

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)

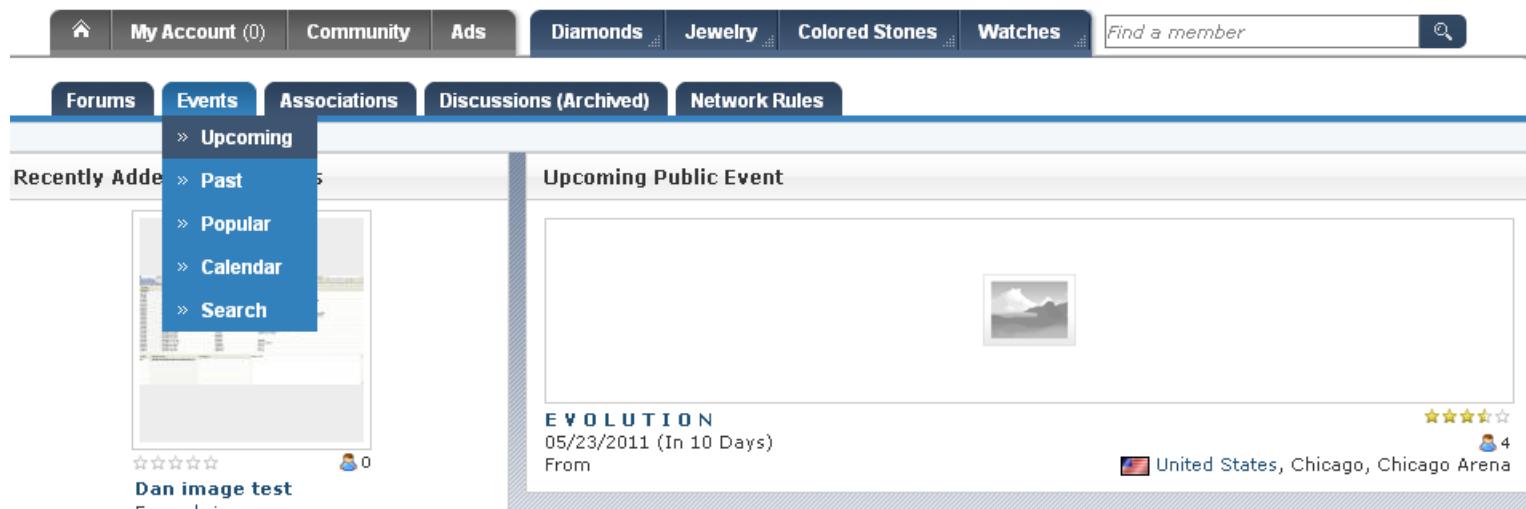
Useful Tips:

- 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

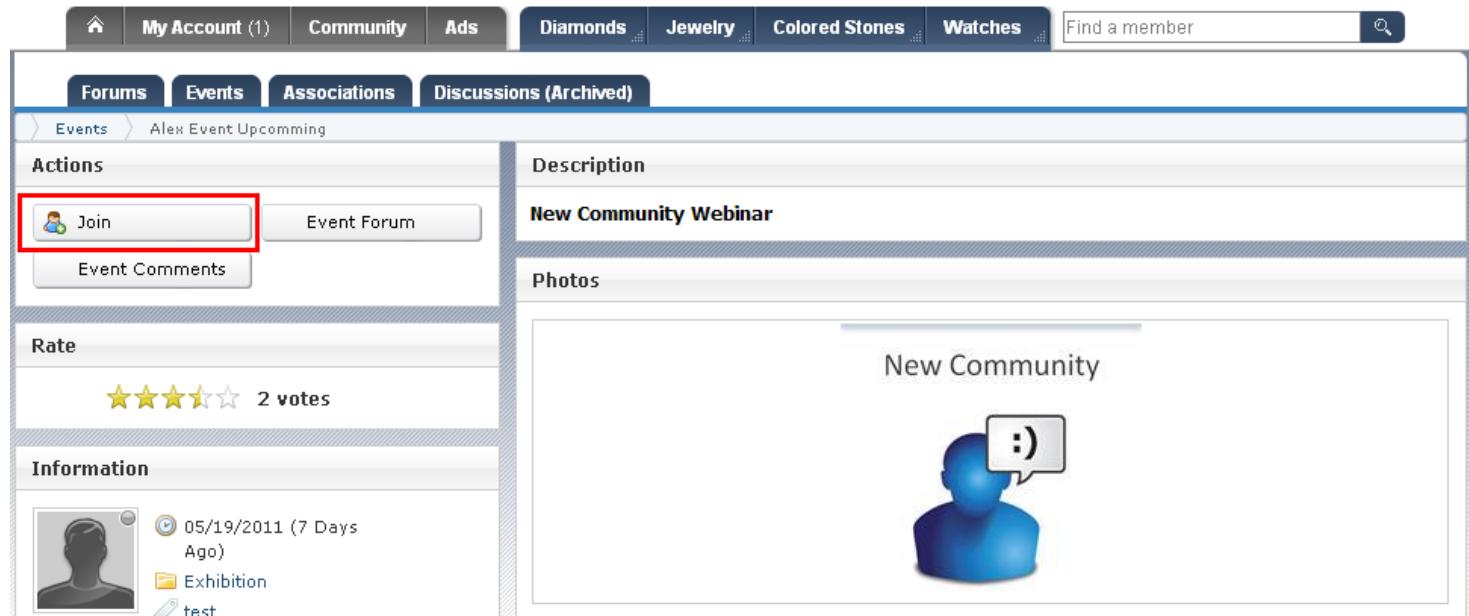
- Go to “Community”
- Click on the “Events” tab
- Choose “Upcoming” from the drop down list



