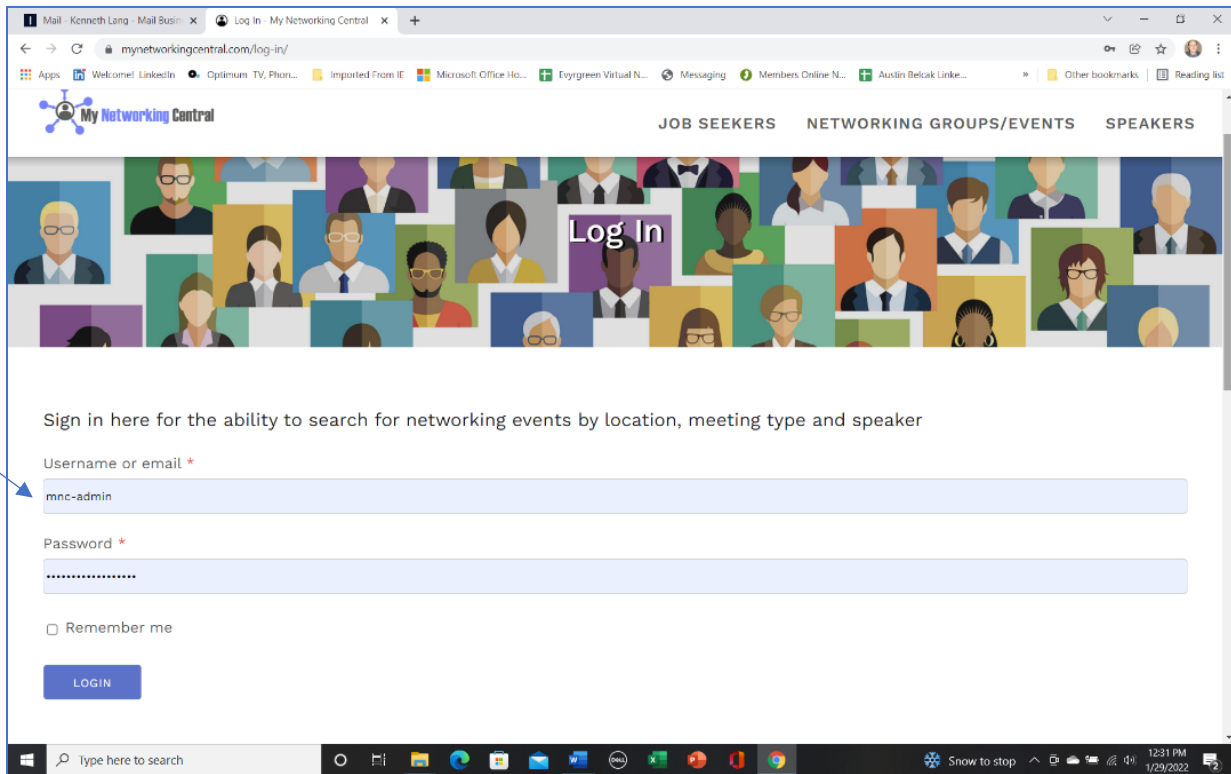


My Networking Central

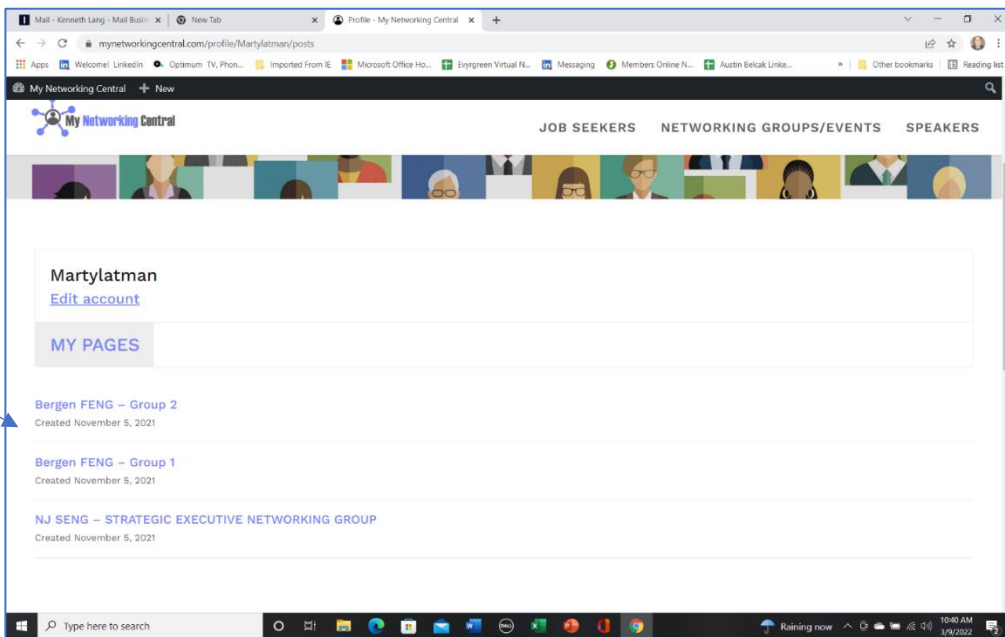
USER GUIDE – GROUP LEADERS – ADD MEETINGS

