Version 2

My Networking Central

USER GUIDE – GROUP LEADERS – ADD MEETINGS KENNETH

1. Log in to MNC w/username password

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

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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'

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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

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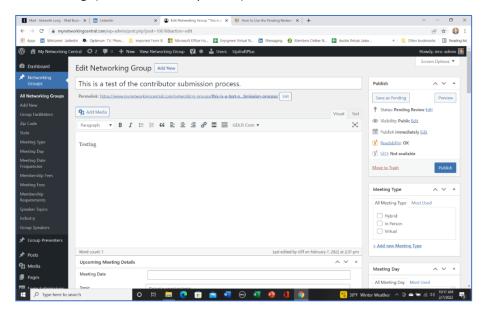
IMPORTANT: When adding your speaker, you also need to select them from the list of Group Speakers. If they're not listed you can add them. If they're not on MNC, their profile won't be clickable on your listing of events

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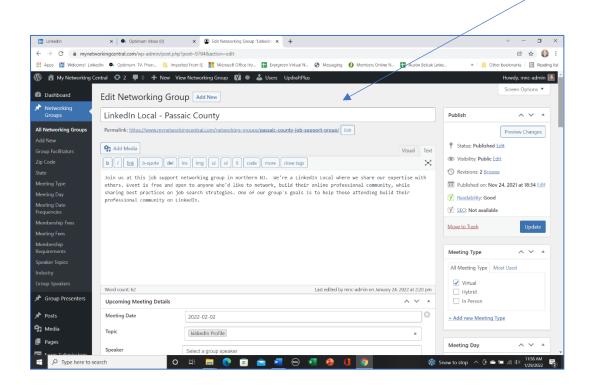
6. Add meeting date in 'YYYY-MM-DD' and begin/end time in the specified format. If you don't follow the format, the event will be published to a calendar as an 'All day' event

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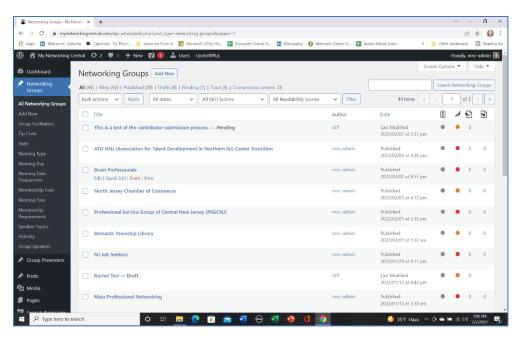
7. You can view changes to existing pages by selecting Preview, then Update. Go to step 8 and then to Step 11. NOTE: If you're creating this as a new page/group, you need to select Save as Pending (then refer to Steps 9-10)



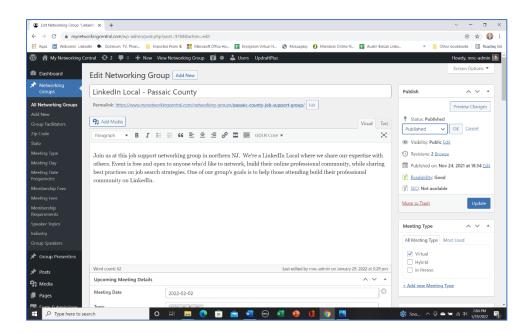
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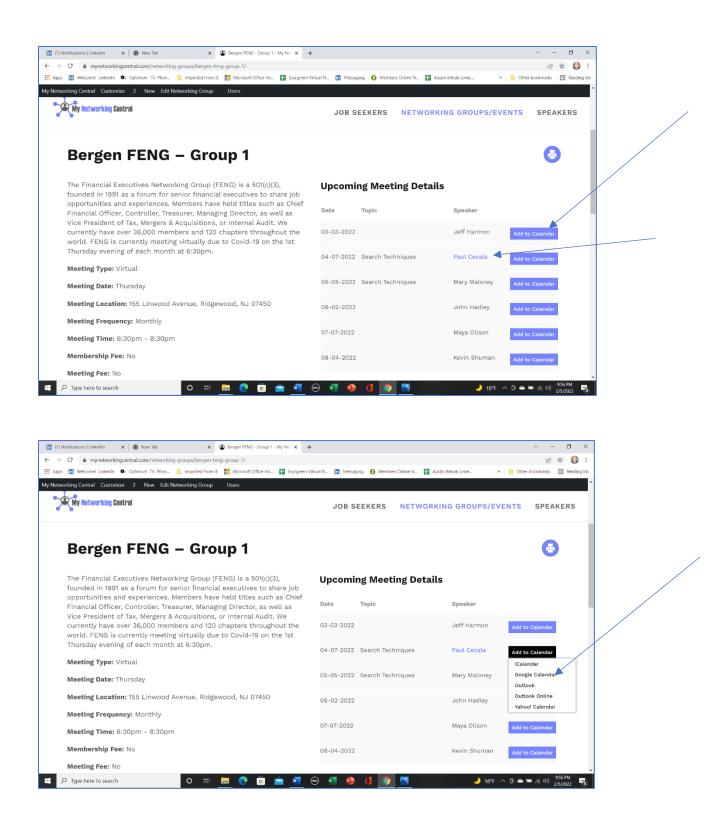
9. This is what I'll see and get notifed about before the change gets published



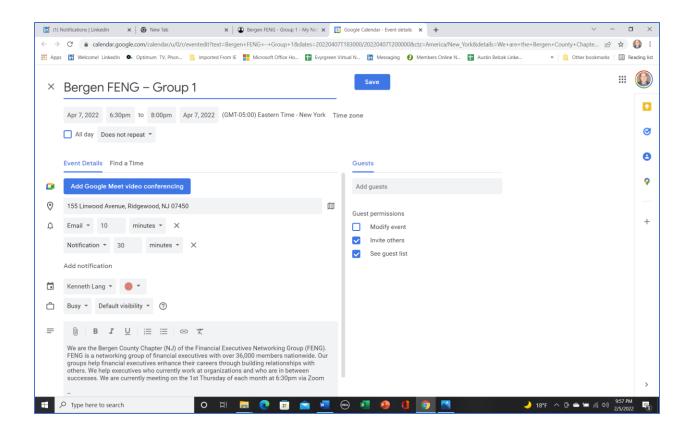
10. Next I'll call up the group and select Update to publish the changes



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

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a networking group relationships with o	of financial executives with over 36,000 mer	We are the Bergen County Chapter (NJ) of the Financial Executives Networking Group (FENG). FENG is embers nationwide. Our groups help financial executives enhance their careers through building ork at organizations and who are in between successes. We are currently meeting on the 1st Thursday ail.com
financial executives	enhance their careers through building relat	is a networking group of financial executives with over 36,000 members nationwide. Our groups help lationships with others. We help executives who currently work at organizations and who are in has meetings on the 3rd Wednesday currently virtual on Zoom . Contact martylatman@gmail.com
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