The screenshot shows the Polygon website's navigation bar with tabs for My Account, Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar is also present. Below the navigation bar, a secondary menu for the Events tab is displayed, with 'Upcoming' selected. The main content area shows an 'Upcoming Public Event' for 'EVOLUTION' on 05/23/2011. The event has a 4-star rating and is located in the United States, Chicago, at the Chicago Arena.

2. Add your company as a participant of an event

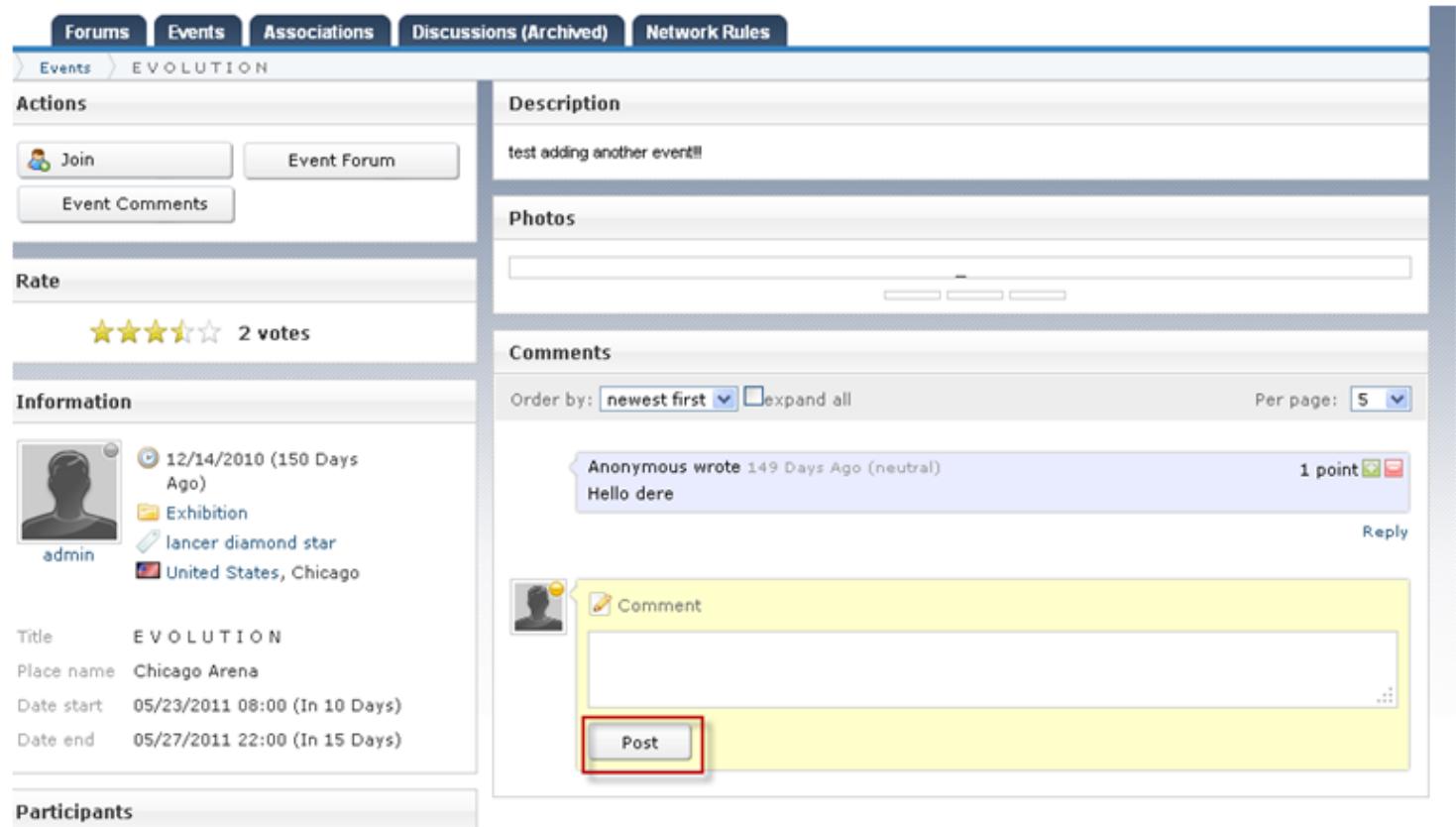
- Click on the event you will be attending
- Click “Join” to participate in the event



