



THE TRN WEBSITE

HOW TO ENTER AND MAKE USE OF THE SITE

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Logging in:

1. Log in on the bottom of the sites on the website; <http://reikinetwork.org/>

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AND/OR

2. Link: <http://reikinetwork.org/wordpress/wp-login.php>
 - a. Enter your USERNAME & PASSWORD

The website is in two parts

A. The main site – for the public

The main site – the part that the public can see – and where you can check what have entered

B. The dashboard – for the use of the members

The dashboard - from where we work and enter our events

C. How to switch between the two

To switch between the two, you go to the upper left corner of the site where you will find a small picture of a house and the text The Reiki Network

- ❖ When at **the dashboard** you will get the text «**Visit site**» below the little house
 - By clicking here, you will come to the main site
- ❖ When at **the main site**, you will get the text «**dashboard**» below the little house
 - By clicking here you will come to the dashboard

Working from the dashboard

On the left hand side, you find the DASHBOARD with 3 options

Registering a new event

- Choose ADD NEW
 - A form will come up
 - Fill in
- **Add the new event**
 - the title of your event
 - for instance «Reiki 1 seminar»
 - For the time being skip *Event schedule* and *Add media*
 - Write about your event – if you want to (not compulsory) – in the big window with «B /...» at the top
 - Under **Events Calender** – TIME & DATE
 - You may hook for *All day event*
 - You must click on the calender and give the date and time for start and end to your event
 - **GOOD LUCK 🍀!**

Media

Here you find the LIBRARY with photos and documents

This we are going to tidying up – Åse and Jorunn will look into this

Profile

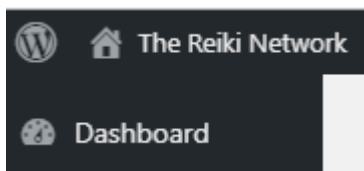
Here you find your personal profile. You may change this according to your need

Content only for RM and RMT

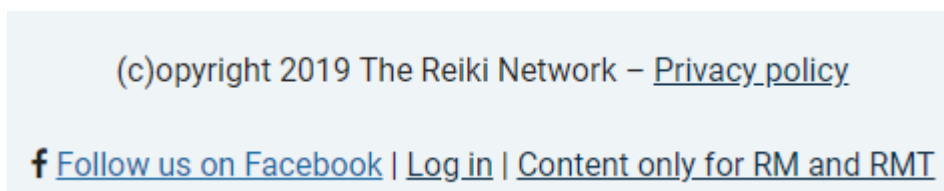
This is the page where we publish all the most useful TRN material, such as The Manual, Handouts for Reiki Seminars, Member List, Newsletter etc.

For logging in to this “secret” page only for TRN members, you can do the following:

1. Login
2. Click on The Reiki Network “House”



3. Then you are on the front page. Scroll down to the end of the webpage
4. Click on the link; Content only for RM and RMT



5. Then you are “in” this page and can read and download our TRN materials:

Content only for RM and RMT

This page is only visible for RM and RMT; Members of The Reiki Network.

Here you are welcome to download useful documents for TRN.

HOW TO LOG IN TO THE TRN WEBSITE

[Log-in TRN website](#)

Reiki Seminars

Reiki 1

[2017.04.05 Reiki 1 kompendium NO](#)

[2017.05.01 ENG. REIKI 1](#)

Reiki 2

[2017.04.05 Reiki 2 kompendium NO](#)

Reiki 3A

6. Click on The Reiki Network “House” (on the left upper corner) again if you want to go back to the dashboard

Logging out

- In the upper right corner you will find «How are you + your name + a little figure»
 - Click on the figure and you will get «Log out» as an option

Support

If you have any questions, you may contact web assistant Jorunn Moen jorunnmoen5@gmail.com

If you need support for the following:

- a new password if you have forgotten it (you can also make a new one easily by yourself)
- you have a new trainee so you want to make a profile for her/him on the website

you are welcome to contact web editor Åse Westin reikiase@gmail.com

For urgent support you are welcome to call Åse on mobile: +47 48 86 85 34

GOOD LUCK 😊 😊 😊