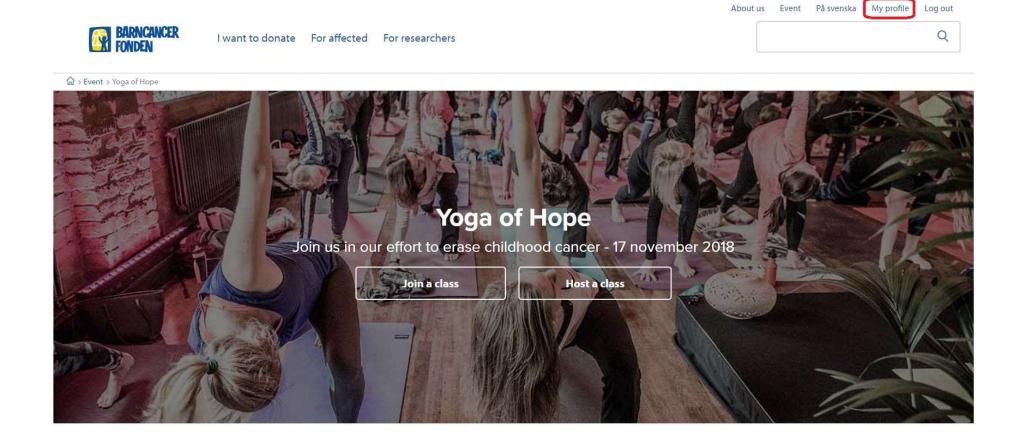


GUIDE How to change Yoga of Hope-class details and information

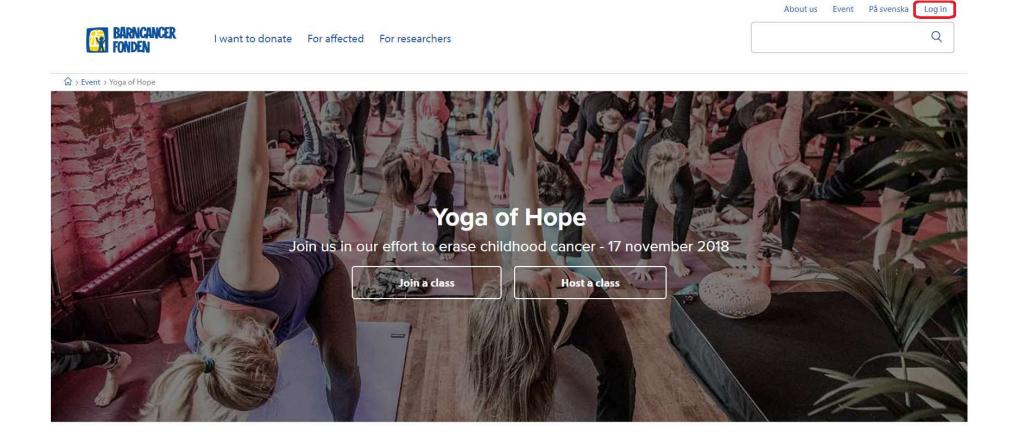
If you are still logged in:

- 1. Click on "My Profile".
 - a. It will take you directly to step4 in this guide.



If you have logged out from your account:

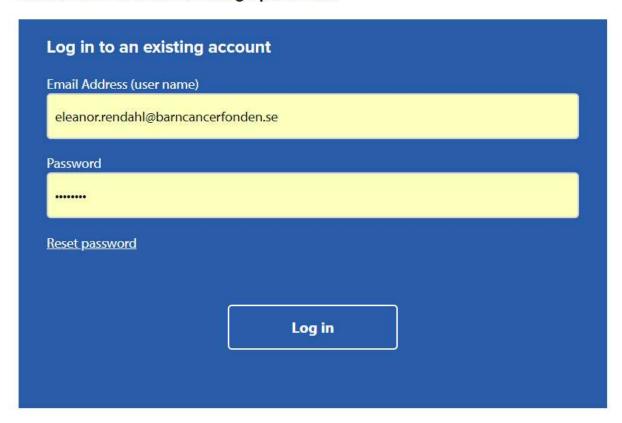
2. Click on "Log in"



- 3. To log in to your user account
 - a. Type in username (email address) this field is case-sensitive so please make sure that you type in the email exactly as when you registered your account.
 - b. Type in your password
 - c. Click on "Log in"

Log in to your web account

Log in to your web account in order to manage your event page, edit contact information or change password.