The screenshot shows a user interface for managing events. At the top, there is a navigation bar with links for Home, My Account (1), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar is also present. Below the navigation bar, there are tabs for Forums, Events, Associations, and Discussions (Archived). The main content area shows an event titled "Alex Event Upcomming". On the left, there is a sidebar with sections for Actions (containing a "Join" button, Event Forum, and Event Comments), Rate (with a 4-star rating and 2 votes), and Information (listing the event title, date (05/19/2011), location (Exhibition), and a file named "test"). On the right, there is a "Description" section with the text "New Community Webinar" and a "Photos" section featuring a blue 3D-style user icon with a speech bubble containing a smiley face. The entire interface has a light blue and white color scheme.

3. Add comments

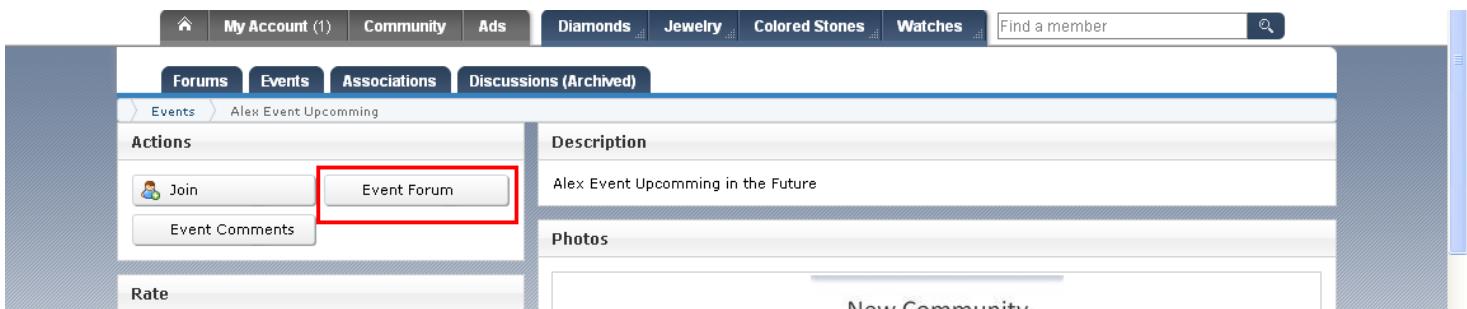
- Under comments, add your comment and click “Post”



