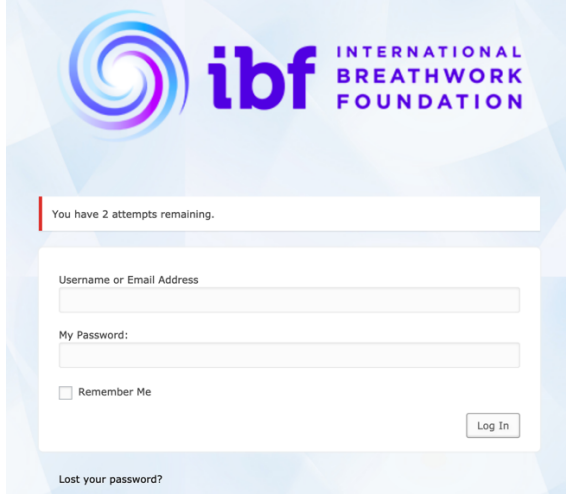


## HOW TO PUBLISH YOUR OWN EVENT

Log in as professional member or as an organisational member

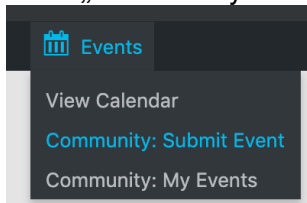


The login page features the IBF logo at the top. Below it, a message states "You have 2 attempts remaining." The login form includes fields for "Username or Email Address" and "My Password:", a "Remember Me" checkbox, and a "Log In" button. A link for "Lost your password?" is located at the bottom left of the form area.

Select „Events“ (black bar: top, left side)



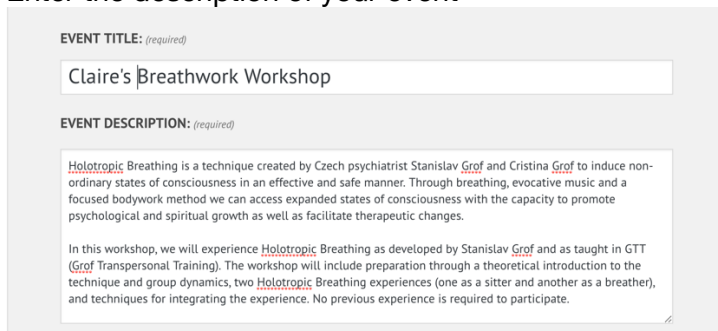
Click „Community: Submit Event“



This will open a popup window.

Enter the title of your event

Enter the description of your event



The event creation form has two main sections. The first section is labeled "EVENT TITLE: (required)" and contains a text input field with the value "Claire's Breathwork Workshop". The second section is labeled "EVENT DESCRIPTION: (required)" and contains a larger text area. The description text reads: "Holotropic Breathing is a technique created by Czech psychiatrist Stanislav Grof and Christina Grof to induce non-ordinary states of consciousness in an effective and safe manner. Through breathing, evocative music and a focused bodywork method we can access expanded states of consciousness with the capacity to promote psychological and spiritual growth as well as facilitate therapeutic changes. In this workshop, we will experience Holotropic Breathing as developed by Stanislav Grof and as taught in GTT (Grof Transpersonal Training). The workshop will include preparation through a theoretical introduction to the technique and group dynamics, two Holotropic Breathing experiences (one as a sitter and another as a breather), and techniques for integrating the experience. No previous experience is required to participate."

Enter Date(s) and Time. You can also add recurring events here

EVENT TIME & DATE

Start/End:

2019-07-22

08:00

to

17:00

2019-07-22

Timezone: Europe/Paris

☐ All Day Event

Event Series:

SCHEDULE MULTIPLE EVENTS

Choose date from Calendar

← July 2019 →


August 2019

September 2019 →

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Upload an image for your event from your computer  
(click on „Choose Image“)

EVENT IMAGE



Choose a .jpg, .png, or .gif file under 1 GB in size.

CHOOSE IMAGE

Select an event category and/or event tags

1. Click in here

EVENT CATEGORIES

Search from existing categories

2. Choose an Event Category (or add a new one, if non existent)

EVENT CATEGORIES

Congress

Lecture

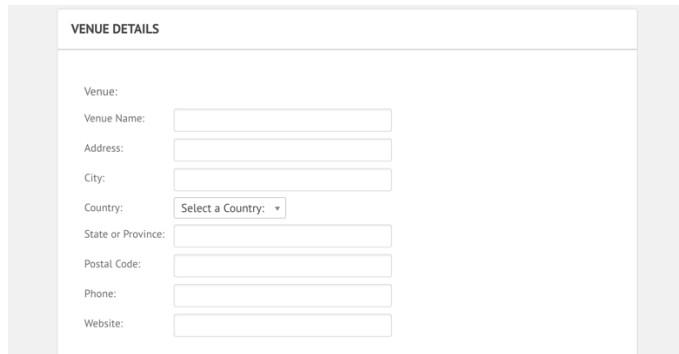
Party

Seminar

Training

Workshop

Enter Venue Location Details.