KENNETH

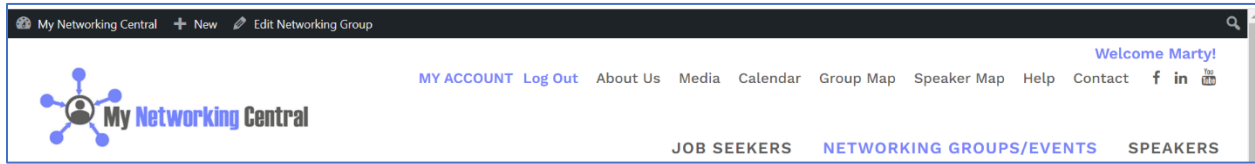
1. Log in to MNC w/username password



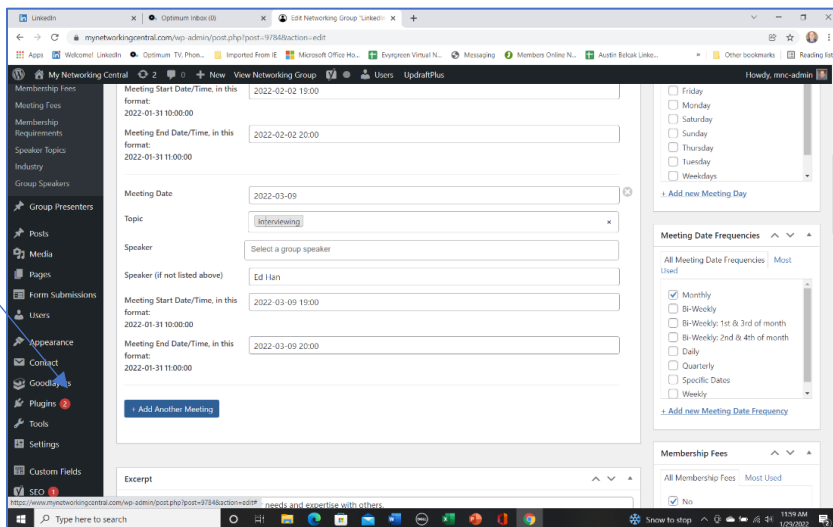
2. Select my pages to see all the pages you have access to edit. Next select the one you want to edit



