

HOW TO PUBLISH YOUR EVENTS

(ONLY FOR PROFESSIONAL MEMBERS AND ORGANISATIONS/SCHOOLS)

HOW TO DELETE YOUR EVENTS (Info about **deleting** an event can be found at the very end of this document)

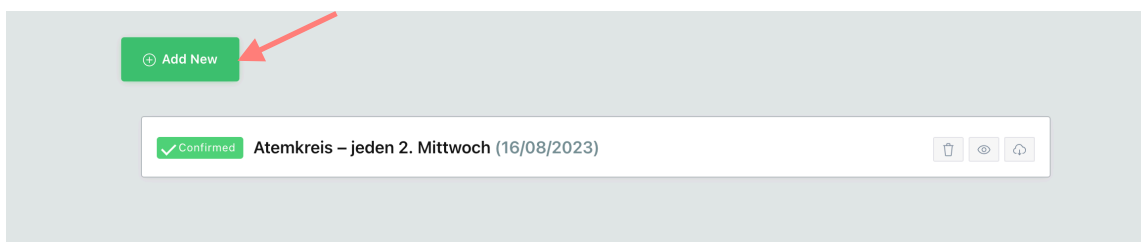
START —> PUBLISH YOUR EVENT

Login to <https://ibfbreathwork.org> as professional or organisational member

In the main navigation menu, go to —> Resources. There, **select and click:**
PUBLISH OR DELETE YOUR EVENT

https://ibfbreathwork.org/publish_or_delete_my_events/

A new page opens. Click „Add new“



The „submit“ form opens

A screenshot of a web form for adding a new event. At the top left, there is a green button with a left arrow and the text 'Go back to events list'. Below it, there is a text input field labeled 'Title' with the text 'Breathing Circle'. To the right of this field is a red arrow pointing to it. Below the title field, there is a rich text editor. It has a toolbar with various icons for text formatting (bold, italic, underline, list, link, etc.) and a 'Visual' tab. The text area contains the following text: 'The healing power of conscious breathing', 'Breath evenings offer you a wonderful opportunity to get out of your daily routine and recharge your batteries.', and 'A breath evening is a guided meditation where the focus is on breathing.' To the right of the text area is another red arrow pointing to it. At the bottom left of the text area, there is a small icon and the text 'P » STRONG'.

Add the title of your event

Add the full description

Excerpt *

The breathing evenings offer you a wonderful opportunity to get out of the daily routine and recharge your batteries. ...

Add a short description of your event, this excerpt will be displayed on the first page

Date And Time

 Start Date *

2023-07-10

8

:

00

 End Date *

2023-07-10

18

:

00

☐ All-day Event

☐ Hide Event Time

☐ Hide Event End Time

PLEASE ARRIVE 15 MINUTES EARLIER

It appears next to the event time on the Single Event Page. You can enter notes such as the timezone name in this field.

Add start date and end date

Repeating



Event Repeating

If your event is repeating, check this box

Repeating



Event Repeating

Repeats

☒ Daily

Every Weekday

Every Weekend

Certain Weekdays

Weekly

Monthly

Yearly

Custom Days

Advanced



Never



On



After

10



Show only one occurrence of this event

IMPORTANT:
You must check „Show only one occurrence of this event“. Otherwise your event appears too often on the events list and will disturb events of others!

Timezone

✓ Inherit from global options

Africa

Abidjan

Accra

Addis Ababa

Algiers

Select your time zone

Exceptional Days (Exclude Dates)

📅

Exclude certain days

Date

Add?

You can add exception days (useful for repeating events)

Event Main Location *

Insert a new location?

Insert a new location

Anam Cara

Holy Rood House

ONLINE

Latitude

Longitude?

Location Website 🌐

📍

☐ Don't show map in single event page

Add the location, or select one, if it exists already in the list.
For online events, select ONLINE

Event Main Organizer

Hide organizer?

IBF Breathing Arts Group

Lauren Chelec Cafritz

Mario Domig

Silke Modersohn

Add the name of the organiser (select or create)

Event Cost

75

☐ Show the minimum price based on tickets

Add the event cost.
Allowed are numbers
and words like „Free“
or „Donation“

Currency Options

Currency

✓ USD

EUR

GBP

Select the
currency

Currency Options

Currency

CHF

Currency Sign

CHF

?

Currency Position

\$10 (Before)

Thousand Separator

,

Decimal Separator

.

☒ No decimal

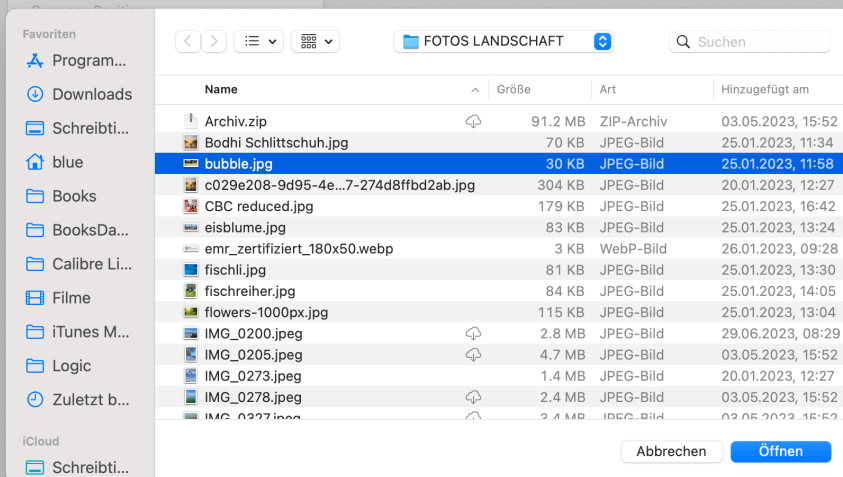
If you want to use a
currency symbol, like
\$ or £ you can use
this field to add your
desired currency
symbol.
Otherwise leave this
field empty.

We suggest to tick
the checkbox „**No
decimal**“

Featured Image *

☐

EVENT PICTURE:
Click the check box (red arrow) in order to upload a picture of your event



Next: Select a picture from your PC and upload it

Featured Image *

☐ Remove Image

If you like your picture, you can go on to the next section.
Otherwise, delete (remove) the picture and start the picture upload process again

Event Color

☐ ☐ ☐ ☒ ☐

You can select a colour (will appear as a small coloured dot next to the event title (not mandatory))

Categories *

☐ Concert

☐ Evening Event

☐ Morning Event

☐ Online Event

☐ Retreat

☒ Seminar

☐ Speech

☐ Workshop

Select an event category

Tags

Insert your desired tags, comma separated.

You can add a tag (not mandatory)

IMPORTANT:

Before you hit „Submit your event“ **please control all fields thoroughly.**

It is not possible to edit an event after publishing!

Should you notice - after publishing - anything is missing or wrong, you'll have to **delete** your event and **start the „add“ process again**

To finalise, click
„Submit Event“
That's it!

☒ I accept the [Privacy Policy](#) in order to submit an event. *

SUBMIT EVENT

DELETING YOUR EVENT

Login to <https://ibfbreathwork.org> as professional or organisational member

In the main navigation menu, go to —> Resources. There, **select and click:**
[PUBLISH OR DELETE YOUR EVENT](https://ibfbreathwork.org/publish)
<https://ibfbreathwork.org/publish> or [delete my events/](https://ibfbreathwork.org/delete)

A new window opens.

Select and click the trash symbol next to the name of the event you wish to delete. Maybe you will be asked to confirm this action. If so, please confirm deletion.

