

Tutorial: Events

OVERVIEW

Description:	In this section, you can: <ol style="list-style-type: none"> 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)

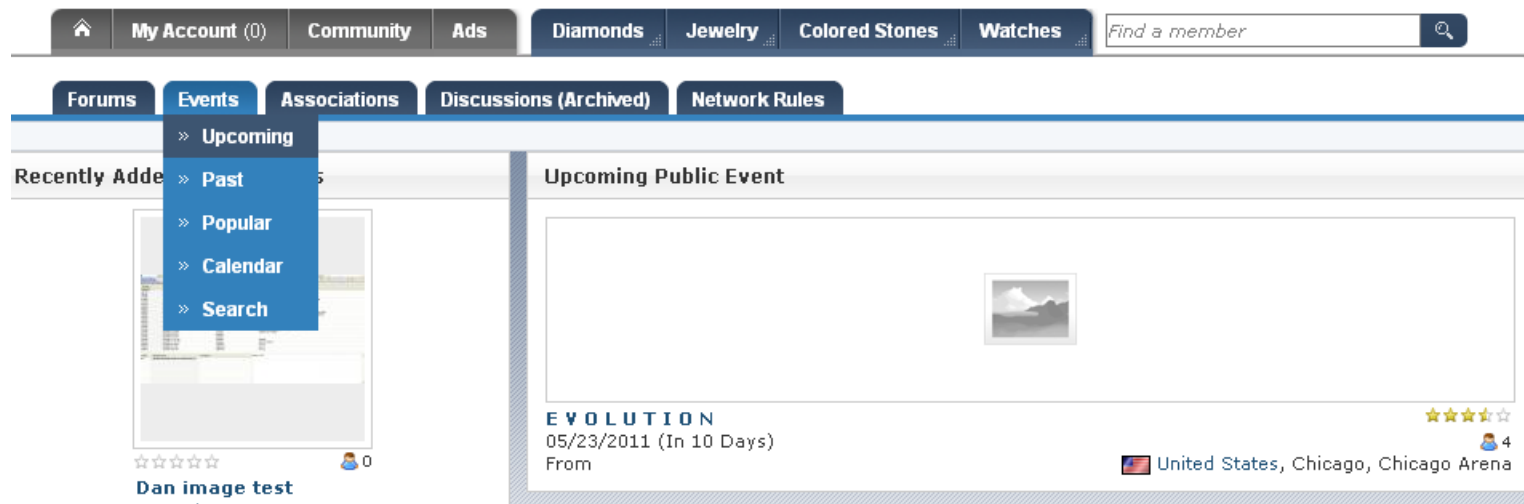
Useful Tips:

- 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

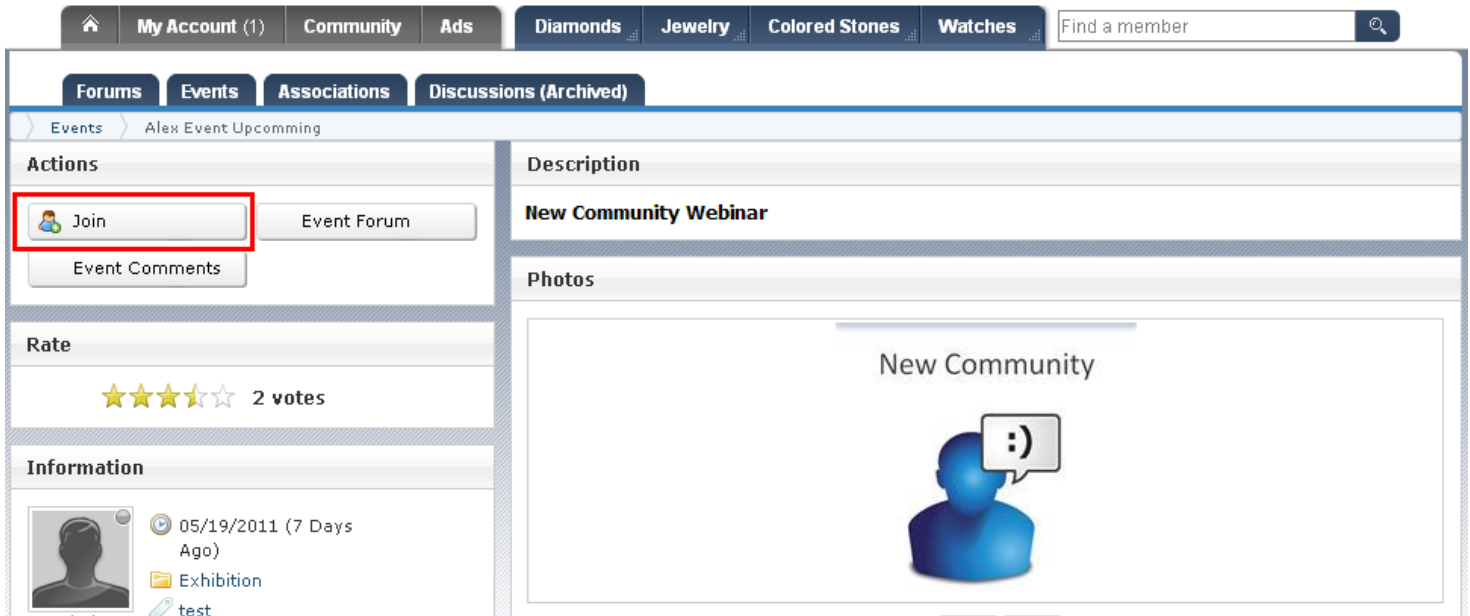
1. View upcoming events

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



2. Add your company as a participant of an event

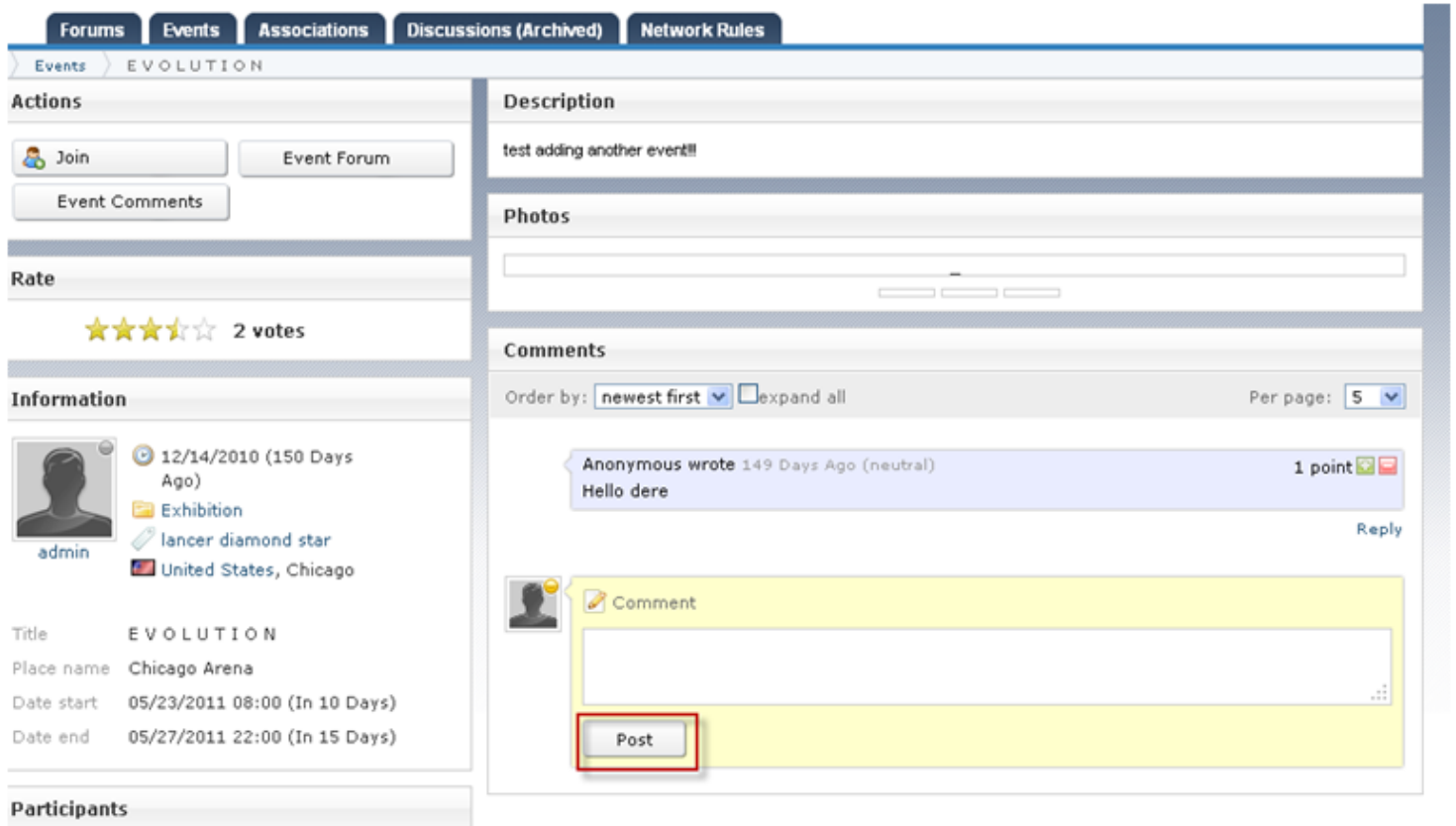
- Click on the event you will be attending
- Click “Join” to participate in the event