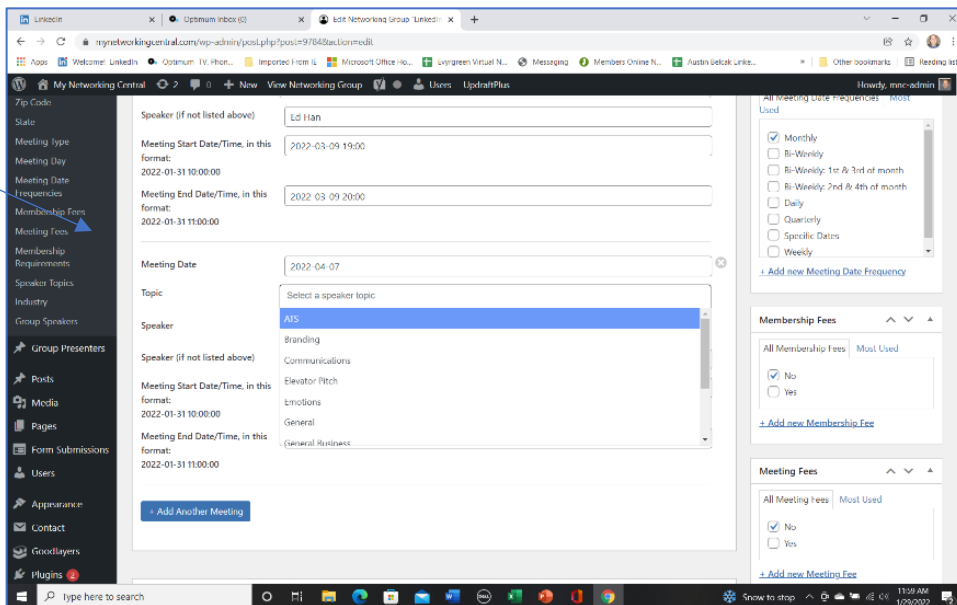
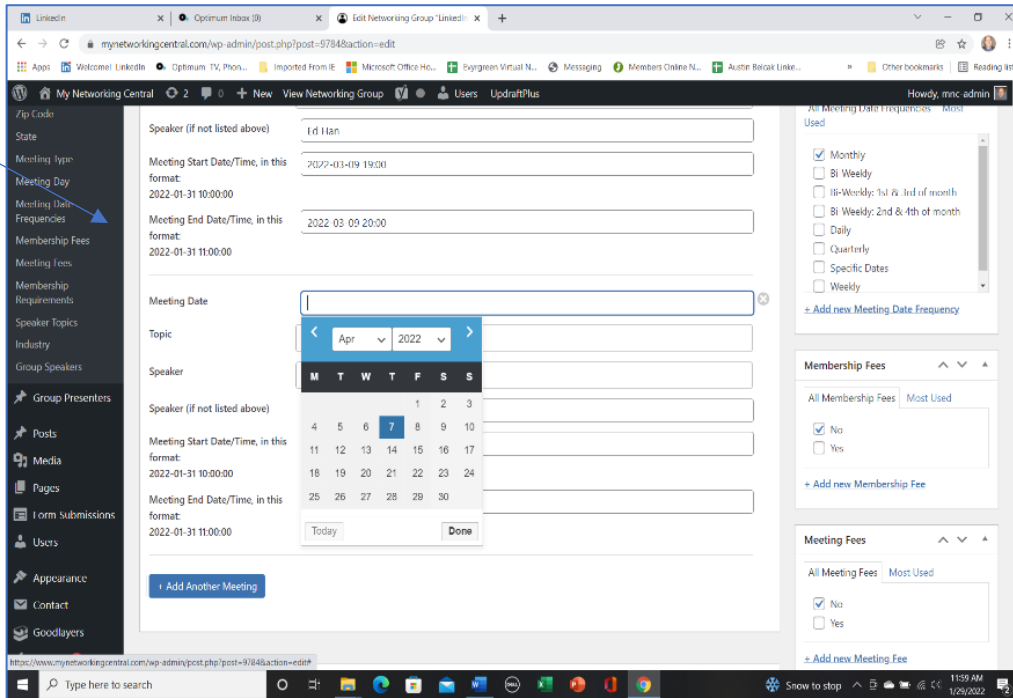
3. Next select 'Edit Networking Group' to edit your page in Wordpress