VENUE DETAILS

Venue:

Venue Name:

Address:

City:

Country:

State or Province:

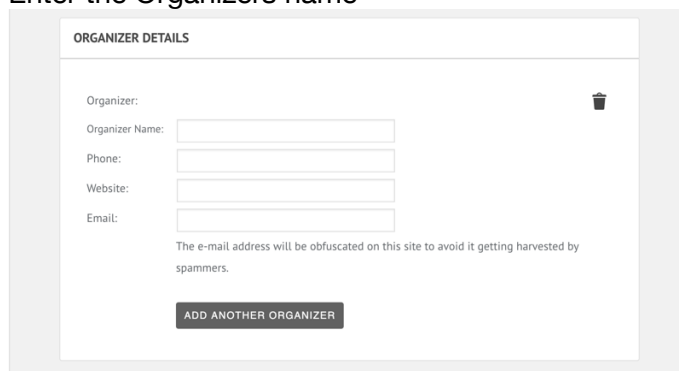
Postal Code:

Phone:

Website:

If you enter a correct, full address, then the venue will be shown in Google maps too)

Enter the Organizers name



ORGANIZER DETAILS

Organizer:

Organizer Name:

Phone:

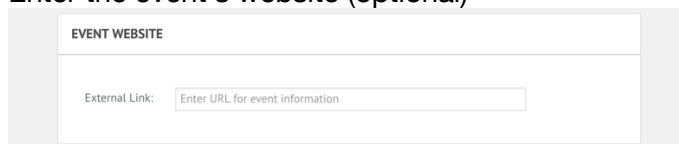
Website:

Email:

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

[ADD ANOTHER ORGANIZER](#)

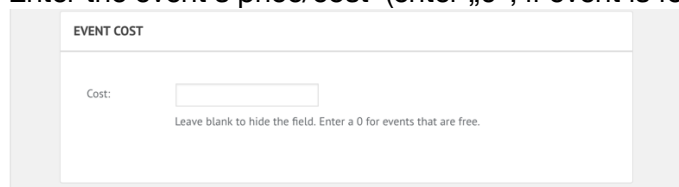
Enter the event's website (optional)



EVENT WEBSITE

External Link:

Enter the event's price/cost (enter „0“, if event is for free)

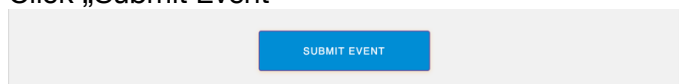


EVENT COST

Cost:

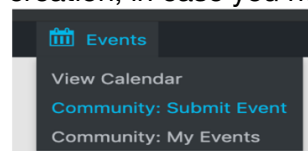
Leave blank to hide the field. Enter a 0 for events that are free.

Click „Submit Event“



[SUBMIT EVENT](#)

Congratulation! You have just created your first event. Note: You can edit your event after creation, in case you need to. For this, go to „Community: My Events“



[Events](#)

[View Calendar](#)

[Community: Submit Event](#)

[Community: My Events](#)

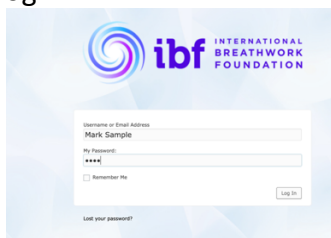




## HOW TO ADD A PORTRAIT PICTURE TO YOUR PROFILE (Avatar)

**NOTE:** If possible, use square format portraits, because rectangular images may appear distorted. You can crop images in the Avatar tool, so that they become square.

Log in



In «My Profile» scroll down to the bottom, until you see the Avatar symbol  
**Click** on the blue «pen» symbol



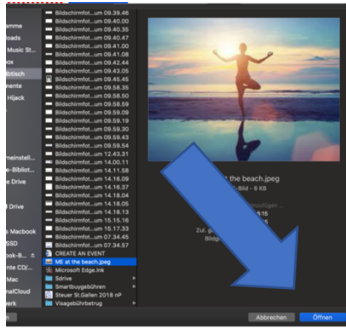
A popup window appears. Here, you have 2 options:

**Option 1: Upload an existing photo from your PC.**

To upload your portrait, **Click** on «Drop image here...»



This will open your PC's explorer/finder.  
Here, select the desired picture in your finder/explorer.  
When selected, press «**Open**»



You can now see your picture in the blue Avatar box.

**Note:** Here you can resize your picture, by clicking on the image and then dragging it by one of the four corners towards the middle. You can also define a section by dragging the picture.

You are almost there: **Select** ✓ in the blue box

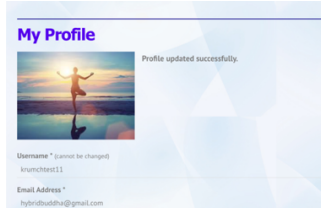


**FINAL STEP:** To finish the operation, scroll down to the grey bar.

**Click on «Save all changes»**



Voila, you published your new profile picture!



**Option 2:** Alternatively, you can directly **shoot a selfie with your computer/tablet camera** and upload it to the IBF website. For this, click on the camera symbol in the blue box. (You might be prompted to allow that the site «ibfbreathwork.org» is using your camera for this purpose). The rest of the steps are similar to uploading an existing picture from your PC.

