Coordinators are encouraged to use their company profile page to upload relevant airport capacity information, documents and web links to Swapcard including:

- Slot rules, regulations and local procedures or guidance, COVID related procedures
- Declared airport capacity and coordination parameters
- Future changes to airport capacity and updates
  - Information of future work programs
  - Special events effecting capacity
- Operating constraints and restrictions
  - Infrastructure, apron and airspace
  - Night restrictions and curfews
  - General and local rules

This document shows you the step-by-step process of adding these documents

**Step 1**

On the front page of Swapcard click on the **arrow** next to your profile in the top-right corner

In the menu that opens click on **Exhibition Center**
Step 2

In Company Profile, click on the arrow that opens a drop-down menu → click on Documents & Links

On the Documents & Links page click on ADD DOCUMENTS

Upload the document by clicking on the cloud symbol and give the document a name and description
Step 3

Congratulations, you’ve uploaded the document! Click on the X to leave the pop-up window.

To go back to the regular event view, click on Switch to event.