Tutorial: Events

OVERVIEW

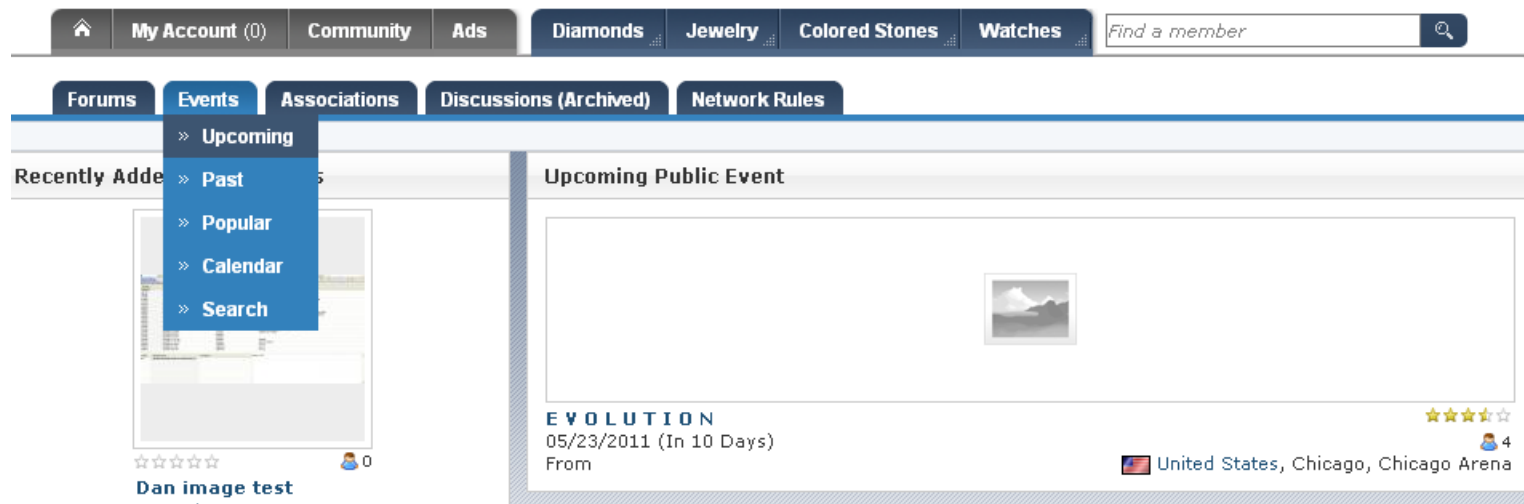|	
Description:	In this section, you can: 1. View upcoming events 2. Add your company as a participant of an event 3. Add comments 4. Participate in an event forum 5. Rate an event 6. View past events 7. View popular events 8. View events calendar 9. Search for an event
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

Useful Tips:
- Add yourself as a participant to any event you are attending so other member know you will be there
- Add any comments or information you have on the event – your booth number too!
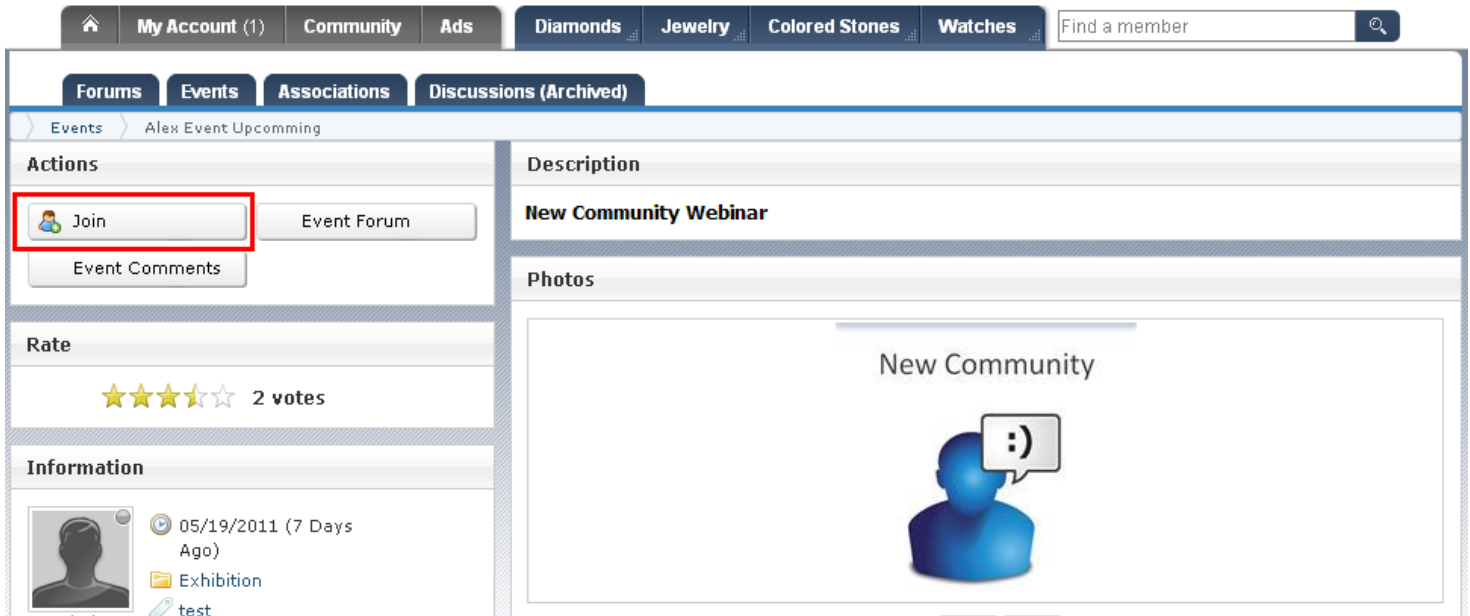
1- HOW TO

