



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', 'Visual', and 'Text', along with icons for bold, italic, bulleted list, numbered list, quote, indent, outdent, link, unlink, and table. The main content area is a large text box. To the right of the main 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. Below the main form, there is a green header section for 'Date And Time'. This section contains 'Start Date' and 'End Date' fields, each with a calendar icon. The 'Start Date' field is further broken down into a time selection area with dropdowns for '8', ': 00', and 'AM'.

Step 3

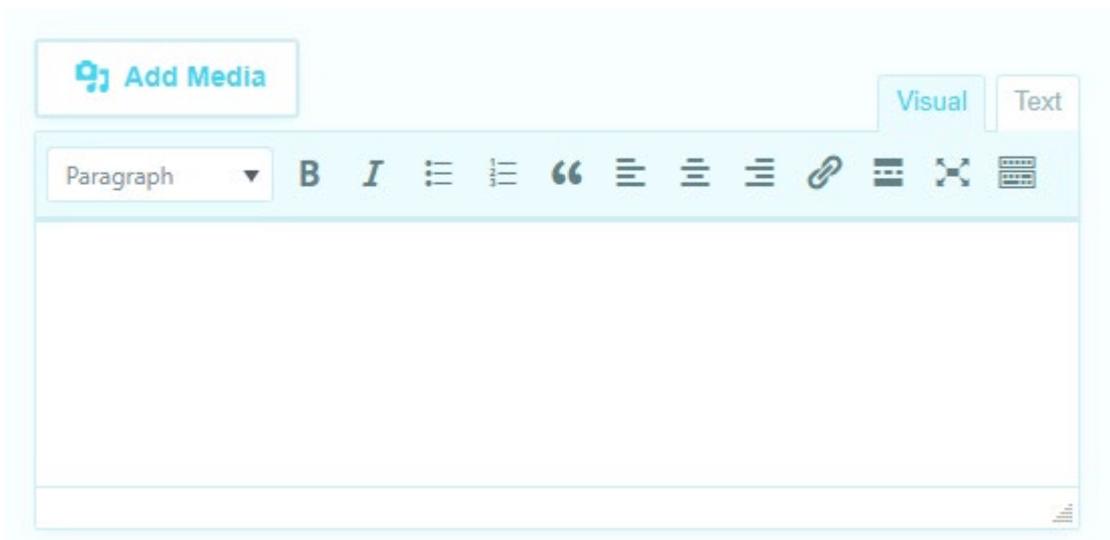
Enter your title for your event. Please try to be descriptive so that the student immediately knows what it is about.



The screenshot shows a form with a text input field labeled "Title*" and a button labeled "Add Media" with a camera icon. To the right of the "Add Media" button are two tabs: "Visual" and "Text".

Step 4

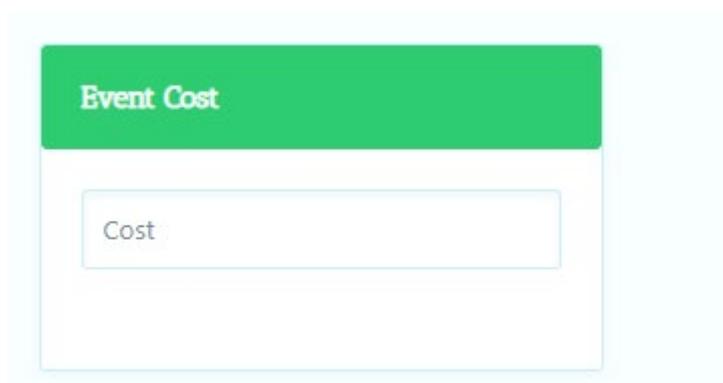
Enter your full event description. You can use several styling options, bold font, font type, links and points.



The screenshot shows a rich text editor for the event description. It includes a toolbar with options for paragraph, bold (B), italic (I), bulleted list, numbered list, quote, indent, outdent, link, unlink, and table. There is also an "Add Media" button and "Visual" and "Text" tabs.

Step 5

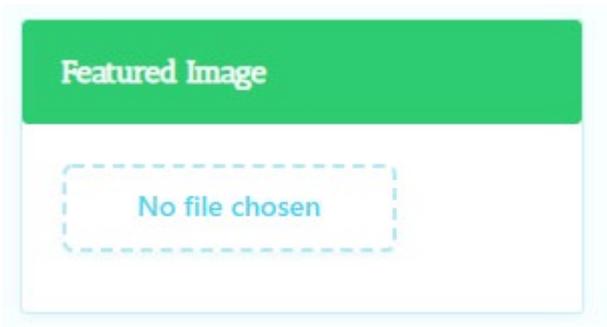
Enter the Event Cost (By default it is in Euros, but if you enter “USD 300” or “400 Rand” it will show up in your currency)



The screenshot shows a form with a green header labeled "Event Cost" and a text input field labeled "Cost".