The screenshot shows the Polygon website interface. At the top, there are navigation tabs: Home, My Account (1), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar is on the right. Below these are sub-tabs: Forums, Events, Associations, and Discussions (Archived). The 'Events' tab is selected, showing 'Alex Event Upcoming'. On the left, under 'Actions', the 'Join' button is highlighted with a red box. Other buttons include 'Event Forum' and 'Event Comments'. Below 'Actions' is a 'Rate' section with a star rating and '2 votes'. The 'Information' section shows a profile picture, a clock icon with '05/19/2011 (7 Days Ago)', a folder icon with 'Exhibition', and a tag icon with 'test'. On the right, the 'Description' section is titled 'New Community Webinar'. Below it is a 'Photos' section showing a placeholder for a 'New Community' photo with a blue silhouette and a smiley face icon.

3. Add comments

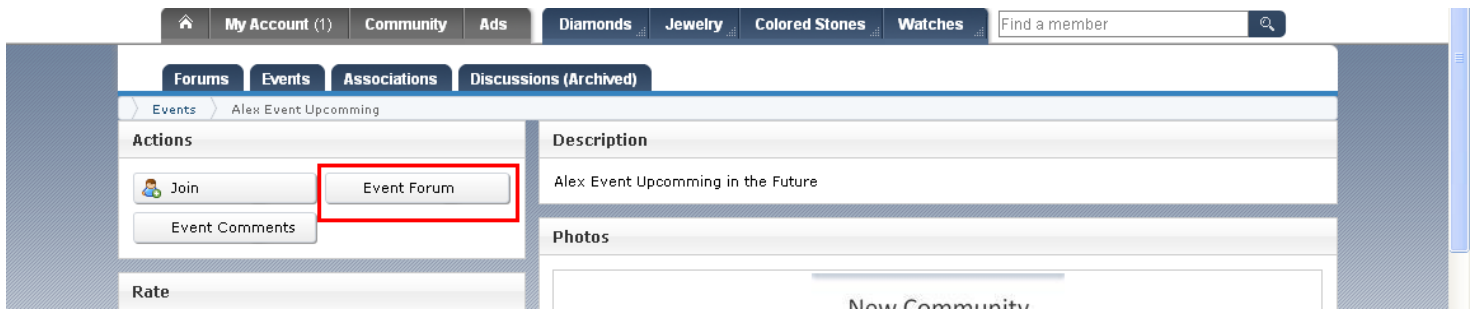
- Under comments, add your comment and click “Post”



