Add Events to Wayshowers College Website and Affiliate Sites

Currently wayshowerscollege.com has event feeds setup with newspiritualhorizons.com, ipminternational.com, ipmi.org.au and pcciworld.com. Coming soon is wayshowerscommunityfellowship.com event feed. By entering your events in Wayshowers College's website you can access a larger network to promote your events. There are 3 ways to enter your events in to the Wayshowers College online system: 1.) Login and use form on frontend of website, 2.) Login and enter events in the dashboard area, 3.) Request an Import Feed for your website. See procedures below.

PREPARE: Before you enter your event into the website ensure you have gathered the following: 4'W's for your course, promotional material, an image that is less that 1MB, and have a registration point setup.

1. **Method 1: Login and use the form on frontend of website**
   a. Visit wayshowerscollege.com and click For College Professionals at top of website. Login in the blue box above Resources Available. If you are unsure of your login for website, call the office to recheck that you have an account. If you do, use the Lost password link on login page to reset using the email address associated with your account. If you do not, allow 2 business days for the office to setup your account.

   b. After login, ensure you are still on the For College Professionals (wayshowerscollege.com/leader).

   c. Additional menu items are available under the Resources Available list on right side, click Add Event. Procedures are reiterated on this page.

   d. Scroll down and click Post Your Event button. This will take you to the form. The direct link is wayshowerscollege.com/events/community/add.

   e. Click the Post Your Event Button below.

   f. Enter the Title of your event and a detailed description.

   g. If this event is single occurrence, select date and time of the event. If this is a part of a series in one location (i.e. – Groupwork), click Schedule Multiple Events.

      i. For Multiple events (i.e. – Groupwork), if your groupwork is going to meet once every week for 12 weeks, select weekly. If the start time is different than the first meeting date, select At a different time and choose your timing. Then select the date of the 12th week meeting. This will finish setting up the reoccurring event over the 12 weeks.

      ii. For Multiple events occurring, if your groupworks schedule skips weeks and varies over the duration you will need to add more events. If the scenario is the groupwork meets for 3 weeks in a row on the same day and then skips a week due to holiday and then meets for 4 weeks and

then skips a week due to conflicts and then finishes the last 5 weeks without interruption this is possible to setup.

1. Select date of first meeting and time. Click Multiple events select weekly, the day, time and the date for end of groupwork (include the weeks skipped).

2. Click Add Exclusion, select Once, add the day for the week you will be skipping (4th week in our example).

3. Click Add Exclusion, select Once, add the day for the week you will be skipping (9th w.eek in our example)

h. Add an event image of your choosing or during processing the College will add an image for the event.

i. Click in the Event Categories section, click in the field and wait for the existing categories to load. Select your categories, please do not add categories. *(See Addendum on guidelines for Category Selection.)*

j. Optional, add event tags. Click in the field for Tags and wait for the existing tags to load. You may add your own tags. Tags assist with people searching for events.

k. Fill in your Venue details, if you have already inputted a venue search for it by name. You may enter a new venue or simply put the City and State if it is at a private residence or you have indicated location in the description area.

l. Add the organizers to this event. Select from the drop down. If more than one leaders is presenting the event, Click Add Organizer to include more than one.

m. Add an external URL to your website or another site (Facebook, Meetup or Eventbrite) that has additional information or is the registration point.

n. Enter in the cost.

o. Submit Event.

2. **Method 2: Login and enter events in the dashboard area**
   a. Visit wayshowerscollege.com and click For College Professionals at top of website.

   b. If you are not already directed to the dashboard upon login, go to the For College Professional page and at the top of page click Dashboard button or visit wayshowerscollege.com/wp-admin

