

SIGN IN Using your email address and confidential password

DASHBOARD This is the page that opens after sign in. Go to EVENTSClick create

A NEW EVENT PAGE Opens up

Here you enter all the details about your event, including how you want attendees to contact you .

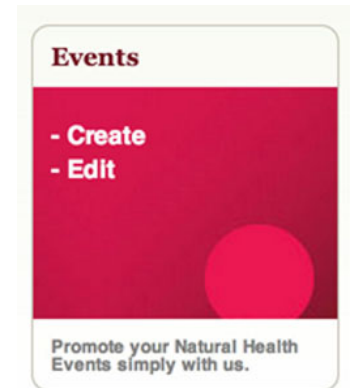
For Flexibility & Convenience : We recognise that there are times when for example a Training Course may be run over multiple evenings and perhaps each session is to be held at a different location, so we have included the option to list up to 3 dates and locations for a particular event.

Image : This is the feature image that appears on your event listing. It can be your logo or other picture that draws attention to your event.

NOTE : The ideal size is 233pixels wide x 150 pixels high with a resolution of 72dpi. Maximum image size is 2 MB. Images larger than this will not show. (If you have difficulties please contact us and we will help you.)

Image Description – Enter descriptive keywords about your event.

Note: This will help search engines like Google find your event listing eg. Yoga workshop Belfast, stress release Lisburn, your practice name, the event's name and add the word logo or image (which ever applies)



Synopsis (200 characters) : This is a short description of the key event features. This will appear in the main event calendar. This should be written in a way that encourages the reader to click through for more information.

Text : This is where you expand on the event features and give full details.

Directions : A Google map is automatically generated for each of your event's locations. However you may wish to add additional travel or parking information, eg. highlighting particular land marks, one way systems, bus routes, parking options etc. Fill this in here.

SYNOPSIS (200 CHARACTERS)

Heading:

TEXT

Heading:

DIRECTIONS (OPTIONAL)

Heading:

You can now either :

1. **Publish your event. Your event is now LIVE.**
2. **Save as Draft. Your event is now saved to Drafts & can be published later.**

Therapist | Certified Training | **Events**

Publish | **Save as Draft**

Overview | **Add New**

NEW

*Event Name:

*Contact:

Email:

This is how your event will appear in the calendar
(this is where your 200 character synopsis appears with "...click for full info").

NATURAL HEALTH EVENTS

- July 2012 -

- August 2012 -

18 **equilibrium-ni** school of reiki and personal development

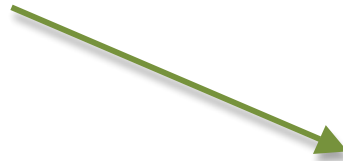
Reiki Training Belfast - Level 1
64 Hollywood Road, Belfast BT1 4NT
10:30am

An introduction to Reiki. 6 hour course starting at 10:30am to 4:30pm
Contact: Ingrid Darragh www.equilibrium-ni.com
Phone: 07843240622 info@equilibrium-ni.com [more info >>](#)

- September 2012 -

When “...click for full info” is clicked a new window opens showing your event in detail.

Don't forget to make use of your message board to Promote any offers relating to the event, publicise future events or add testimonials – eg. 20% OFF for early booking, follow up workshop next month etc..



EVENTS OVERVIEW.

SAVE AS DRAFT

You can create an event and because you maybe don't have a piece of information eg – the venue or speaker, you can still create your event as above and 'save as draft'. Your event will be saved into the 'Draft' section and once you have the final piece of information you can edit the draft and publish.

PAST EVENTS

Once events are over they move from the live site to 'Past Events'. Here you can edit the event and re-use in the future. Simply edit and publish.

DELETE EVENTS

Should you wish to delete an event entirely, simply highlight the event and press delete on your events overview page.

RE-USE EVENTS

Should you have a past event that you are planning to re-run again, then you can re-use this by pressing the reuse button in the past events section of tour events overview.

THE EVENT LISTING PROCESS

1. When you have created your event simply press the **'Publish'** button. The event is saved and goes live onto the events section of the directory.
2. When you have created your event but need to add information that you do not have at present, you can save the event as a draft for publication later. To do this just click the **'Save as Draft'** button. Your event will now not be live but appear in the draft section ready for publication later. Note- you must press the **'Publish'** button for your event to appear live on the directory.
3. When events pass their date they are not live any more do not show on the directory. They transfer to a folder called **'Passed Events'** where they stay so they can be edited and re-used if desired.
4. Events can be deleted when necessary.

IMPORTANT NOTE: Please ensure that you have copyright for the use of any images used in your event listing or published anywhere on the website.