1. View upcoming events

o Go to "Community"

o Click on the "Events" tab

o Choose "Upcoming" from the drop down list
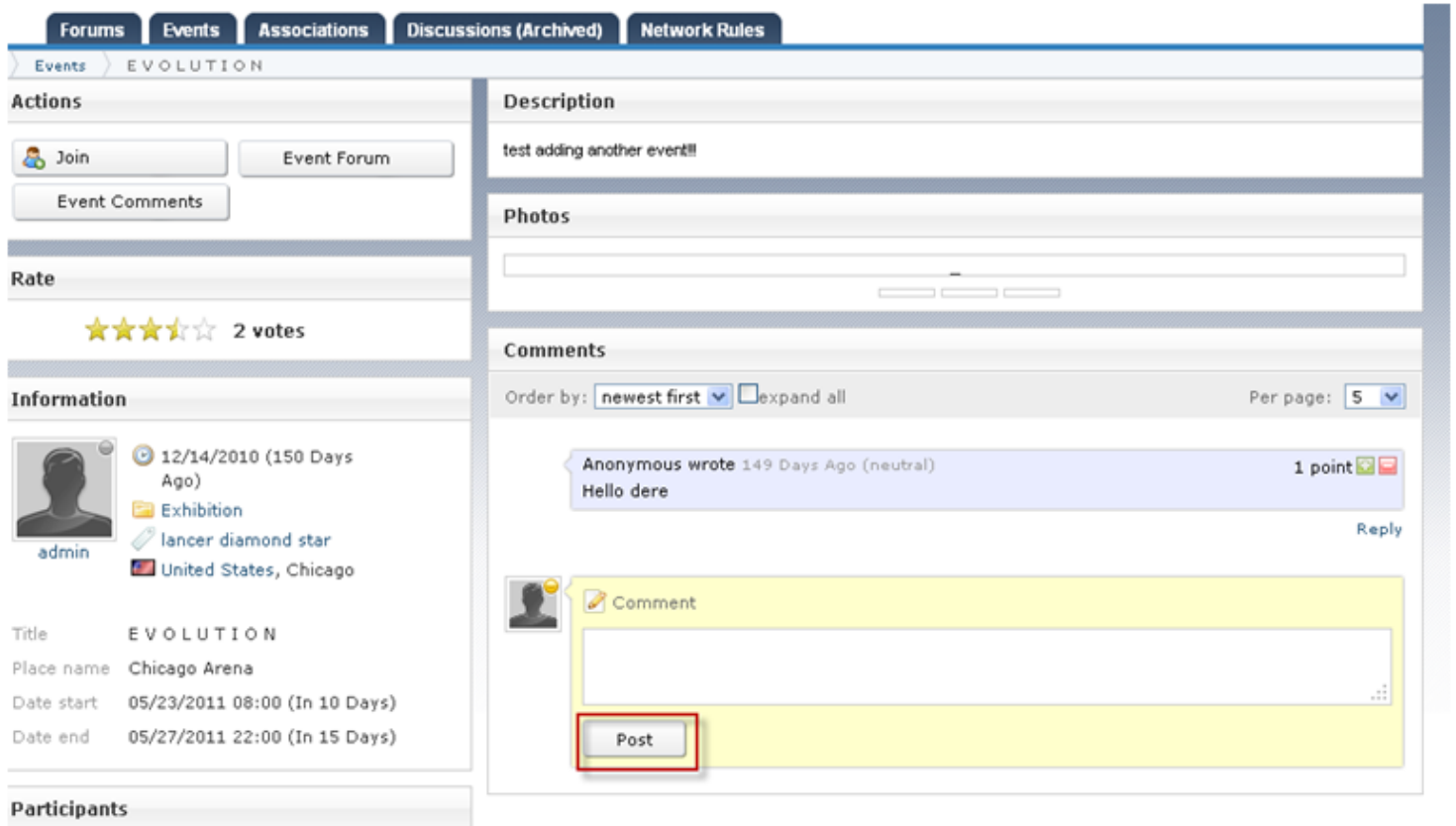