The screenshot shows a user interface for managing events. At the top, there is a navigation bar with links for Forums, Events, Associations, Discussions (Archived), and Network Rules. A search bar is also present. Below the navigation bar, there are tabs for Events and the specific event "EVOLUTION". The main content area shows an event titled "EVOLUTION". On the left, there is a sidebar with sections for Actions (containing a "Join" button, Event Forum, and Event Comments), Rate (with a 4-star rating and 2 votes), and Information (listing the event title, date (12/14/2010), location (Exhibition), and a file named "lancer diamond star" from "United States, Chicago"). On the right, there is a "Description" section with the text "test adding another event!!" and a "Comments" section. The "Comments" section includes an order dropdown set to "newest first", an "expand all" checkbox, and a "Per page" dropdown set to 5. It shows a comment from "Anonymous" (149 days ago) that says "Hello dere" and has 1 point. Below this, there is a comment input field with a "Comment" button and a "Post" button, which is highlighted with a red box. The entire interface has a light blue and white color scheme.

4. Participate in an event forum

- Click on “Event Forum”



The screenshot shows a navigation bar with categories: Home, My Account (1), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar 'Find a member' is on the right. Below the navigation is a sub-navigation bar with tabs: Forums, Events, Associations, and Discussions (Archived). The 'Events' tab is selected. A breadcrumb path 'Events > Alex Event Upcomming' is shown. On the left, an 'Actions' panel has buttons for 'Join', 'Event Forum' (which is highlighted with a red box), and 'Event Comments'. The main content area shows a 'Description' for 'Alex Event Upcomming in the Future' and a 'Photos' section with a placeholder 'New Community'.

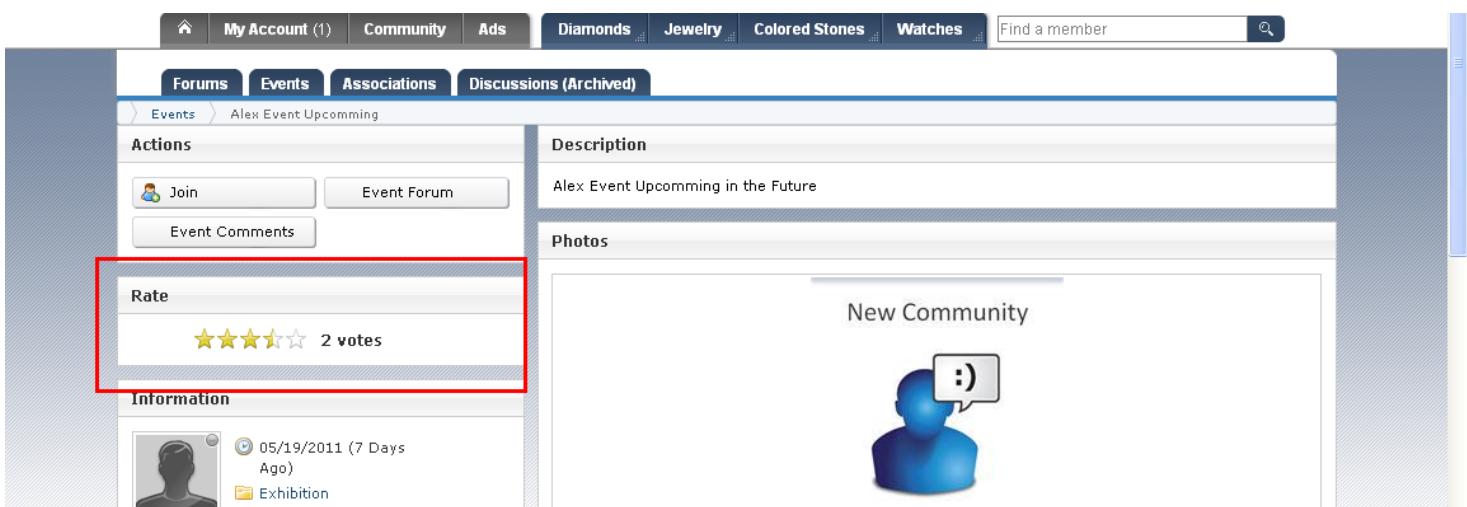
- View forum topics
- Reply, start a new topic, like, report to or bury Posts



The screenshot shows a navigation bar with tabs: Forums, Events, Associations, Discussions (Archived), and Network Rules. A breadcrumb path 'Events > EVOLUTION > Forum' is shown. The 'Events' tab is selected. A topic titled 'This Is Going To Be Fun!' is highlighted with a red box. On the right, there are 'New Topic' and 'Post Reply' buttons, also highlighted with a red box. The post content shows a user 'JasonOuellet2' with 1 post, a message 'Thumbs up if you agree !! ~~~~~', and a timestamp '14.12.2010 07:48'. A 'Quote', 'Report', 'Bury', and '1 people like this' button are also shown.