Step 6

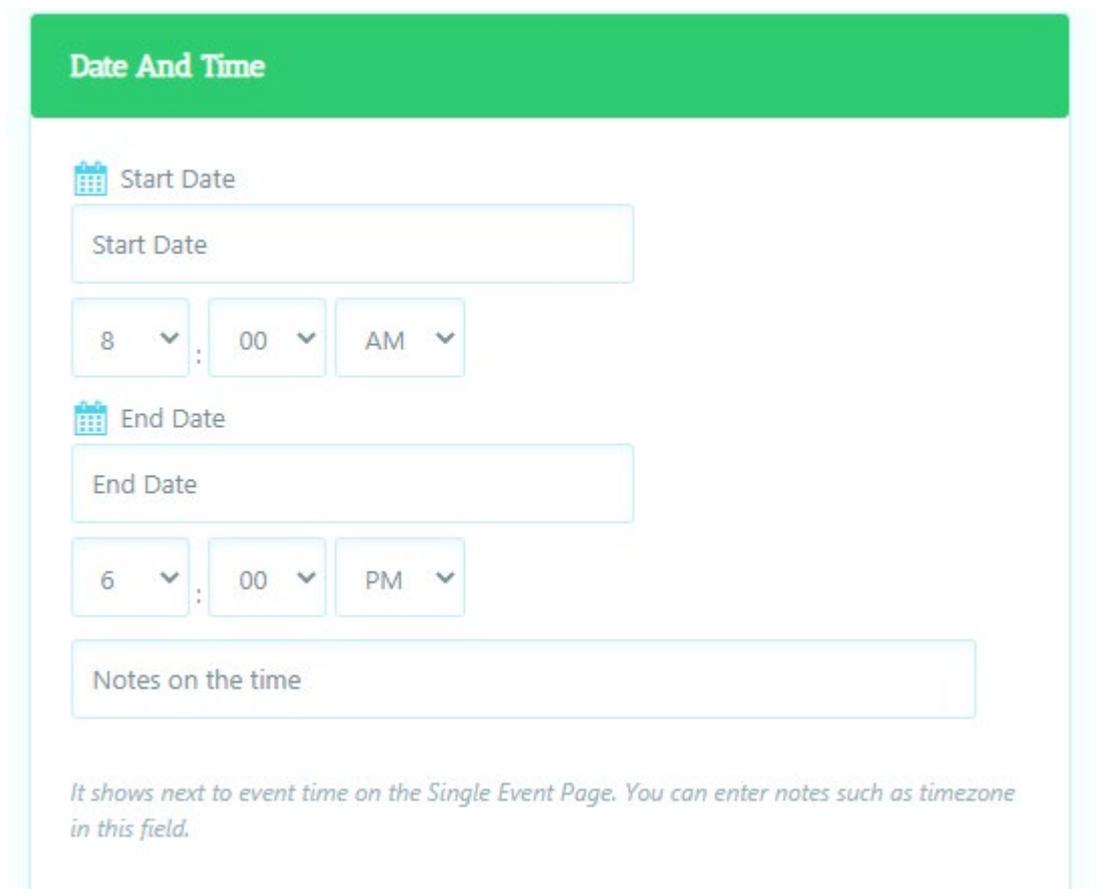
Upload a featured image to your event. Please use horizontal or square shaped images. Vertical images are discouraged. This image is your flag image for the event and will show on the main event list and event page.



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".

Step 7

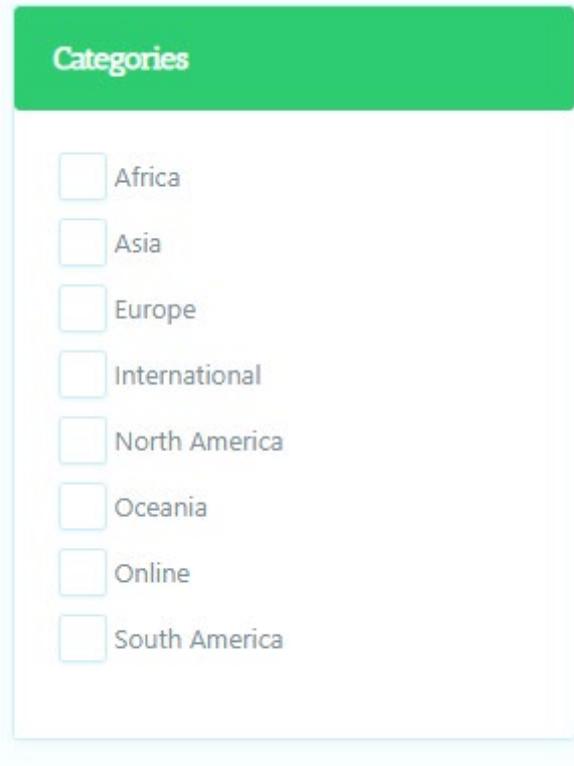
Add your dates and times for your event. If it goes on for multiple days, you can post a little note which can state the event conditions, specifications regarding date/time.



