GUIDELINES FOR ADDING CONTENT TO THE SOUL-VOYAGERS WEBSITE

The Top Navigation Buttons

Main: This is the main welcome page for the site that everyone will see

My Page: This is where you can add your own profile details by clicking on the small 'edit' button at the top right-hand side of the profile box. You can add or change your email, password and profile photo (which can be an actual photo of yourself or something that has meaning for you) and can tell others a little bit about yourself and your interest in the group.

Members: This is where you can see the details of all the current members. By clicking on their names you can see their profile pages and you can send them a private message by using he left-hand "Send a Message' link.

Forum – The forum is for creating site-wide discussions for any topics that members are interested in. You can create your own forum discussion by clicking the "Add" link at the top right-hand side of the forum box on the main page. Just type in the title of your item and add your comment. Other people will then be able to see and respond to your item.

Or you can click on any of the existing discussion titles (and click on 'Reply to this') if you want to add your own comments.

Other Items

Events
Any member can add an event and this is done by clicking on the 'Add' box on the top-right hand side. You will need to fill in the event title and all the relevant details. If you want you can also add your own event image. You can choose whether to make the event public (in which case all the members can see it) or to only invite a selected group of members. Once you have added the event it will show on the left-hand side of the main welcome page.

Members Articles
If you have an article that you would like to share please send it to contact@soul-voyagers.net and Wendy will upload it to the members articles section of the site.

Members Inspirations
If you have something inspirational that you would like to share with others (such as a poem, book title or image) please click on the 'Inspirations' discussion on the forum and then click 'Reply to this'. You can then add you own comments and items.

Groups – Members can also add their own groups and can invite either the whole membership or selected members to join. To join an existing group simply click on the group name and register your interest. In most cases one of the group members will need to offer to be the group co-ordinator.

Photos
At the moment any member can add photos and, to avoid us having to control this feature, please respect the existing focus on inspirational imagery. Members can also add photos of themselves here, but this is probably better done through the 'My Page' profile. To add a photo simply use the 'Click to add photo' link which will then allow you to upload images from your computer.

Videos
All members can also currently upload videos by clicking on the 'Add' button on the top right-hand side. You can add videos From YouTube, Hulu, Vimeo or any other services. The best way is to pick up the embed code and copy it into the blank box. Don't forget to click on the 'Add Video' button underneath though. It will then appear on the main welcome page.

Problems
If you have any problems please contact Wendy. She is a very busy person so bear with her if it takes a while for her to get back to you!