5. Rate an event

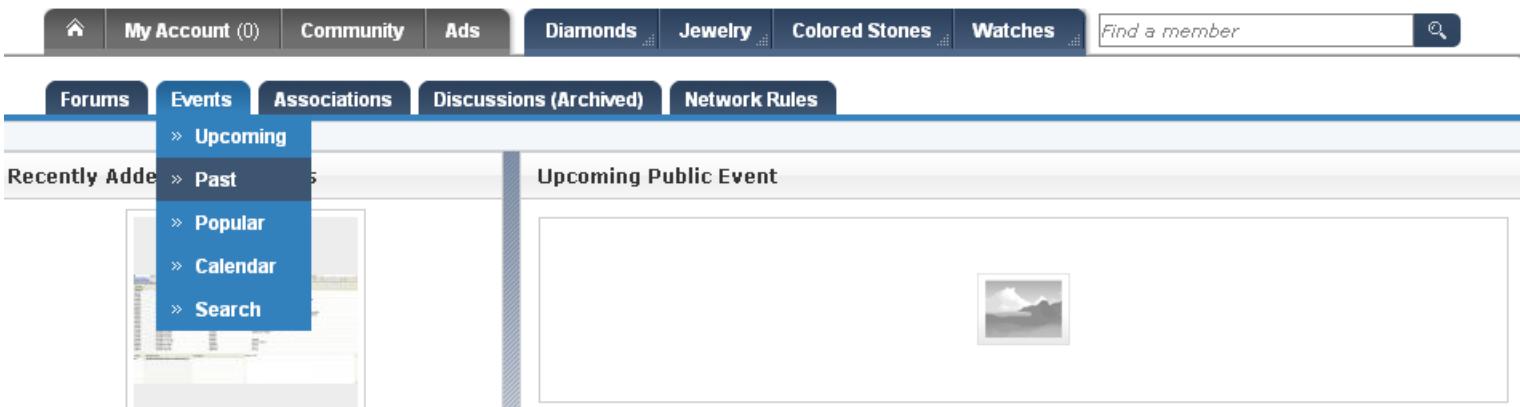
- Rate an event by click on the number of stars you would rate it



The screenshot shows a navigation bar with categories: Home, My Account (1), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar 'Find a member' is on the right. Below the navigation is a sub-navigation bar with tabs: Forums, Events, Associations, and Discussions (Archived). The 'Events' tab is selected. A breadcrumb path 'Events > Alex Event Upcomming' is shown. The main content area shows a 'Description' for 'Alex Event Upcomming in the Future' and a 'Photos' section with a placeholder 'New Community'. On the left, an 'Actions' panel has buttons for 'Join', 'Event Forum', and 'Event Comments'. A 'Rate' section is highlighted with a red box, showing a 4-star rating and '2 votes'. The 'Information' section shows a user profile picture, a timestamp '05/19/2011 (7 Days Ago)', and a category 'Exhibition'.

