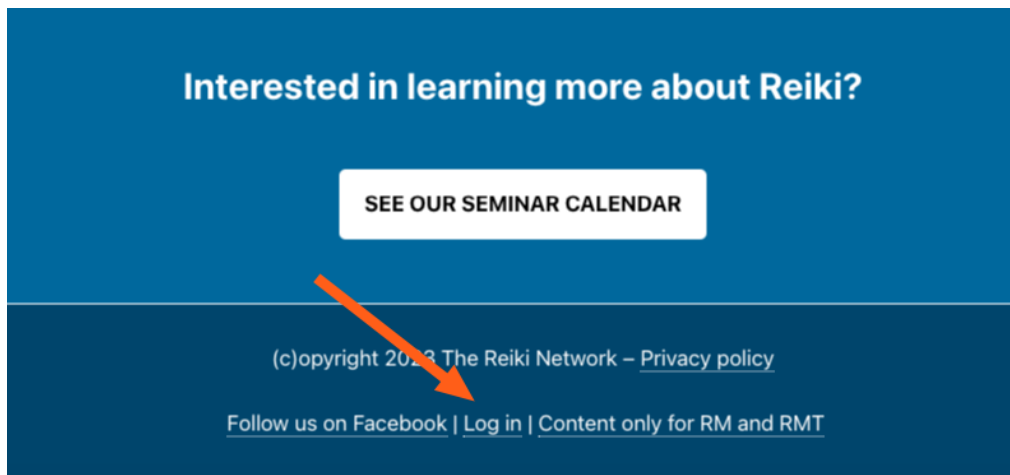


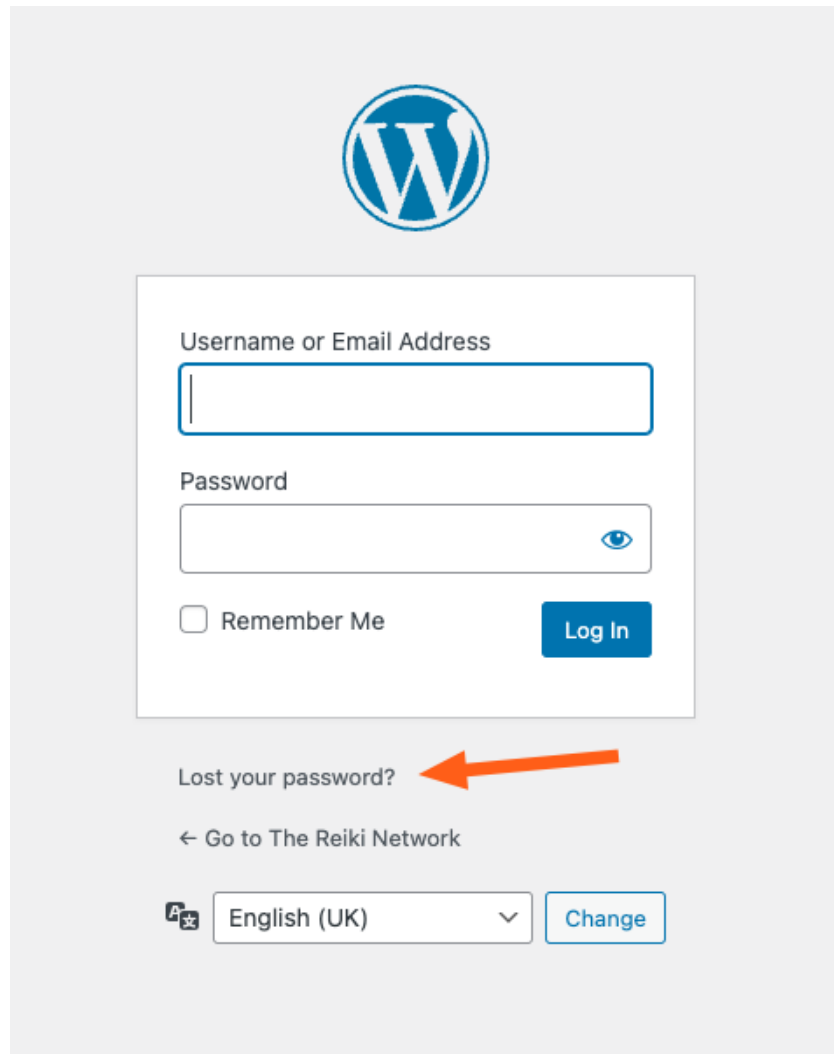
THE REIKI NETWORK USER MANUAL

This manual is updated on November 18th, 2023, applied for the Reiki-GP theme version 3.3.1. If you have any questions, please contact hp@hungpham.no

Login your account



On the bottom of the website, you can see a link for Log In. Click to that, you will have a screen for entering your email and password.

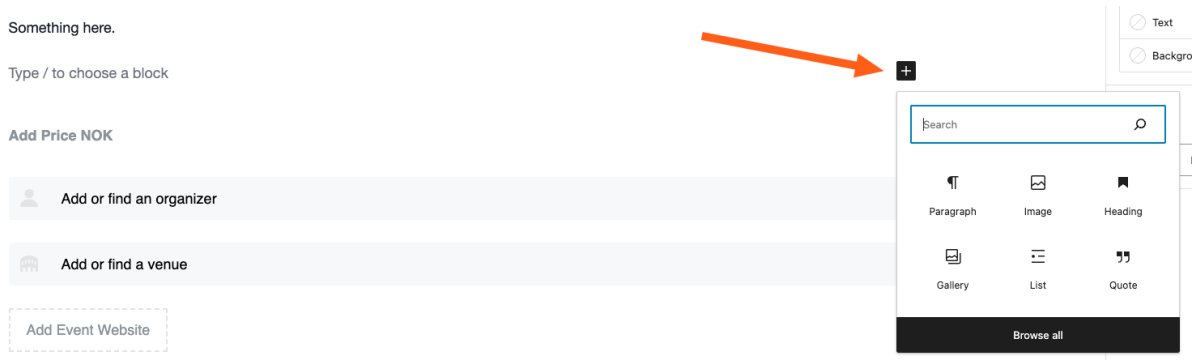


If you forget your password, click to the link [Lost your password?](#) and enter your email address. You will receive an email with a link for creating a new password.