2. Add your company as a participant of an event

o   Click on the event you will be attending

o   Click "Join" to participate in the event

3. Add comments

- Under comments, add your comment and click "Post"

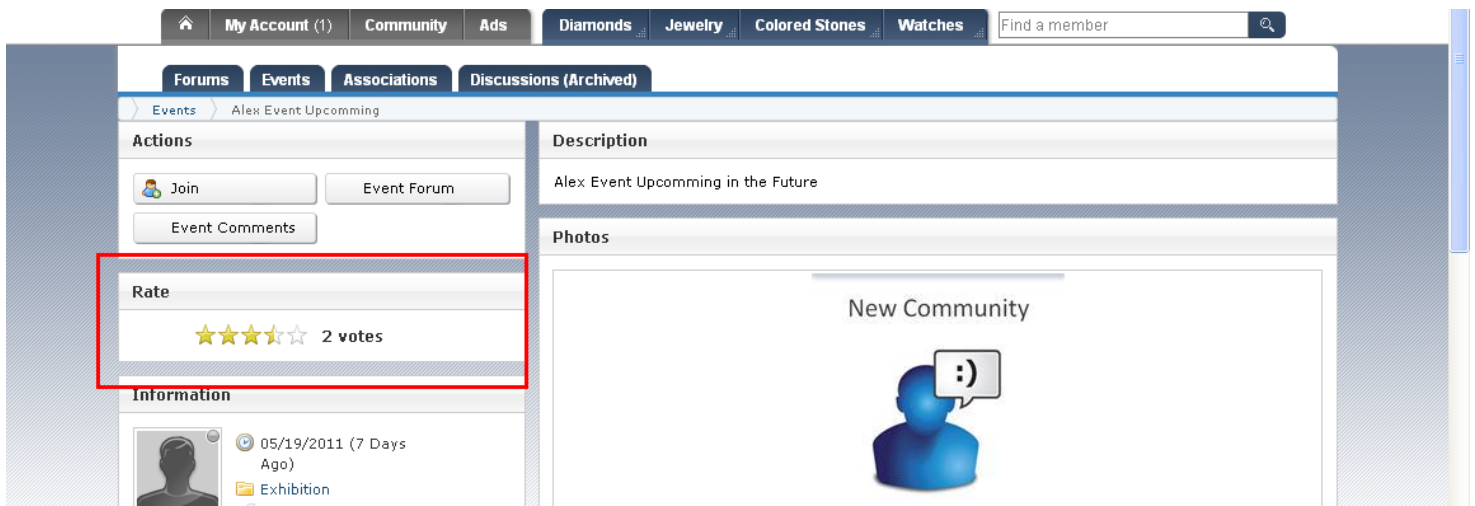## 4. Participate in an event forum

o Click on "Event Forum"

