



TEACHER'S HUB

Zhineng Qigong



# How to post an event

MANUAL



# Hello,

## How to add an event to the Zhineng Qigong Event Calendar

In this tutorial PDF we will show you how to post an event as a teacher.

Once you are registered as a teacher, you are allowed to post events anytime, anywhere.

## Step 1

Login using your credentials. You will find them in an email sent to you when you registered at the teacher's hub. If you cannot by any means find it, then please use our reset password function which should prompt further emails.

Account

Please [Login/Register](#) in order to submit new events.

Login

[Click here to register with us: TEACHER HUB REGISTRATION](#)

If you are already a registered teacher, please login here:

**Username or Email \***

**Password \***

["Can't remember your password? Click here to reset."](#)

Login

3

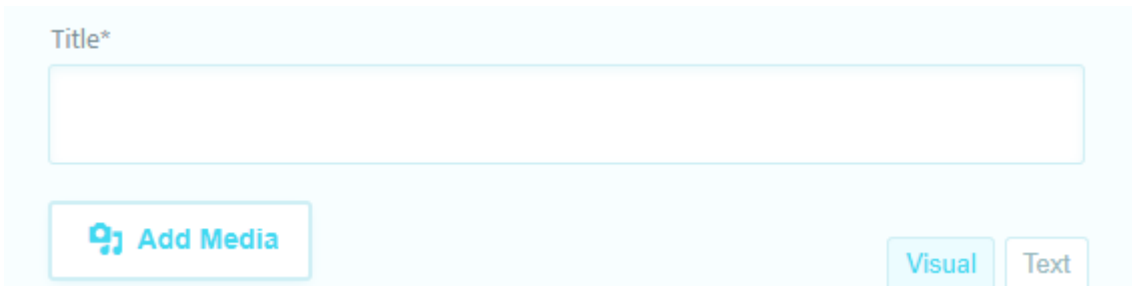
## Step 2

Once you are logged in, you are automatically transferred to the Add Event form.

The screenshot displays the 'Add Event' form interface. At the top left, there is a green button with a left-pointing arrow and the text 'Go back to events list'. Below this is a 'Title\*' field. A blue 'Add Media' button is positioned to the left of a rich text editor toolbar. The toolbar includes options for 'Paragraph', bold (B), italic (I), bulleted list, numbered list, quote, indent, outdent, link, unlink, and table. The editor is currently in 'Visual' mode. To the right of the editor is a 'Date And Time' section with 'Start Date' and 'End Date' fields, each with a calendar icon. The 'Start Date' field is pre-filled with '8 : 00 AM'. On the right side of the form, there are three green header sections: 'Event Cost' with a 'Cost' input field; 'Featured Image' with a dashed box containing the text 'No file chosen'; and 'Categories' with a list of checkboxes for Africa, Asia, Europe, International, North America, and Oceania.

### Step 3

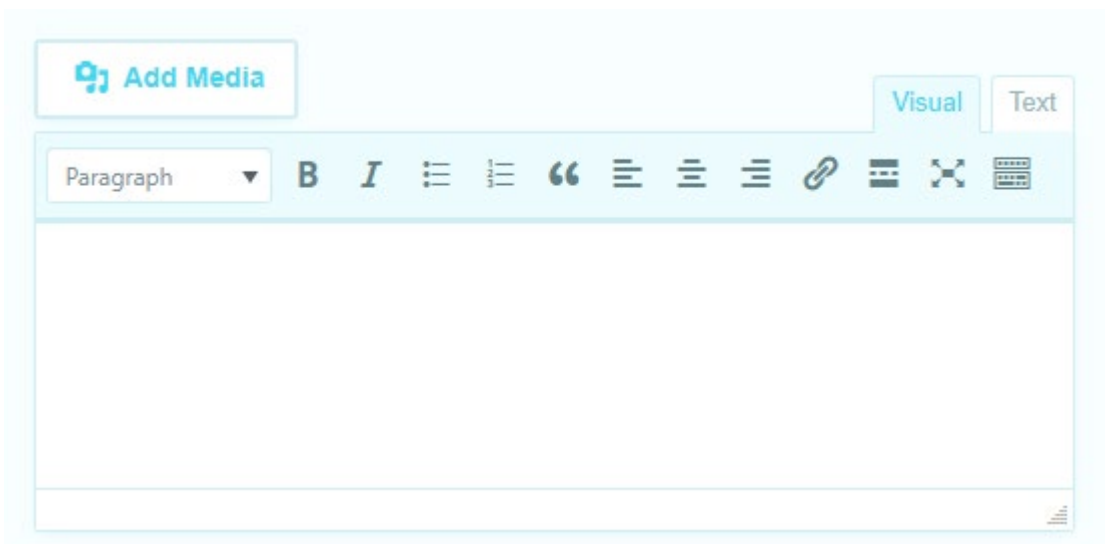
Enter your title for your event. Please try to be descriptive so that the student immediately knows what it is about.