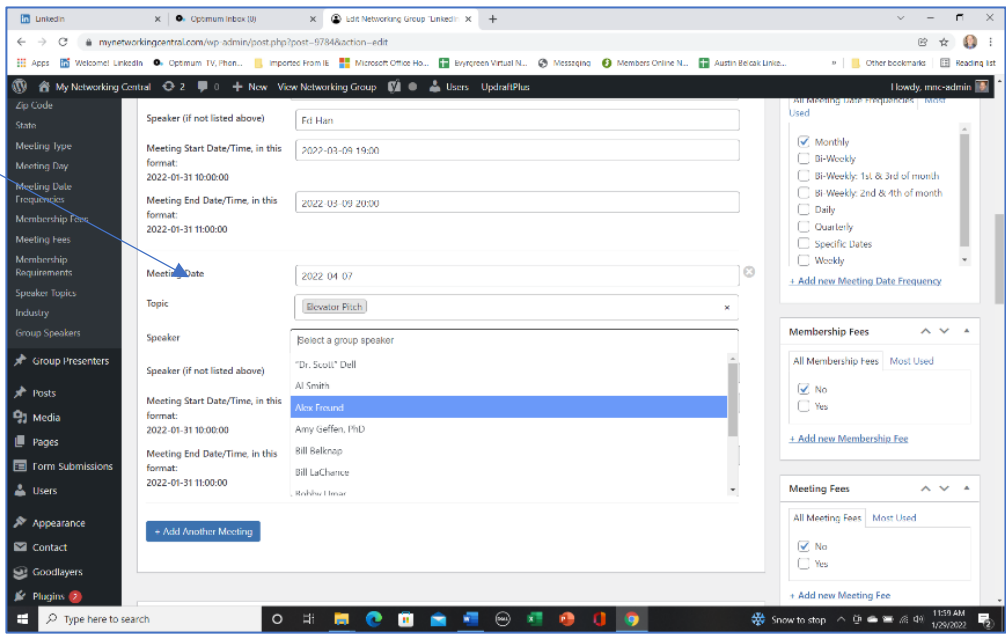


4. Another Training guide goes through how you can edit the rest of your group's setting, I'll be showing you here how to add a meeting. To do that select 'Add Another Meeting'

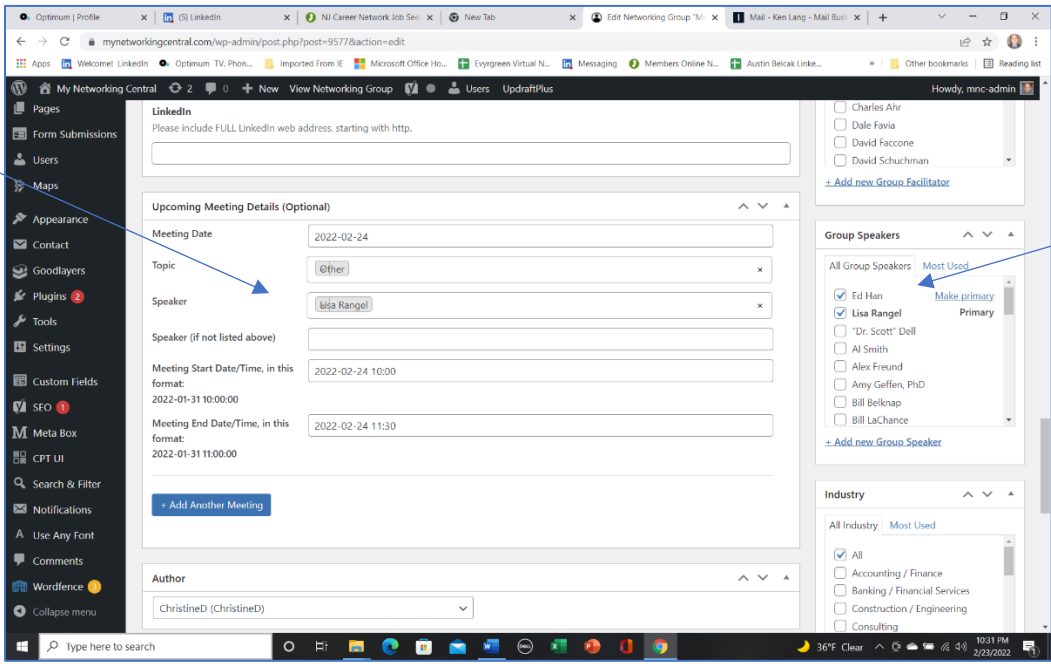


5. Select Meeting date from calendar, followed by Topic and Speakers from dropdowns. If you're speaker isn't already registered on MNC use the Speaker (if not listed above) option. Refer to the next 4 screenshots

