

User Guide: Group 6

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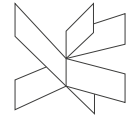
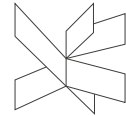


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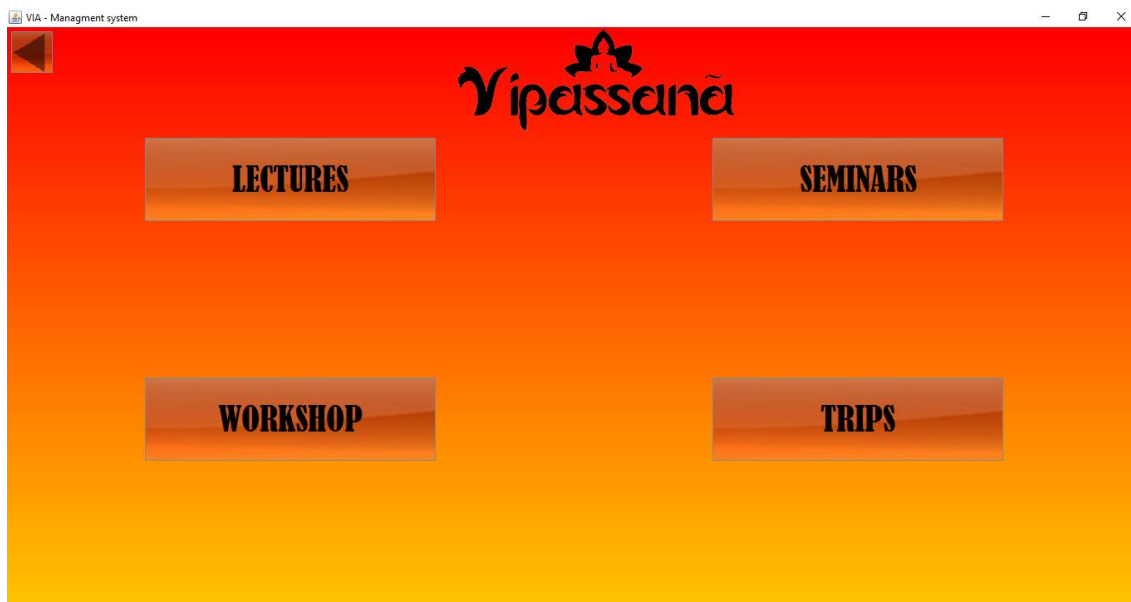


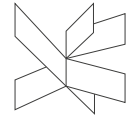
1. CREATE EVENTS

1. Click on the button “EVENT”.



2. Choose the option of the event requested. Depending on the event which wants to be created, click on the options “Lectures”, “Seminars”, “Workshop” or “Trips”.



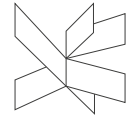


1.1.CREATE LECTURES

1. Click on the button “Lectures”.



2. Fill the fields “Title”, “Price”, “Nº of Places”, “Start date”, “End date” and “Description”.



3. In the field Category, choose the option which corresponds to the lecture.

VIA - Management system

Vipassanā
Create Form for LECTURES

Title:

Category: **Meditation** (dropdown menu open showing: Astrology, Meditation, Reincarnation, Health, Buddhism, Nature, Other)

Price:

N° of Places:

Start date:

End date:

Lecturers (button)

Finalized: ☐ YES ☐ NO

DESCRIPTION:

SAVE (button)

4. In the field "Lecturers", click the button "Lecturers" to choose the guide.

VIA - Management system

Vipassanā
Create Form for LECTURES

Title:

Category: **Meditation** (dropdown menu open showing: Astrology, Meditation, Reincarnation, Health, Buddhism, Nature, Other)

Price:

N° of Places:

Start date:

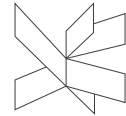
End date:

Lecturers (button, circled)

Finalized: ☐ YES ☐ NO

DESCRIPTION:

SAVE (button)

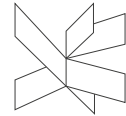


5. Once the lecturer is chosen, click on the button “Choose Lecturer”.

SEARCH	Name	E-mail	Phone	Category	Advise
	Katagena Kutozi	doma@hotmail	799956632	Astrology, Medit	<input checked="" type="checkbox"/>
	Merche Aguado	helloworld@hotmail	209956632	Buddhism	<input checked="" type="checkbox"/>
	Merche Rios	inguenmos@gmail	789156632	Reincarnation	<input checked="" type="checkbox"/>
	Isabel Amado	amagosa@comcast	409956632	Healing	<input checked="" type="checkbox"/>
	Joan Camarillo	doma@hotmail	309956632	Nature	<input checked="" type="checkbox"/>
	Luisa Cuadrado	helloworld@hotmail	609956632	Other	<input checked="" type="checkbox"/>
	Paz Padilla	junes@hotmail	799956632	Astrology	<input checked="" type="checkbox"/>
	Christian Sanchez	matana@hotmail	229956632	Meditation, Hea	<input checked="" type="checkbox"/>
	Ramon Perez	lari@hotmail	789956632	Buddhism	<input checked="" type="checkbox"/>
	Angie Vazquez	Cardemigonal@gmail	201166632	Meditation, Nat	<input checked="" type="checkbox"/>
	Isabel Moncho	larsif@hotmail	789956632	Astrology	<input checked="" type="checkbox"/>
	Jane Molina	larry@hotmail	149956632	Buddhism, Hea	<input checked="" type="checkbox"/>
	Carolina Ripoll	lomosodona@gmail	339956632	Astrology	<input checked="" type="checkbox"/>
	Carlos Cervera	larsif@hotmail	200956632	Reincarnation	<input checked="" type="checkbox"/>

6. In the field “Finalized”, click on the option “Yes” or “No”.

7. Click on the button “Save” to complete the creation of a new Lecture.



1.2.CREATE SEMINARS

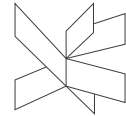
1. Click on the button “Seminars”.



2. Fill the fields “Title”, “Price”, “Nº Places”, “Start date”, “End date” and “Description”.

The screenshot shows the 'Create Form for SEMINARS' page. The background is a gradient from red at the top to yellow at the bottom. The Vipassana logo is at the top center. The title 'Create Form for SEMINARS' is in the center. There are several input fields and buttons:

- On the left, a large black arrow points to the 'Title' field.
- Below 'Title' are 'Price' and 'Nº of Places' fields.
- Below those are 'Finalized' radio buttons (YES/NO).
- On the right, a large black arrow points to the 'Start date' field.
- Below 'Start date' is the 'End date' field.
- Below 'End date' are two dropdown menus: 'Lecturers' (with 'lecturerName' selected) and 'Category' (with 'categoryTitle' selected).
- At the bottom, a large black arrow points to the 'DESCRIPTION:' text area.
- To the right of the description area is a 'SAVE' button.



3. In the field “Lecturers”, click the button “Lecturers” to choose the guide.

Vipassana
Create Form for SEMINARS

Title:

Price:

N° of Places:

Totalized: ☐ YES ☐ NO

Start date:

End date:

Lecturers

Category

DESCRIPTION:

SAVE

4. Once the lecturer is chosen, click on the button “Choose Lecturer”.

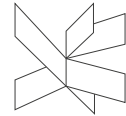
Vipassana
LECTURER LIST

NAME	E-mail	Phone	Category	Advises	Choice
Katagena K.	doma@net	7899566.32	(Astronomy, 18	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Merche Agui.	helois@net	2009566.32	(Buddhism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Martha Rosa	baque@net	7899566.32	(Jainism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Israel Amado	amado@net	4099566.32	(Hinduism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joan Camar	doma@net	3899566.32	(Nature)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Luisa Cusi	helois@net	6099566.32	(Other)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pati Padilla	luisa@net	7899566.32	(Astronomy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christian San	manana@net	2299566.32	(Jainism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ramón Pérez	jean@net	7899566.32	(Buddhism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jorge Vázquez	castro@net	2013666.32	(Meditation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Isabel Moncho	jean@net	7899566.32	(Astronomy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jane Stines	jean@net	1499566.32	(Buddhism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carolina Rg	doma@net	3109566.32	(Astronomy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carlos Carve	jean@net	2009566.32	(Jainism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CHOOSE LECTURERS