The screenshot shows a form with a text input field labeled "Title\*" at the top. Below the field is a button with a camera icon and the text "Add Media". At the bottom right of the form are two tabs: "Visual" and "Text".

### Step 4

Enter your full event description. You can use several styling options, bold font, font type, links and points.



The screenshot shows a rich text editor for the event description. It includes an "Add Media" button at the top left and "Visual" and "Text" tabs at the top right. The toolbar contains icons for paragraph selection, bold (B), italic (I), bulleted list, numbered list, quote, indent, outdent, link, unlink, and table. The main area is a large text input field.

### Step 5

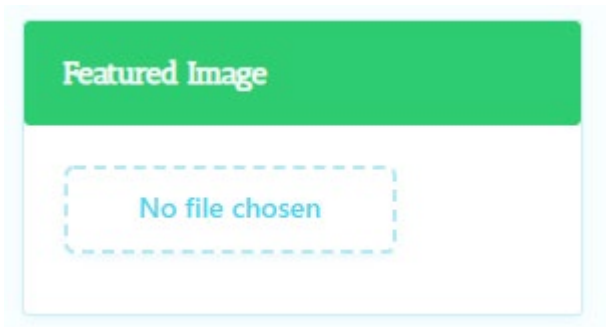
Enter the Event Cost (By default it is in Euros, but if you enter “USD 300” or “400 Rand” it will show up in your currency)



The screenshot shows a form with a green header labeled "Event Cost". Below the header is a text input field with the placeholder text "Cost".

## Step 6

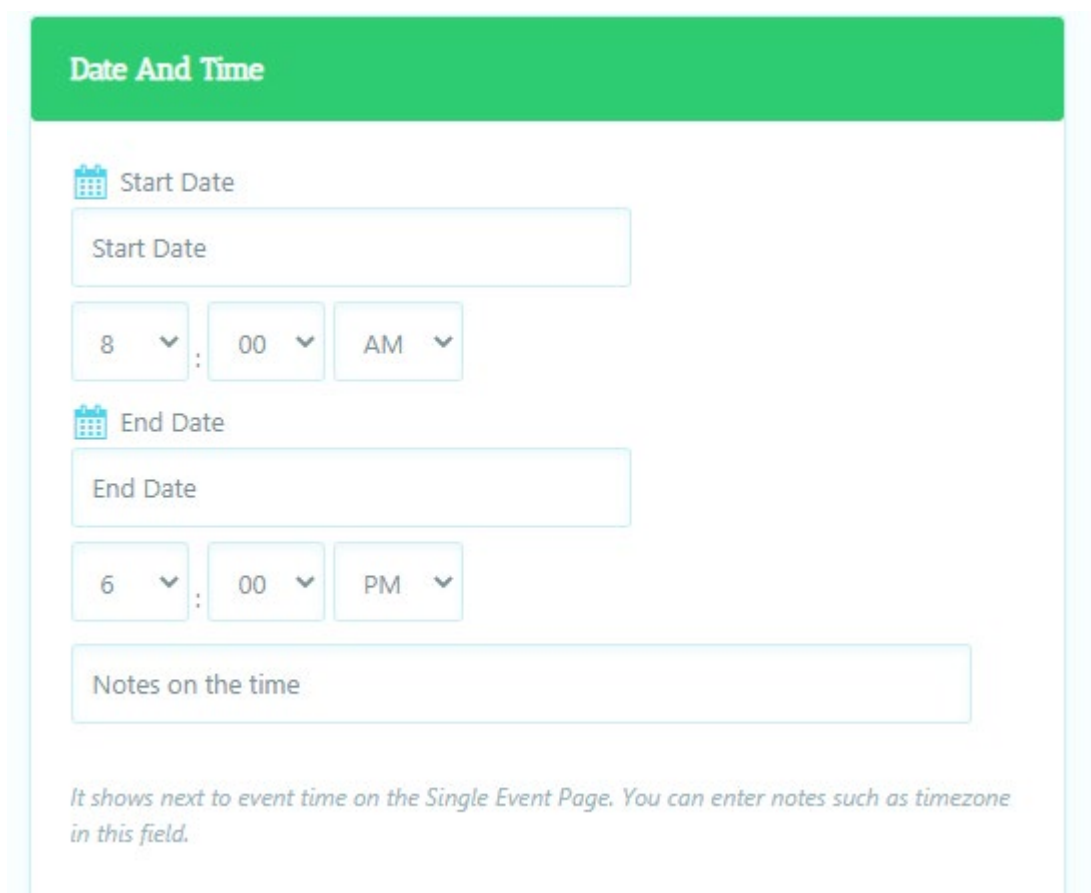
Upload a featured image to your event. Please use horizontal or square shaped images. Vertical images are discouraged. This image is your flag image for the event and will show on the main event list and event page.