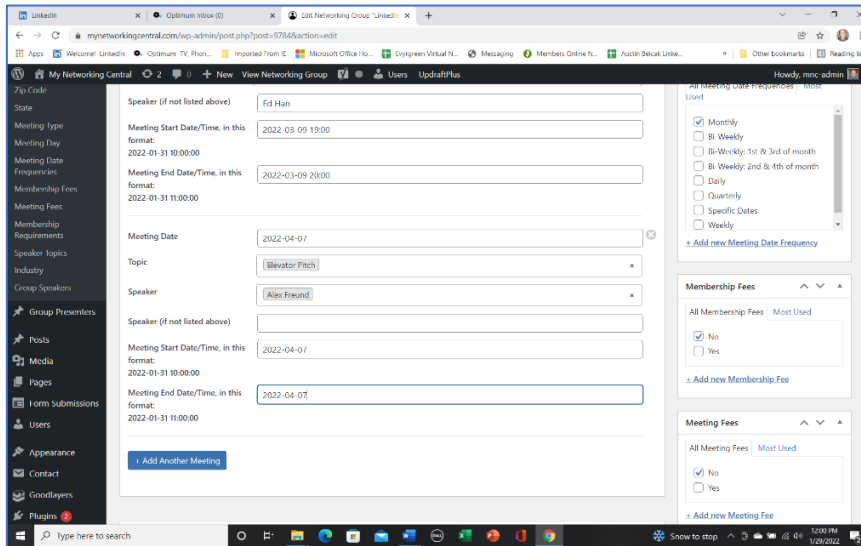




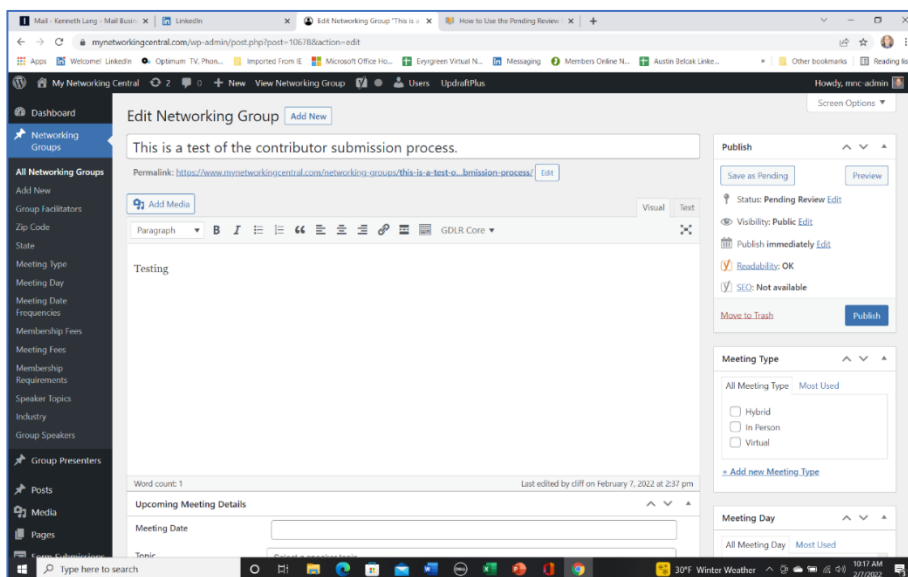
IMPORTANT: When adding your speaker, you also need to select them from the list of Group Speakers. If they're not listed you can add them. If they're not on MNC, their profile won't be clickable on your listing of events



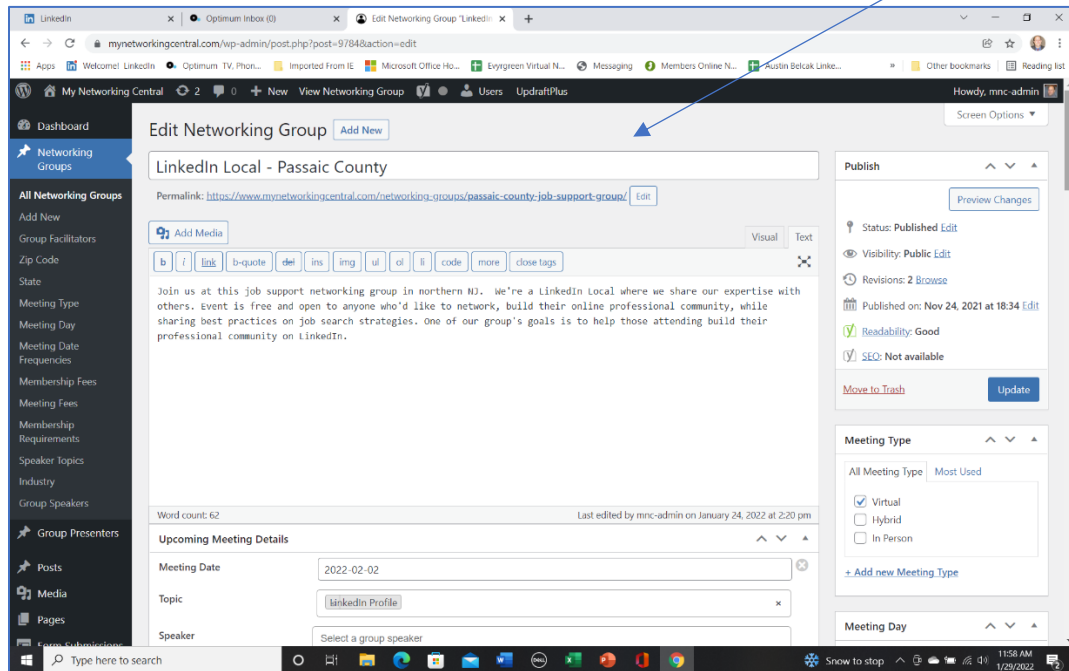
6. Add meeting date in 'YYYY-MM-DD' and begin/end time in the specified format. If you don't follow the format, the event will be published to a calendar as an 'All day' event