   c. Select Events and Add New from menu on left.
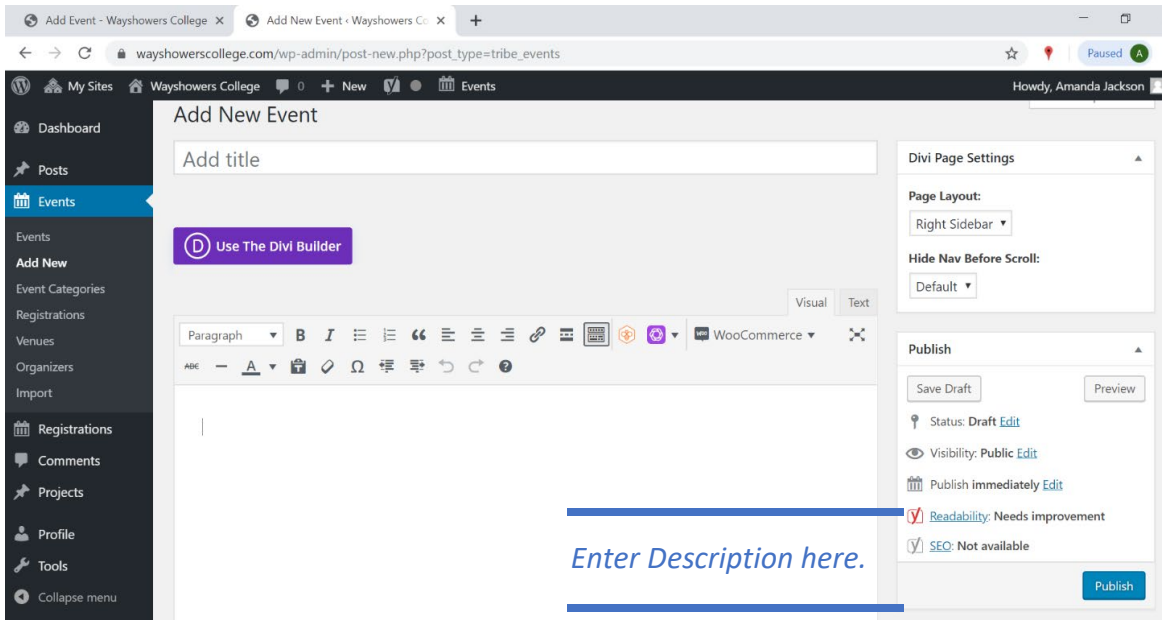
   d. Enter the Title of your event and add detailed description.

   e. Scroll down the page, if this event is single occurrence, select date and time of the event. If this is a part of a series in one location (i.e. – Groupwork), click Schedule Multiple Events. You can review the examples given above in Method 1.

   f. Fill in your Venue details, if you have already inputted a venue search for it by name. You may enter a new venue or simply put the City and State if it is at a private residence or you have indicated location in the description area.

   g. Add the organizers to this event. Select from the drop down. If more than one leader is presenting the event, Click Add Organizer to include more than one.

   h. Add an external URL to your website or another site (Facebook, Meetup or Eventbrite) that has additional information or is the registration point.

   i. Scroll back up to address the options on right side. Stop at Event Categories and check mark the categories for your event. Note: if you want this event on the New Spiritual Horizons website select NSH Category.

j. Scroll up a bit more to, optionally, add tags to your event. Click publish to post your event to website.

3. **Method 3: Request an Import Feed for your website.**

    a. This method is for leaders who have a Wordpress Website and are using The Events Calendar Plugin the College uses. A direct import feed can be setup between calendars based on category. Visit the plugin website to download and install the plugin theeventscalendar.com/product/wordpress-events-calendar/.

    b. Email the URL to your calendar to facts@wayshowerscollege.com to setup the feed, i.e. – mywebsite.com/events.

    c. If you have events on your calendar not related to the College, please send the category URL for the import feed,
    i.e. - mywebsite.com/events/category/new-spiritual-horizons/

Addendum: Guidelines for Category Selection

Events can be placed into multiple categories, below are all the categories available on College's website and descriptions. Please do not add additional categories.

- Camps & Retreats

  Use this category if your program is part of camp, regional retreats or 'Retreat' Courses in the community.

- Expo's

  Presenting at an Expo

- Fellowships

  Non-Profit Fellowships in Community; PCCI, WCF, IPMI, or IPMI Aus, as well as, Interest Meetings or Gatherings.

- Free Presentations

  IPMI suggested ones AND any other program related free event related to the College, IPMI, IPMI Aus, WCF or PCCI that a leader may want to promote on website

- International

  International Touring Events

- Lectures & Seminars

  Man and Universe, New Spiritual Horizons, Peace Community Church, Profound Mystical Meditation, or Astro Soul Introductory Lectures

- New Spiritual Horizons

  Posting Policies: Import Feed for this category is linked to newspiritualhorizons.com, any events in this category is transferred over within 48 hours. Only NSH related events are to be in this category this includes: NSH Lecture, M&U Lecture, 2nd Night Program "Discovering your New Spiritual Horizons NSH Groupwork, Exploring Inner Dynamics, NSH Submersion Workshops, NSH Program Courses (541, 4092, 3090, 7093, 546, 3095-3098, 7091), Angel Encounter Workshop, and event Techniques courses (521, 522, 008). Check with the office directly if the course you want to list isn't mentioned above.

- Online Programs

  Used for leaders who offer lectures and workshops online.

- Professional Training

  Any training courses in US, AU, CA and NZ, these include Profile training, Trance Training, PCCI Training, etc.

- Spiritual Development Course

  Broad Category for any course in any department

- Trance Healing Sessions

  Trance Healing Tables occurring in the community.

- Workshops

  Any workshop or course being promoted as a workshop from any department, this can include training workshops.