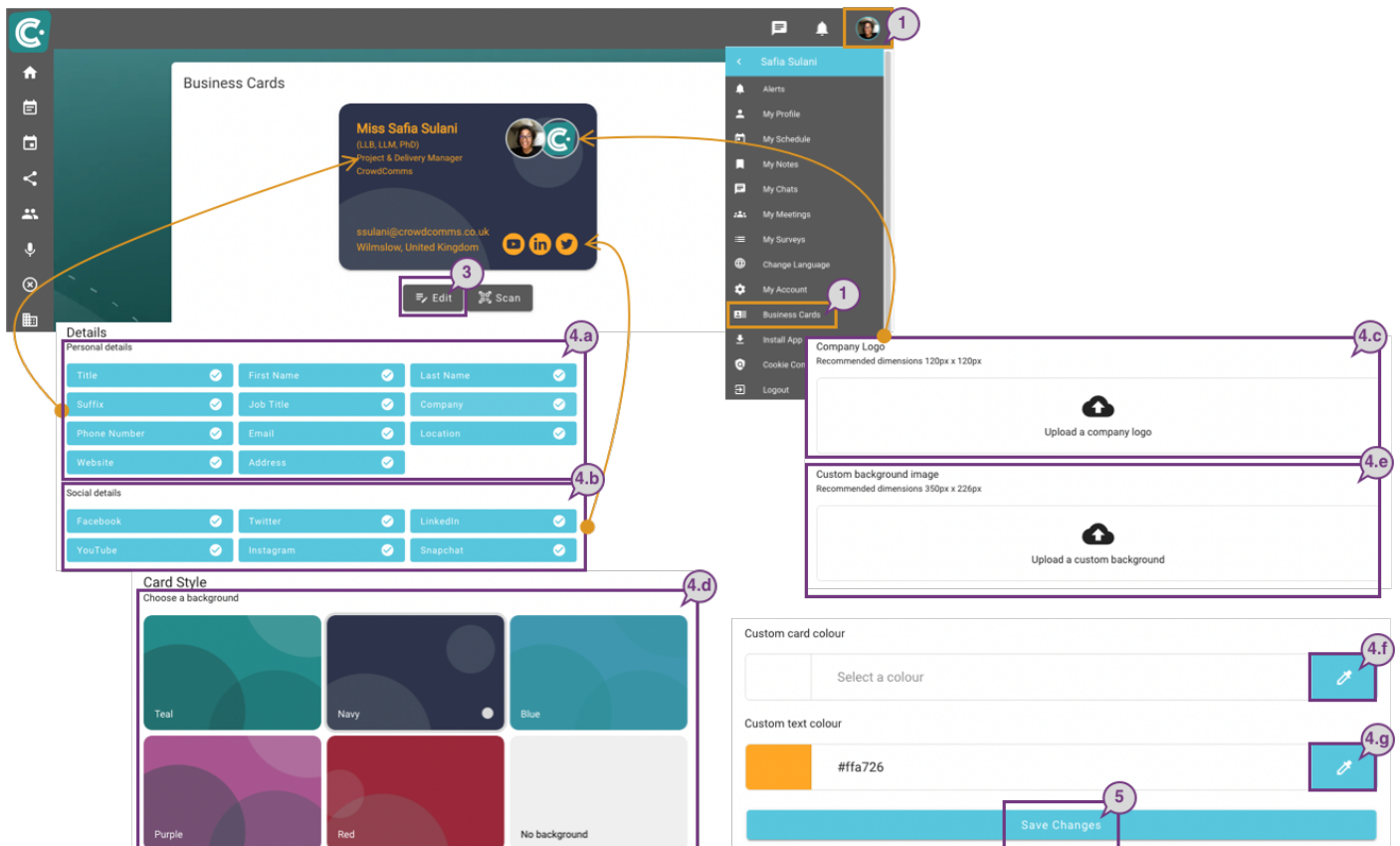
you must ensure that your profile in your Event App is populated with the relevant information. To do this click on the right-hand menu, where you can see your initials, and click on 'My Profile' to edit your personal details.

- b. **Edit social media details** – You can decide which of your social media profiles will be visible on your virtual business card. The instruction on how to update the information for these fields can be found in step 4.a
- c. **Company logo** – You can upload your company logo which will be visible on your virtual business card.

(The sections below are available if your event organiser allows individuals to further customise their business cards).

- d. **Card style** – You can choose different template designs to customise your virtual business card.
- e. **Custom background image** – You can also upload your own background image.
- f. **Custom card colour** – Alternatively, if you would prefer a simple block colour background, you can click on the 'Edit' icon to pick a colour for your virtual business card background. You can either select a pre-defined colour, choose a colour using the colour shade slider or enter the Hex code.
- g. **Custom text colour** – Regardless of the background that you choose, you can change the text colour that will appear on your virtual business card. To pick a colour, you can either select a pre-defined colour, choose a colour using the colour shade slider or enter the Hex code.

5. Once you are happy with your modification, click 'Save Changes'.



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