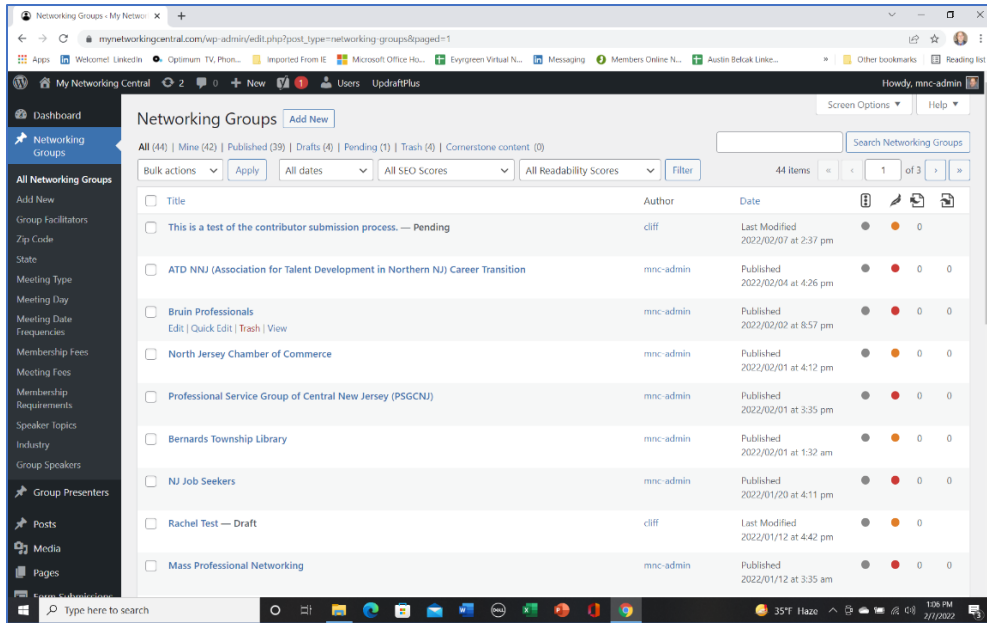
7. You can view changes to existing pages by selecting Preview, then Update. Go to step 8 and then to Step 11. NOTE: If you're creating this as a new page/group, you need to select Save as Pending (then refer to Steps 9-10)



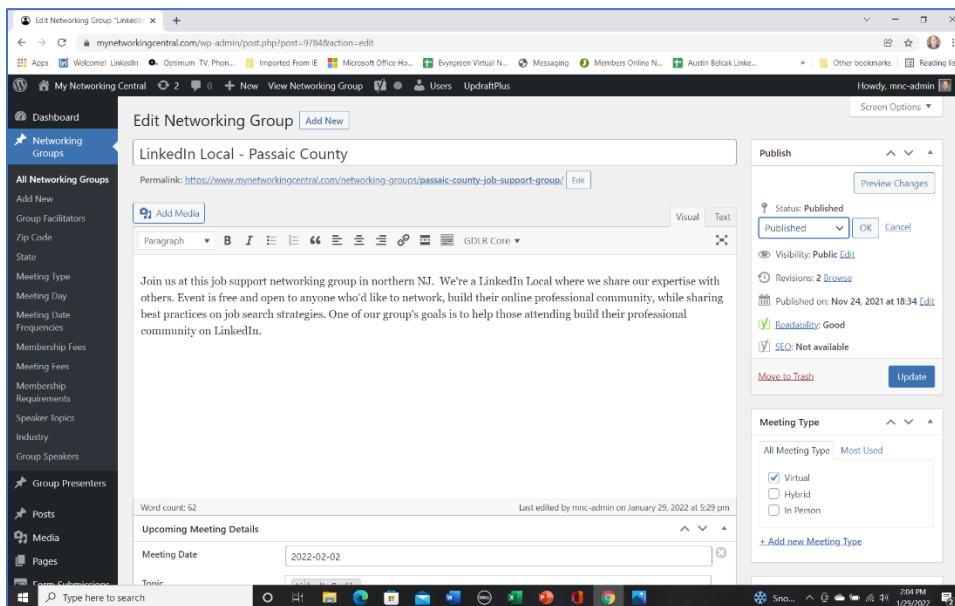
8. DO NOT edit the permalink!!!!