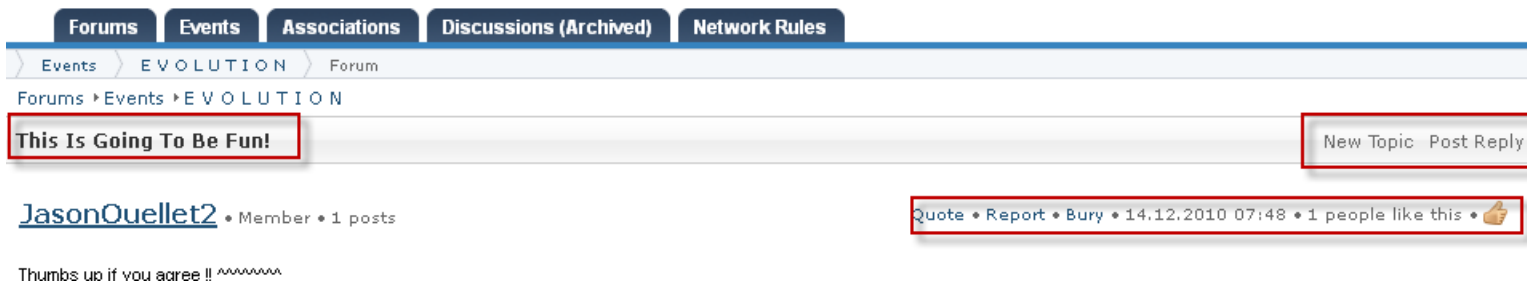
The screenshot shows the Polygon website interface for an event titled 'EVOLUTION'. The 'Events' tab is selected. On the left, under 'Actions', the 'Join' button is highlighted with a red box. Other buttons include 'Event Forum' and 'Event Comments'. Below 'Actions' is a 'Rate' section with a star rating and '2 votes'. The 'Information' section shows a profile picture, a clock icon with '12/14/2010 (150 Days Ago)', a folder icon with 'Exhibition', a tag icon with 'lancer diamond star', and a flag icon with 'United States, Chicago'. The 'Title' is 'EVOLUTION', 'Place name' is 'Chicago Arena', 'Date start' is '05/23/2011 08:00 (In 10 Days)', and 'Date end' is '05/27/2011 22:00 (In 15 Days)'. On the right, the 'Description' section is titled 'test adding another event!!'. Below it is a 'Photos' section showing a placeholder for a photo. The 'Comments' section shows a list of comments. The first comment is from 'Anonymous' written 149 days ago, with the text 'Hello dere' and a score of 1 point. Below the comments is a 'Comment' form with a text area and a 'Post' button highlighted with a red box.

4. Participate in an event forum

- Click on “Event Forum”