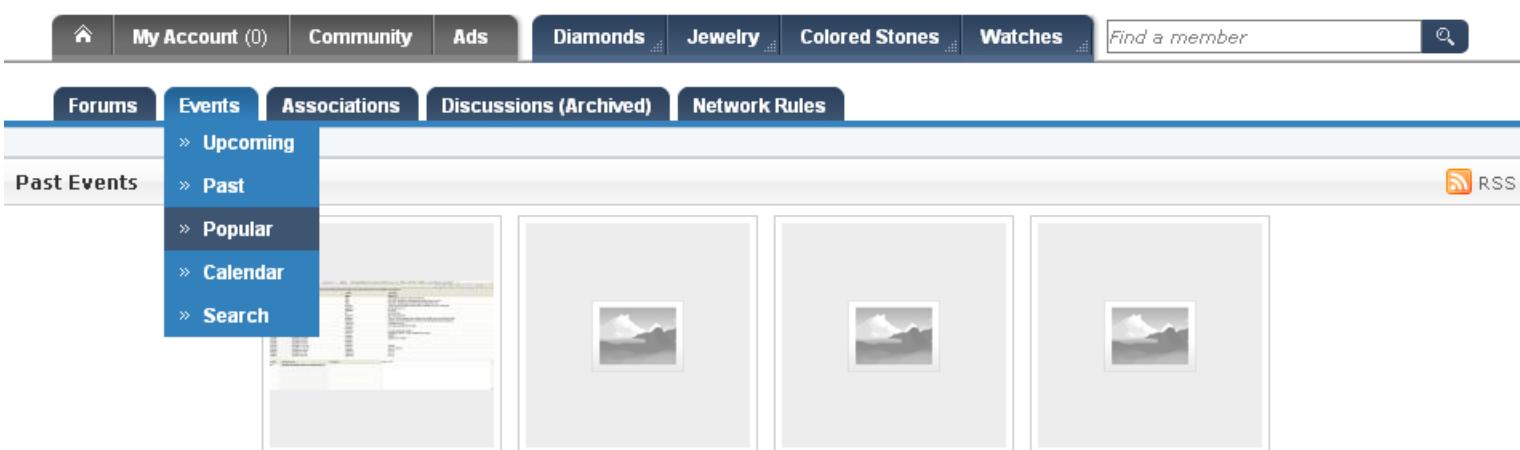
6. View past events

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



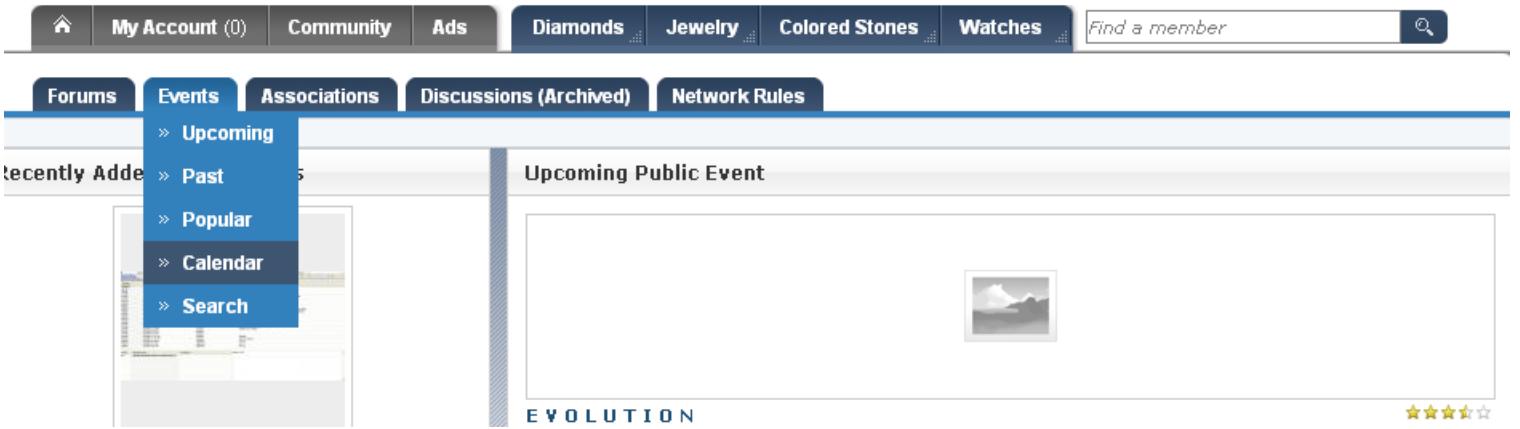
7. View popular events

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



8. View events calendar

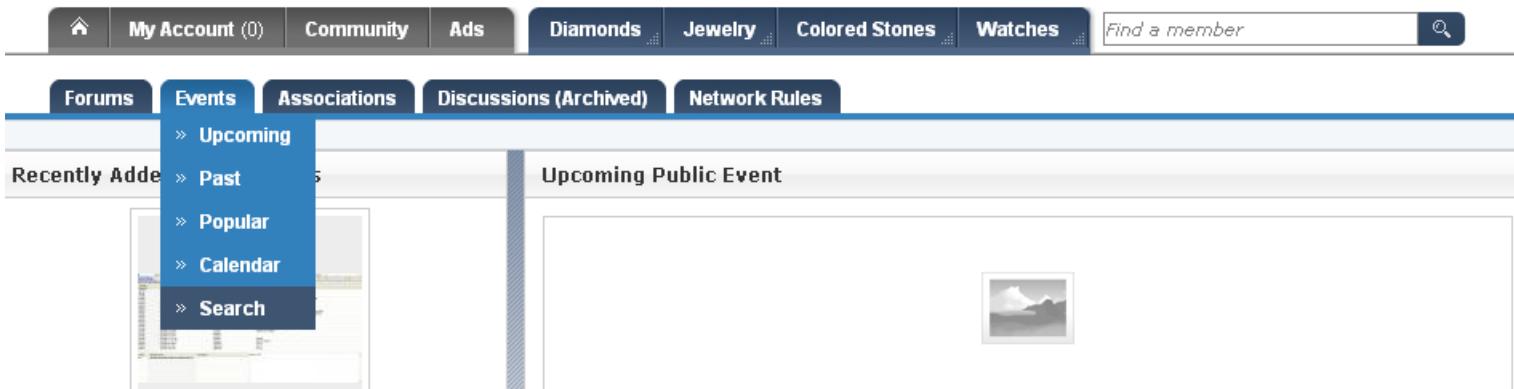
- Click on the “Events” tab and choose “Calendar” from the drop down list



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

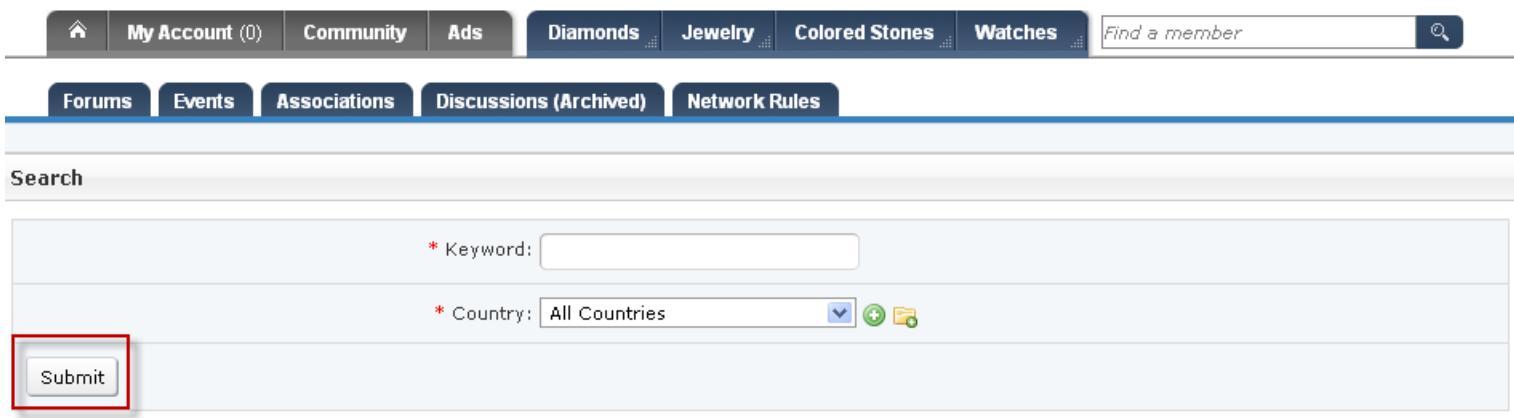
9. Search for an event

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



The screenshot shows a navigation bar with tabs for Home, My Account (0), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar is on the right. Below the navigation bar, there are tabs for Forums, Events, Associations, Discussions (Archived), and Network Rules. The Events tab is currently selected. A dropdown menu is open over the Events tab, showing options: » Upcoming, » Past, » Popular, » Calendar, and » Search. The » Search option is highlighted. In the background, there is a section titled 'Upcoming Public Event' with a small image of a mountain.

- Search by keyword and country and click “Submit”



The screenshot shows the same navigation bar and tabs as the previous screenshot. Below the tabs, there is a search section with the word 'Search' above it. The 'Events' tab is selected. The search form includes a label 'Keyword:' with an input field, a label 'Country:' with a dropdown menu set to 'All Countries', and a 'Submit' button. The 'Submit' button is highlighted with a red box.