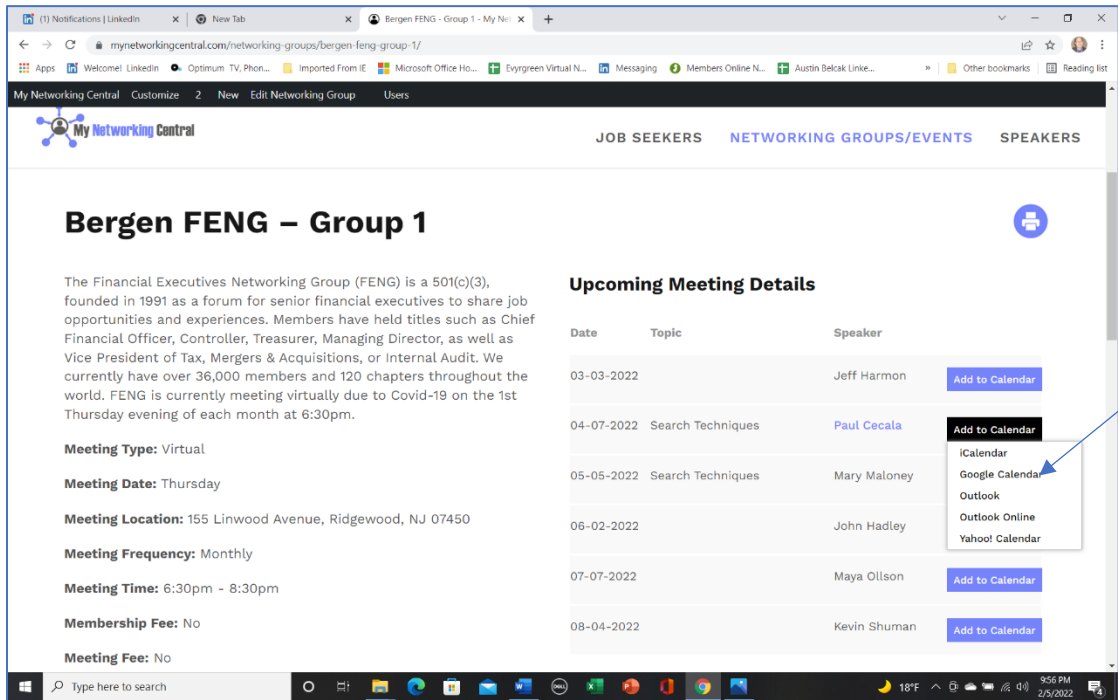
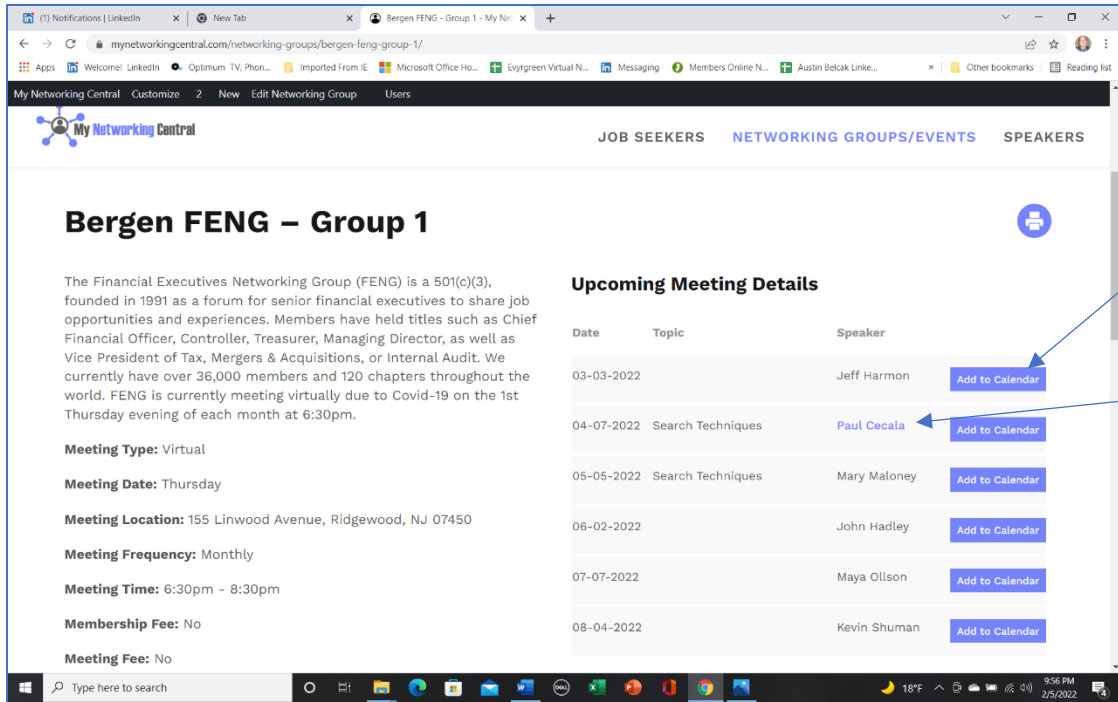
9. This is what I'll see and get notified about before the change gets published