DESCRIPTION:

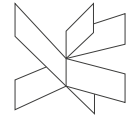
SAVE



5. In the field “Category”, click the button “Category”.

6. Choose the categories which will sum up the seminar by clicking on the checkboxes.
7. Once the categories are chosen, click on the button “Choose Category”.

8. In the field “Finalized”, click on the option “Yes” or “No”.



9. Click on the button “Save” to complete the creation of a new Seminar.

Vipassana
Create Form for SEMINARS

Title:

Price:

N° of Places:

Finalized: ☒ YES ☐ NO

Start date:

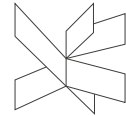
End date:

Lecturers:

Category:

DESCRIPTION:

SAVE

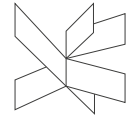


1.3. CREATE WORKSHOP

1. Click on the button “Workshop”.



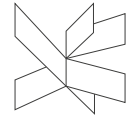
2. Fill the fields “Title”, “Price”, “Nº of Places”, “Start date”, “End date” and “Description”.



3. In the field “Lecturers”, click the button “Lecturers” to choose the guide.

4. Once the lecturer is chosen, click on the button “Choose Lecturer”.

SEARCH	Name	E-mail	Phone	Category	Advises	Choice
	Katagena K.	doms@net	789956612	(Autismo)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Martha Agui	helfer@net	209956612	(Buddhism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Martha Rios	tequer@net	789956612	(Bencamall)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Israel Amador	amador@net	809956612	(Heath)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joan Camar	doms@net	389956612	(Nature)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Luisa Cusid	helfer@net	609956612	(Other)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Pati Padilla	junes@net	789956612	(Autismo)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Christian San	manan@net	229956612	(Meditation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ramon Perez	june@net	789956612	(Buddhism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jorge Vazquez	cam@net	201366612	(Meditation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Isabel Moncho	erest@net	789956612	(Autismo)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jame Wolnes	june@net	149956612	(Buddhism)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Carolina Rog	amoz@net	338956612	(Autismo)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Carlos Cere	erest@net	200956612	(Bencamall)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



5. In the field “Category”, click the button “Category”.

The screenshot shows a web application titled "Vipassana Management system". The main heading is "Vipassana" with a logo above it, followed by "Create Form for WORKSHOP".

On the left side, there are input fields for:

- Title: [Text input]
- Price: [Text input]
- N° of Places: [Text input]
- Finalized: ☒ YES ☐ NO

On the right side, there are input fields for:

- Start date: [Text input with date "dd/mm/yyyyhh:mm"]
- End date: [Text input with date "dd/mm/yyyyhh:mm"]
- Lecturers: [Dropdown menu]
- Category: [Dropdown menu]
- lecturerName: [Text input]
- categoryTitle: [Text input]

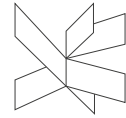
At the bottom, there is a section labeled "DESCRIPTION:" followed by a large text area and a "SAVE" button.

6. Choose the categories which will sum up the seminar by clicking on the check boxes.
7. Once the categories are chosen, click on the button "Choose Category".

The screenshot shows the Vipassana website interface. At the top, the 'Vipassana' logo is displayed. Below it, a 'CATEGORY LIST' table is shown. A red circle highlights the 'Category' column header, and a red arrow points to the 'CHOOSE CATEGORY' button. The table lists categories: Astrology, Meditation, Reincarnation, Health, Buddhism, Fortune, and Other.