The screenshot shows a form section titled "Date And Time" with a green header. Below the header are two date and time selection fields. The first field is labeled "Start Date" and has a calendar icon. It contains a text input field with "Start Date" and three dropdown menus showing "8", "00", and "AM". The second field is labeled "End Date" and also has a calendar icon. It contains a text input field with "End Date" and three dropdown menus showing "6", "00", and "PM". Below these fields is a text input field labeled "Notes on the time". At the bottom of the form, 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.

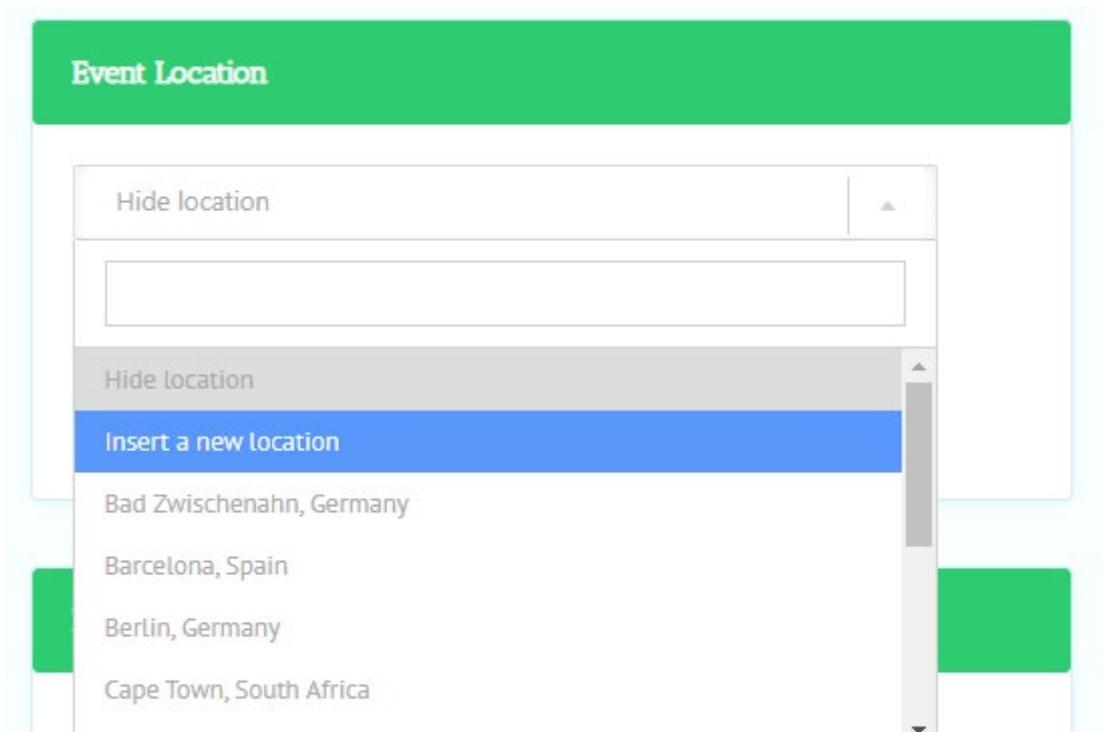


The screenshot shows a green header with the text "Categories". Below the header is a list of eight categories, each with an unchecked checkbox to its left:

- 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

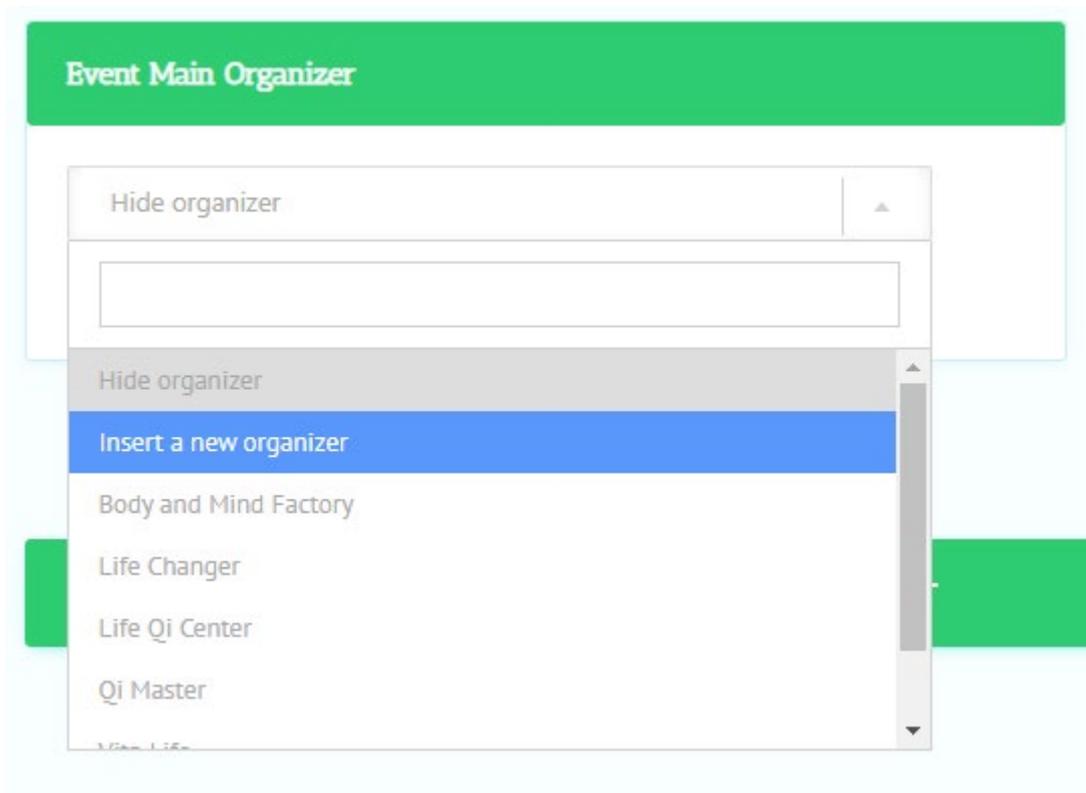


The screenshot shows a green header with the text "Event Location". Below the header is a dropdown menu. The top item is "Hide location" with a small upward arrow. Below it is an empty text input field. The dropdown is open, showing a list of options:

- Hide location (highlighted in grey)
- Insert a new location (highlighted in blue)
- Bad Zwischenahn, Germany
- Barcelona, Spain
- Berlin, Germany
- Cape Town, South Africa

Step 10

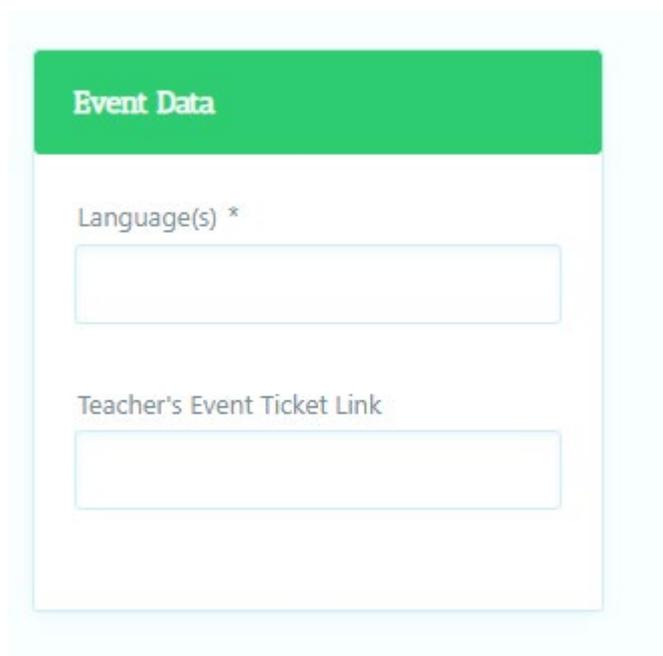
Click on the Organizer dropdown and select one of the already existing organizers or add your own, prompted by first time use information input. Please note that the Name should prioritize your course business name. If you don't have one, use your Name.



The screenshot shows a form titled "Event Main Organizer" with a green header. Below the header is a dropdown menu currently displaying "Hide organizer". The dropdown is open, showing a list of options: "Hide organizer", "Insert a new organizer" (highlighted in blue), "Body and Mind Factory", "Life Changer", "Life Qi Center", and "Qi Master". There is a search input field above the dropdown and a scroll bar on the right side of the list.

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" with a green header. Below the header are 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

welcome@zhineng-qigong-teachers-hub.com

Unit 28 Roeland Square | Roeland Street

Cape Town 8001 | South Africa

www.zhineng-qigong-teachers-hub.com