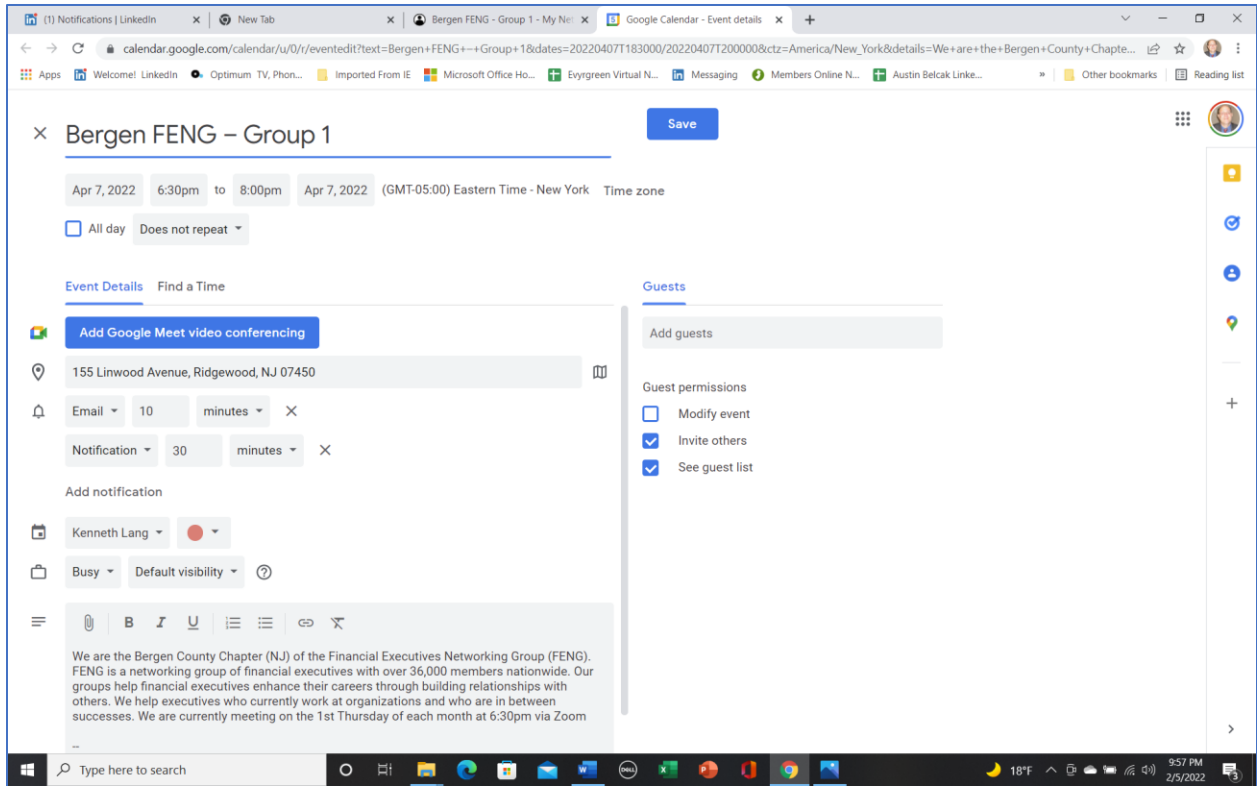
10. Next I'll call up the group and select Update to publish the changes



11. Here's how this will look, once this is approved by the MNC administrator. By selecting 'Add to Calendar' the user can choose which personal calendar the event should be added to. Speakers who have a profile on MNC (in blue) are linked to their speaker profile page



12. This is an example of how this would be saved to your calendar



13. And this is how it will look on the speaker's page