The screenshot shows a form section titled "Featured Image" with a green header. Below the header is a dashed blue border containing the text "No file chosen", indicating that no image has been selected for upload.

## Step 7

Add your dates and times for your event. If it goes on for multiple days, you can post a little note which can state the event conditions, specifications regarding date/time.



The screenshot shows a form section titled "Date And Time" with a green header. It contains the following fields:

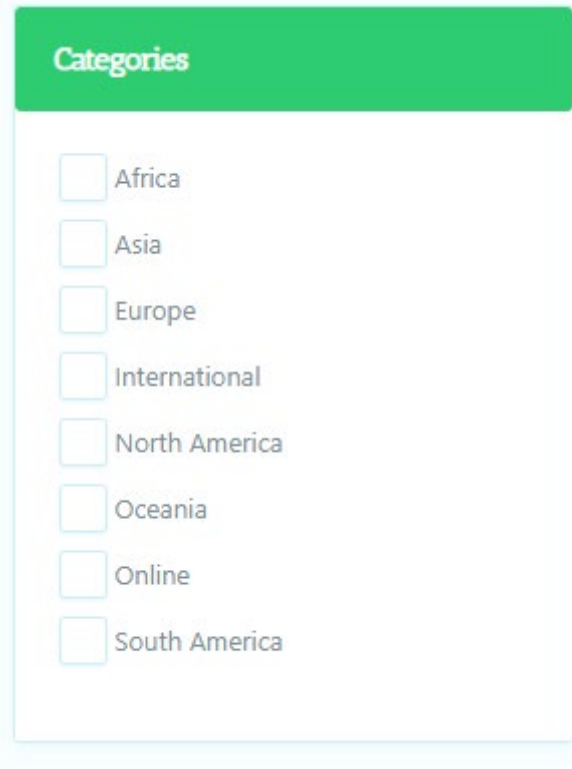
- Start Date:** A date picker icon followed by a text input field containing "Start Date". Below it are three dropdown menus for the hour (8), minutes (00), and period (AM).
- End Date:** A date picker icon followed by a text input field containing "End Date". Below it are three dropdown menus for the hour (6), minutes (00), and period (PM).
- Notes on the time:** A large text input field.

Below the input fields, there is a note: *It shows next to event time on the Single Event Page. You can enter notes such as timezone in this field.*



## Step 8

Categories are there to put your event under a certain list which will make it easier to find and show on our website. You can click multiple options and be then listed under those categories.