- View forum topics

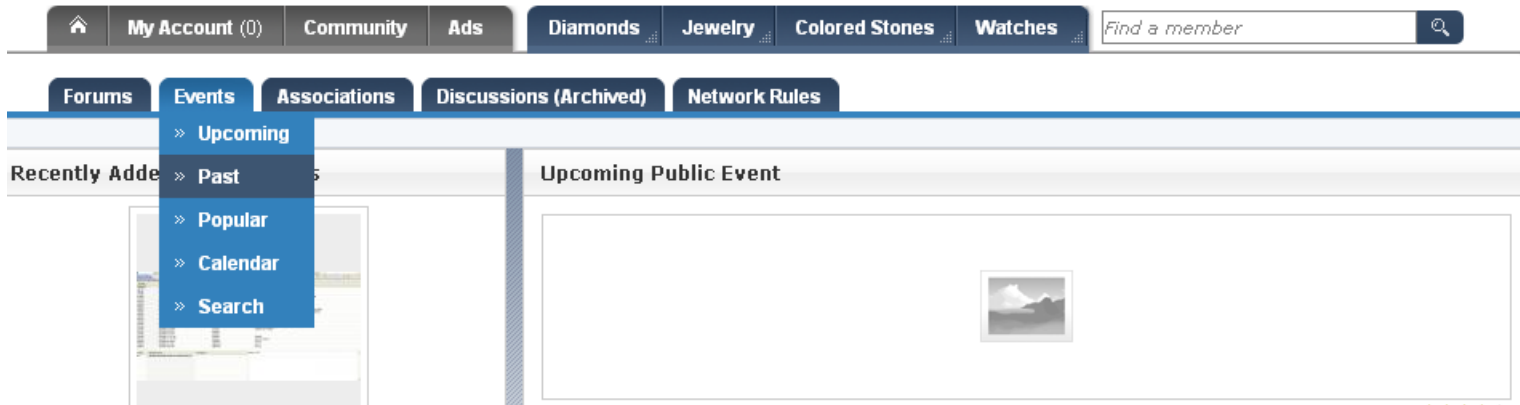- Reply, start a new topic, like, report to or bury Posts

5. Rate an event

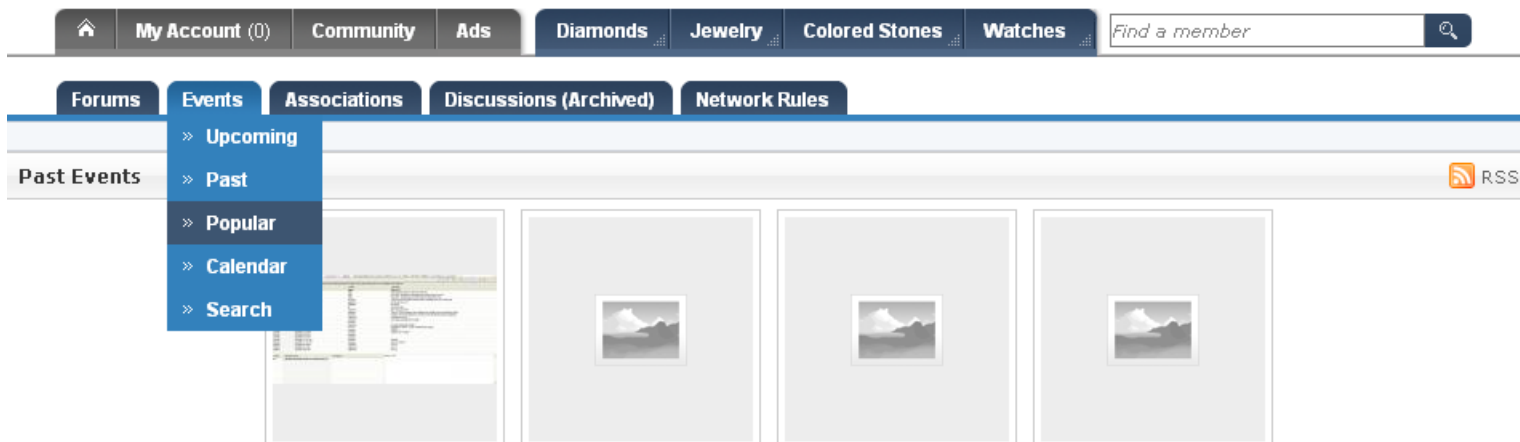- Rate an event by click on the number of stars you would rate it