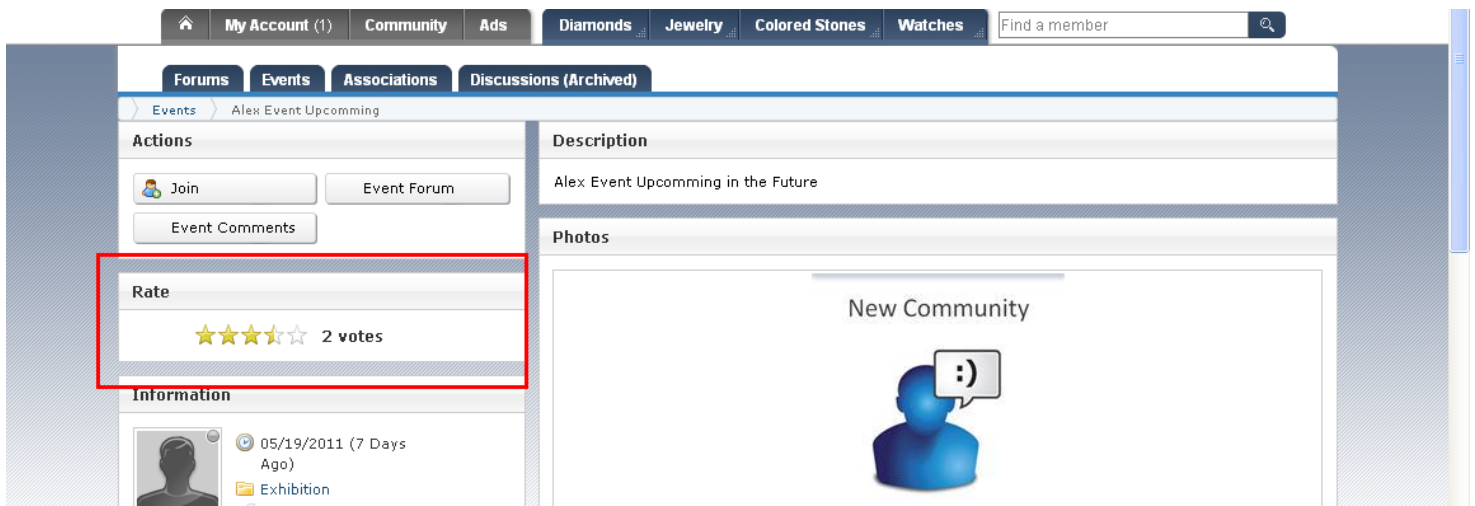


- View forum topics
- Reply, start a new topic, like, report to or bury Posts



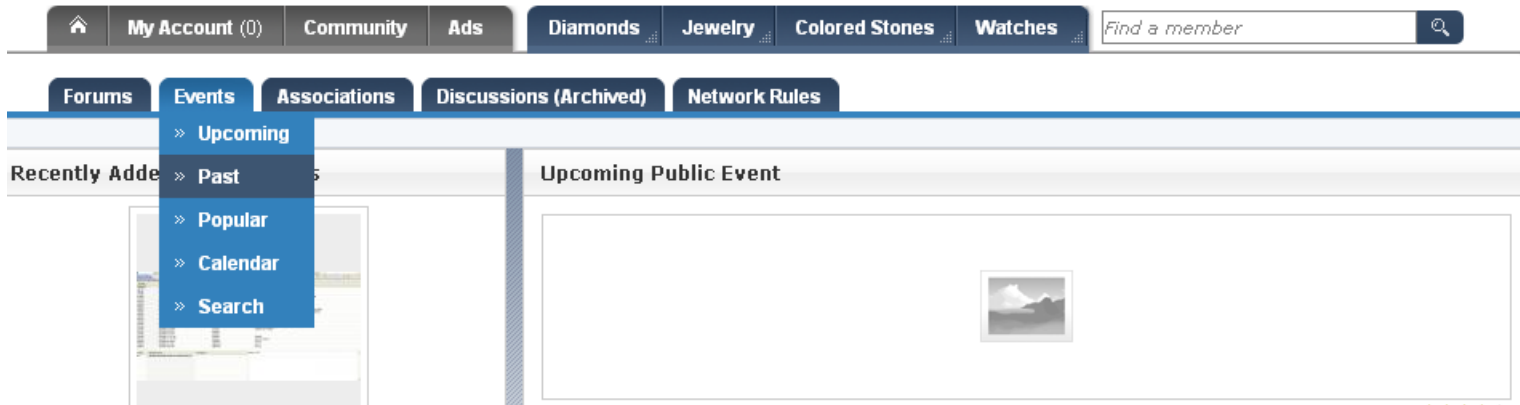
5. Rate an event

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



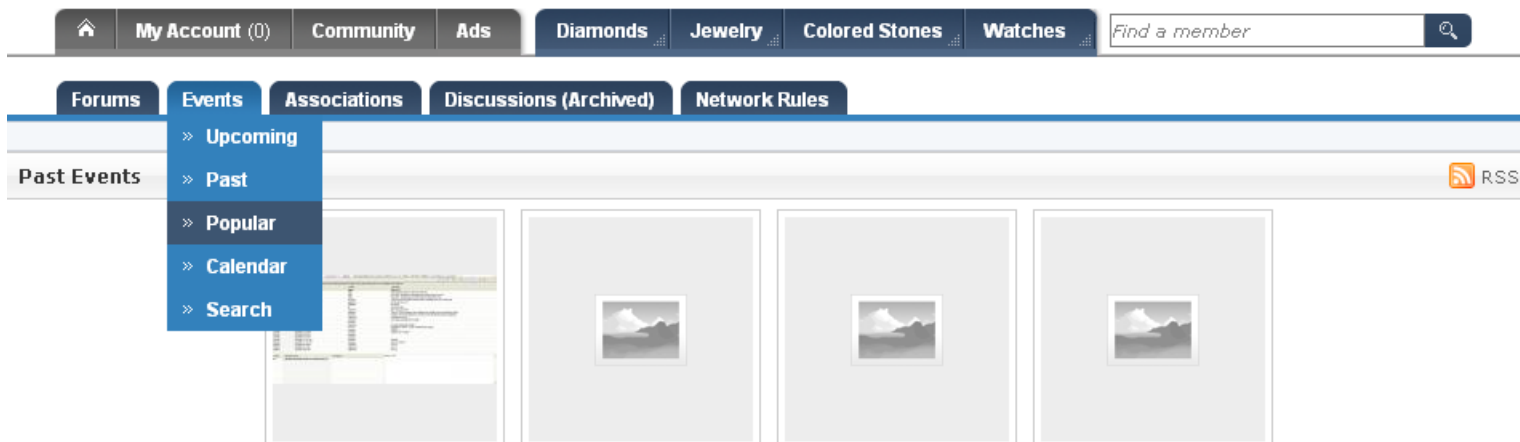
6. View past events

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