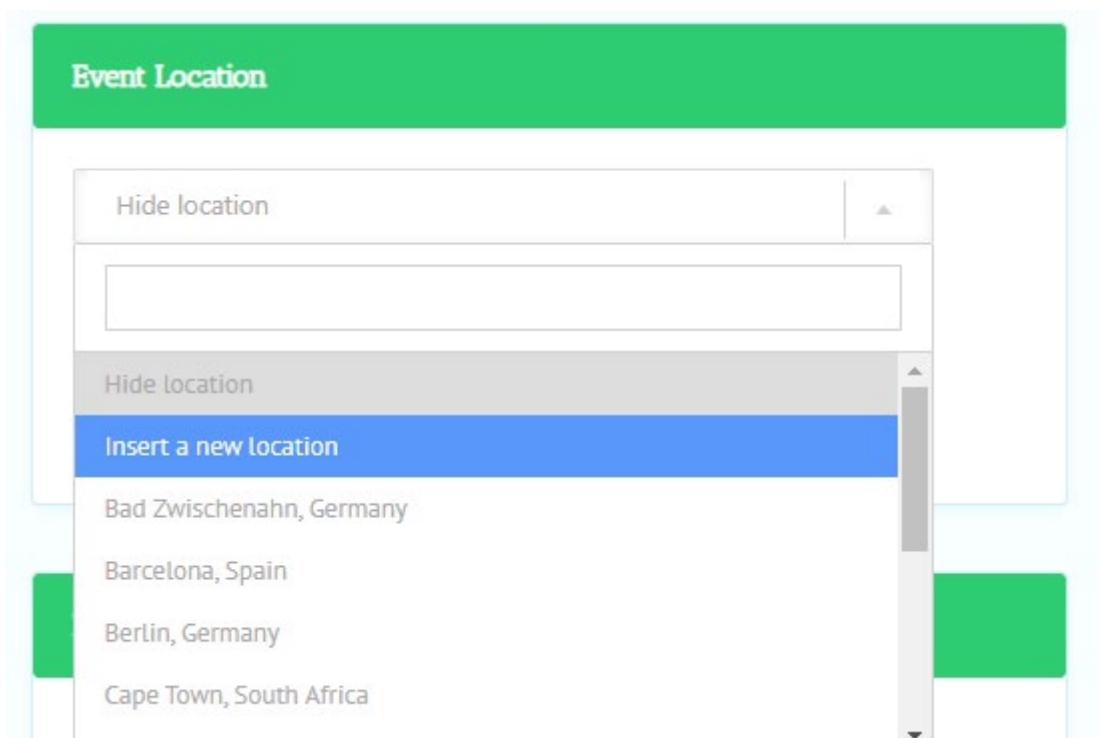


The screenshot shows a form titled "Categories" with a green header. Below the header is a list of eight categories, each with an unchecked checkbox:

- Africa
- Asia
- Europe
- International
- North America
- Oceania
- Online
- South America

## Step 9

Click on the Event Location dropdown and select one of the already existing locations or add your own in the format: City , Country