6. View past events

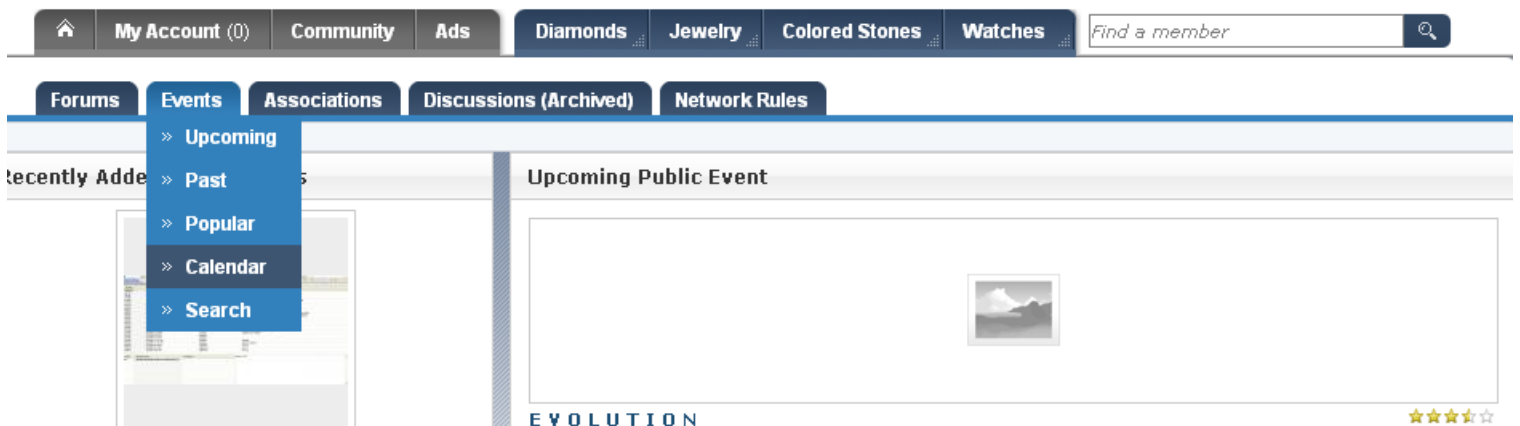- Click on the "Events" tab and choose "Past" from the drop down list

7. View popular events

- Click on the "Events" tab and choose "Popular" from the drop down list
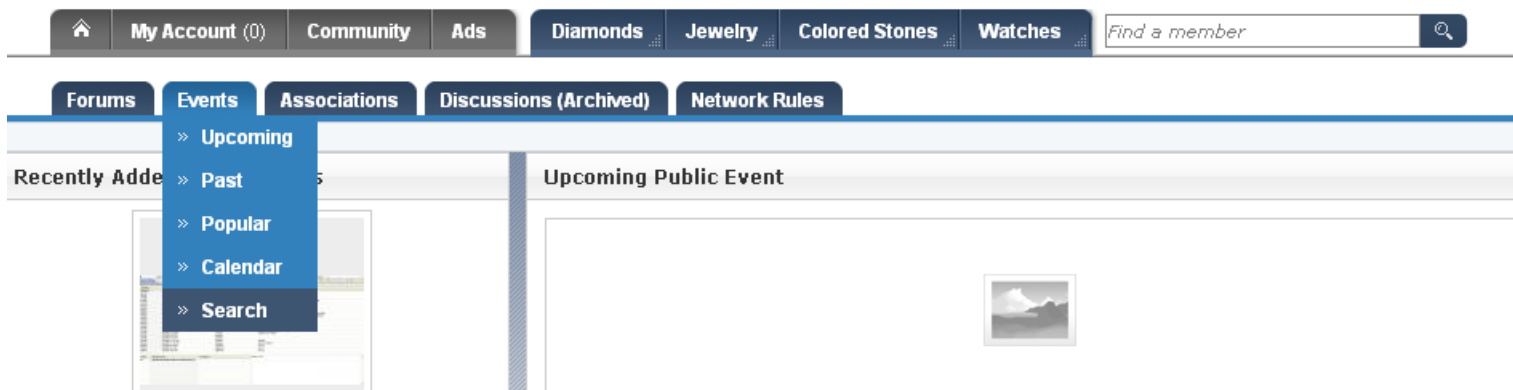

8. View events calendar

- Click on the "Events" tab and choose "Calendar" from the drop down list

- To view an event click on the event name within the calendar

9. Search for an event

- Click on the "Events" tab and choose "Search" from the drop down list

- Search by keyword and country and click "Submit"