- 4. Click on your Yoga of Hope Class
 - d. In example below marked with a red circle

My account

Welcome to your account

Welcome to your account

My events



5. It will bring you here:



6. Scroll down and click on "Edit Information".

INFORMATION

Event contact info

- 7. Here you can edit all info regarding your class, e.g.:
 - a. "name of class,
 - b. time for the class,
 - c. available spots,
 - d. fundraising goal,
 - e. Heading,
 - f. Text
 - g. Picture and
 - h. description

After you have made your changes please click on "Preview the event" to save your changes!

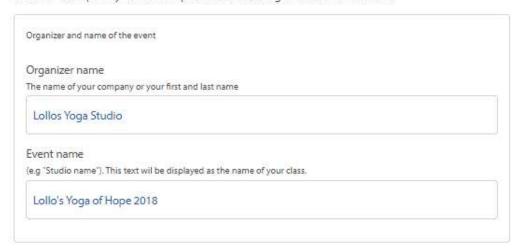
8. You will now see all the info regarding your event. Just scroll to the field you wish to edit.

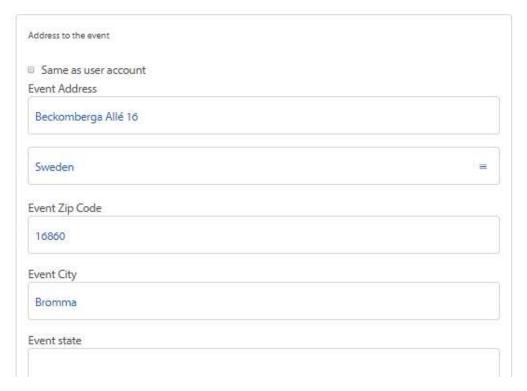
As a certified Yoga instructor you can register your own Yoga of Hope class

A facility/gym may register an event on behalf of their Yoga instructor(s). Once the information is submitted, it will be reviewed by us before your event is approved and released on the website.
< Back

Let people know more about your class. This information will be displayed on your Yoga of Hope webpage.

Please note, the "Fundraising goal for your class" should match the number of available spots in your class. For example: If you have 30 spots x 100 SEK, the goal should be 3000 SEK.





Phone and email to the event		
Event Email address		
eleanor.rendahl@barncancerfonden.se	е	
Event Phone number (optional)		
Event Mobile phone number		
0703104840		
Event information		
Event date	Starts	Ends

Event date

YYYY-MM-DD

24 hour clock

21 hour clock

21 hour clock

21 hour clock

22 hour clock

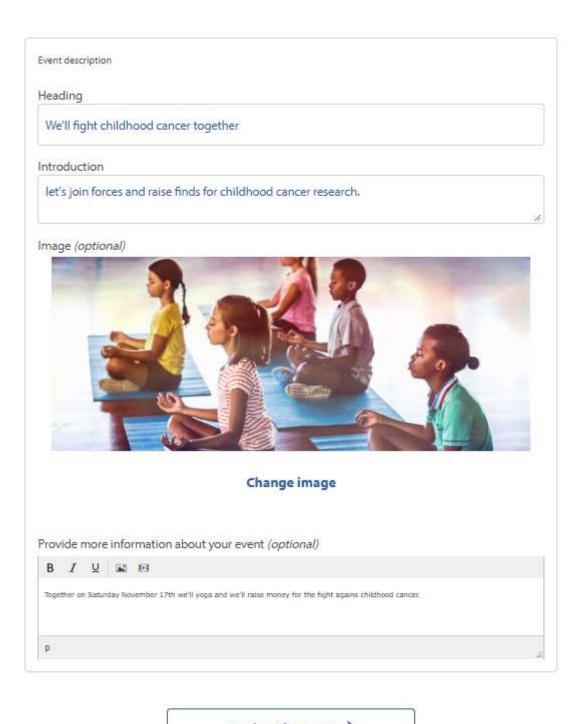
24 hour clock

14:15

Available spots
Enter the number of people that are able to attend

12

Fundraising goal for your class in Swedish kronor (SEK)
Enter amount in SEK



Preview the event >

9. Click on "Preview your event" to save your changes.



Please do not hesitate to contact Lotta Lundvall at the Swedish Childhood Cancer Fund should you have any questions.



Projektledare Yoga of Hope +46 8-588 92 331 Lotta.lundvall@barncancerfonden.se