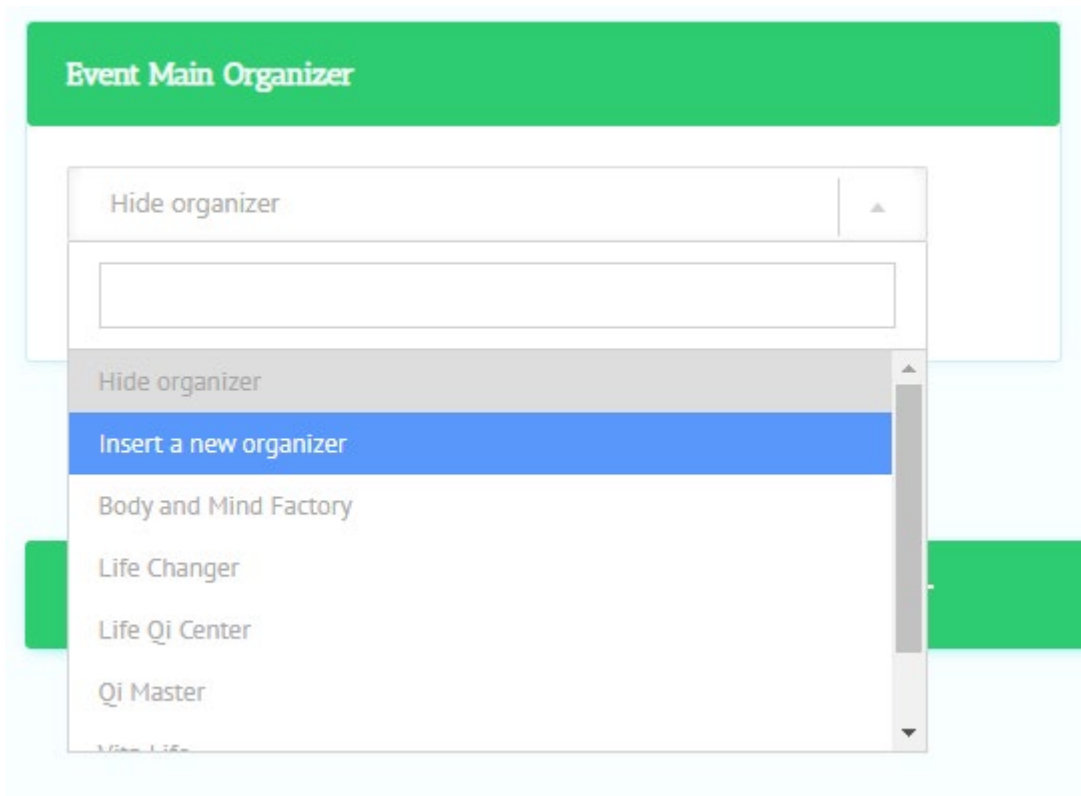


The screenshot shows a form titled "Event Location" with a green header. Below the header is a dropdown menu. The dropdown menu is open, showing a search input field with the text "Hide location" and a list of options:

- Hide location
- Insert a new location
- Bad Zwischenahn, Germany
- Barcelona, Spain
- Berlin, Germany
- Cape Town, South Africa

## Step 10

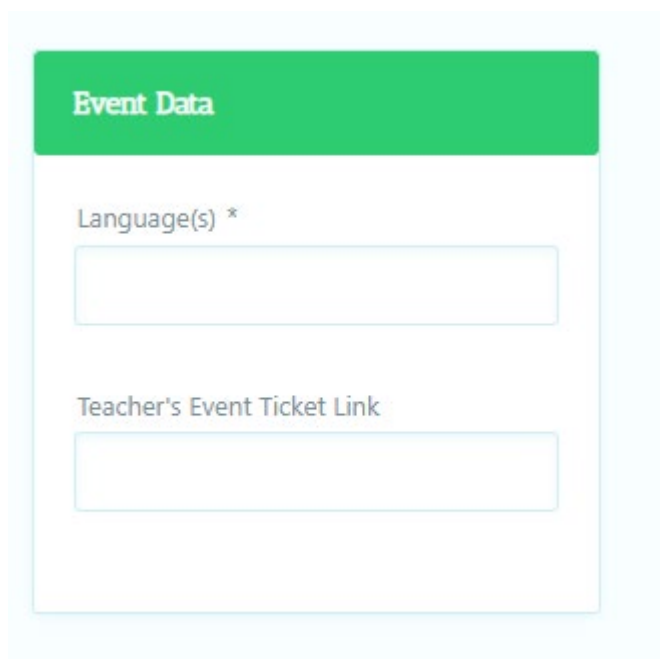
Click on the Organizer dropdown and select one of the already existing organizers or add your own, prompted by first time use information input. Please note that the Name should prioritize your course business name. If you don't have one, use your Name.



The screenshot shows a dropdown menu titled "Event Main Organizer". The menu is open, displaying a list of options. The first option is "Hide organizer", which is currently selected. Below it is "Insert a new organizer", which is highlighted in blue. The remaining options are "Body and Mind Factory", "Life Changer", "Life Qi Center", and "Qi Master". The menu has a scroll bar on the right side.

## Step 11

At Event Data please input the languages in which you will be doing your course and a copy/paste link to your website where the event is hosted on. Leave empty if you don't have one.



The screenshot shows a form titled "Event Data". It contains two input fields. The first field is labeled "Language(s) \*" and is currently empty. The second field is labeled "Teacher's Event Ticket Link" and is also currently empty.




## Step 12

Once you have reviewed your entries, click on submit. The event will automatically be published and is live



SUBMIT

To view your events, click on this box



< Go back to events list

Title\*

Add Media

Event

Co

To add a new event, click on the Add Event link



Teacher Login

Add Event

Training Videos

Resource Center

Teachers

# Contact & Credits

We hope that this manual was informative. Please feel free to contact us for further details and if help is required.



TEACHER'S HUB

Zhineng Qigong

## Contact Details

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