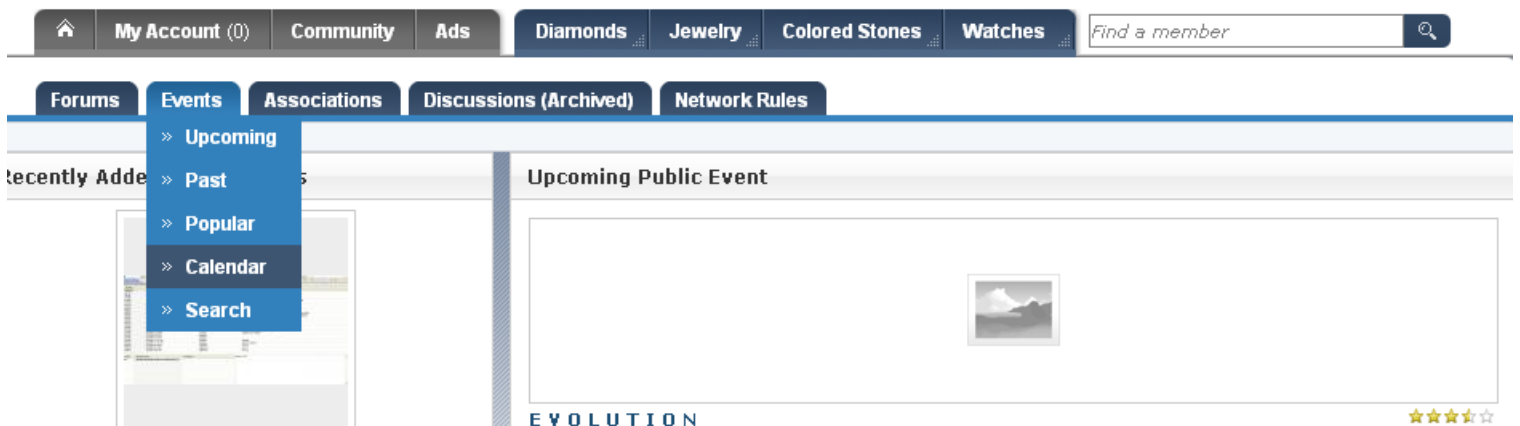
7. View popular events

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



8. View events calendar

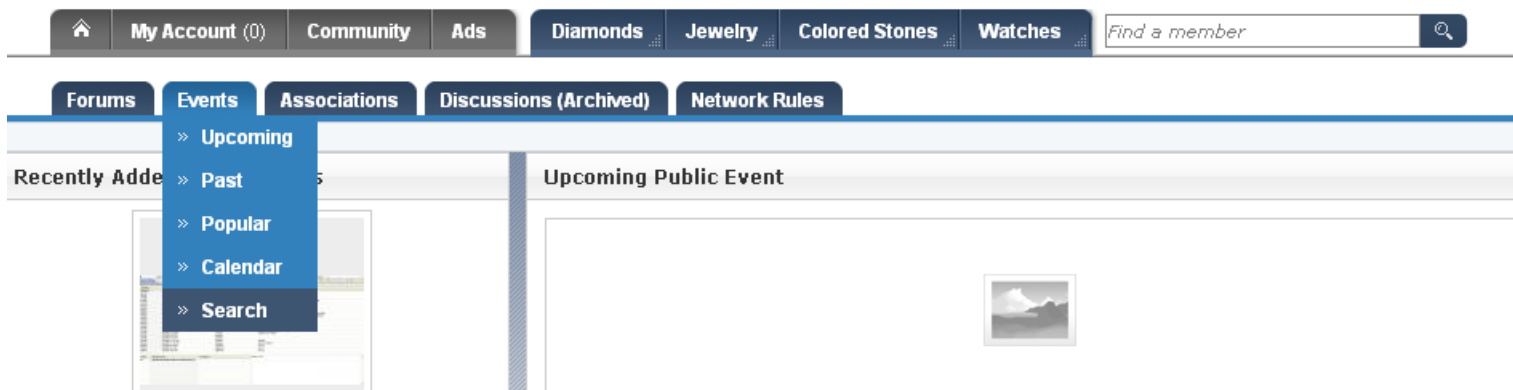
- Click on the “Events” tab and choose “Calendar” from the drop down list



- 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”