Basic WordPress editor

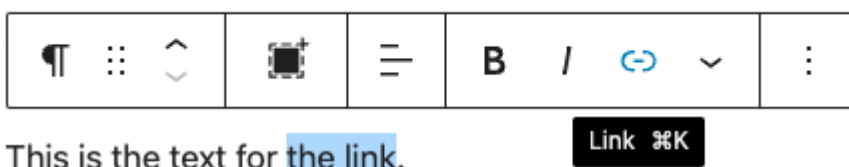
In WordPress, which we are using for TRN website, you can write text, insert photos, YouTube video links. You can copy what you write from somewhere else to WordPress.

For writing normal text, you can... just write :) And press Enter to make a new paragraph as usual. There are several other special types which you can pay attention to. You can click to the black Plus button when you place the computer mouse to the writing field. From there you can search and insert special fields, such as Image, Youtube, etc. Click to Browse All if you want to see all the available fields.



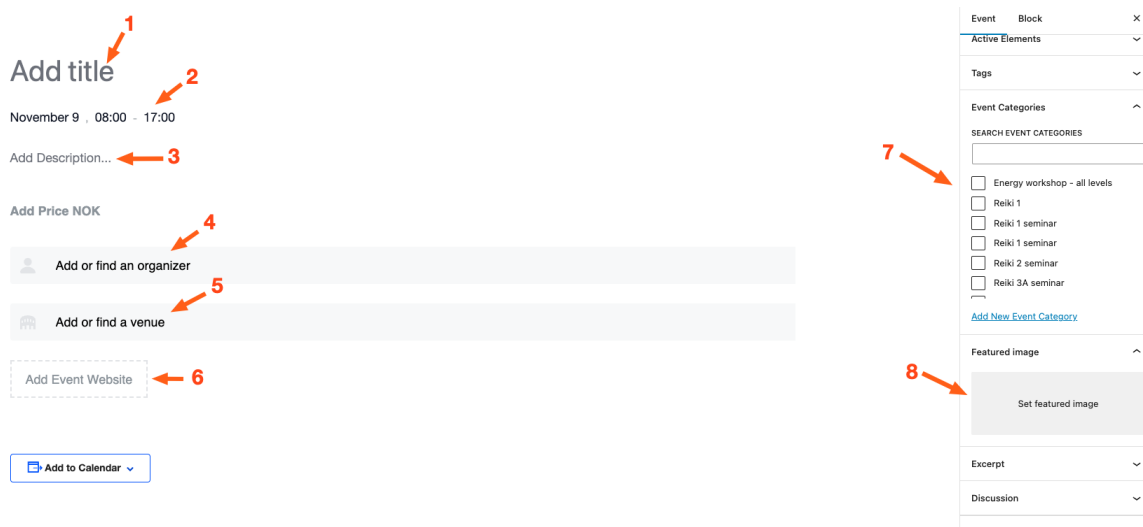
Insert a link

When you are writing, sometimes you want to create a link to another web page. You can do it by highlighting the text, click to the Link button on the toolbar. Then you can paste the link of the web page you want to link to.



Posting an event

Event can be used for a seminar, a Reiki course, in which the poster is the organizer.



1. Login your account.

2. Go to menu Events - Add New
3. Enter information like in the above photo.

Just several notes:

- I would recommend not to enter the price in the default field. Instead, you can enter the price in the description (item #3).
- In the description field, you can write anything you would like to. About the seminar, about the teachers, for example. You can insert photos, Youtube video links to make your seminar information more attractive.
- If in the description, you write something related to one teacher, you can create a link to that teacher's page. Here is an example

<https://reikinetwork.org/seminar/reiki-2-kurs-over-3-kvelder/>

It helps both readers (to have a little more information about the teachers) and techniques (creating more links between pages on the website)

- If you posted an event before, you should be listed as an organizer already. Then in the organizer field, just enter your name, the system will try to search. If it does not match, you can enter information as a new organizer.
- The same with venues. If you posted information about a venue before, you can just search. Or create a new venue if your next seminar is in a different place.
- Remember to add Feature Image (item #8) **BEFORE** publishing.

4. When you publish an event on the website, the system will automatically post to the TRN Facebook page, so you don't need to do it twice. The post on Facebook will be linked to the TRN website.

User levels

There are two different user levels for different purposes

1. Website level: by default, when a user is created, its level is Subscriber. And the Reiki level is Reiki Master Student / Trainee. When this user has achieved Reiki Master level, this website level will need to change to Author. Then she / he can start posting events / courses.
2. Reiki level: there are three levels
 - a. Reiki Master Student / Trainee
 - b. Reiki Master
 - c. Reiki Master Teacher

Each user will be assigned the highest Reiki level which she / he has been achieved.

For changing user levels, please contact either Ruth-Karina or Åse.