8. In the field “Finalized”, click on the option “Yes” or “No”.

Finalized ☒ YES ☐ NO



9. Click on the button “Save” to complete the creation of a new Workshop.

Vipassana
Create Form for WORKSHOP

Title:

Price:

N° of Places:

Finalized: ☒ YES ☐ NO

Start date:

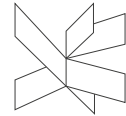
End date:

Lecturers:

Category:

DESCRIPTION:

SAVE



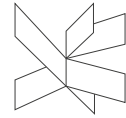
1.4.CREATE TRIPS

1. Click on the button “Trips”.

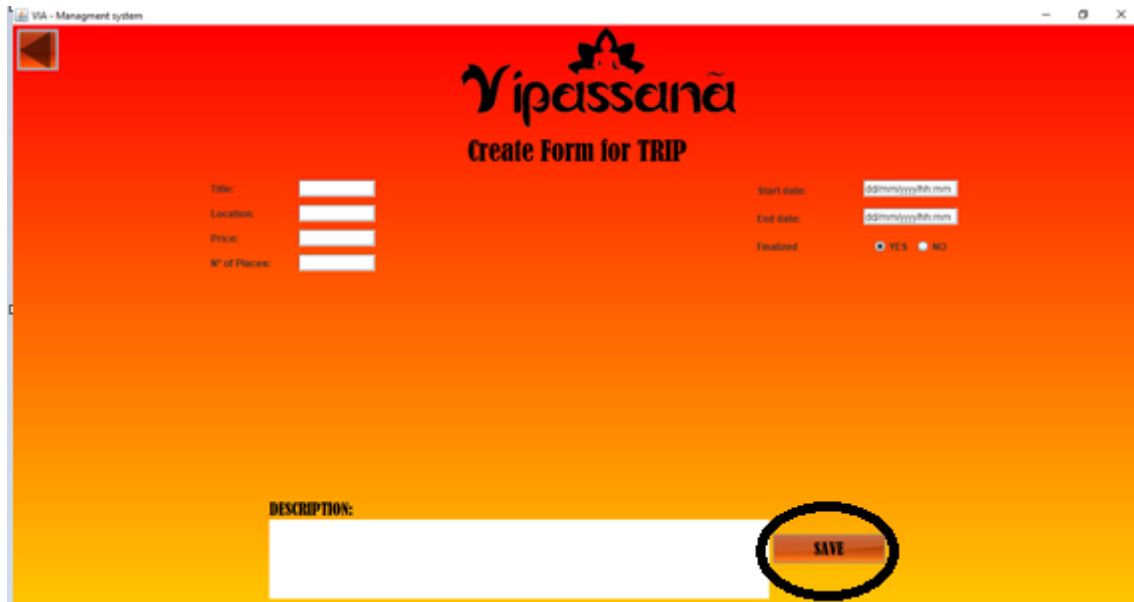


2. Fill the fields “Title”, “Location”, “Price”, “Nº of Places”, “Start date”, “End date” and “Description”.

3. In the field “Finalized”, click on the option “Yes” or “No”.



4. Click on the button “Save” to complete the creation of a new Workshop.



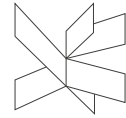
Vipassana
Create Form for TRIP

Title:
Location:
Price:
N° of Places:

Start date:
End date:
Finalized: ☒ YES ☐ NO

DESCRIPTION:

SAVE



2. SIGN UP

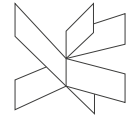
2.1.MEMBER

1. Click the button “Sign Up”.



2. Click on the button “Member”.





3. Fill the fields “Name”, “E-mail”, “Address”, “Phone” and “Date of Membership” of the person who will join Vipassana.

Vipassana
Sign-Up Form for MEMBER

Name:
E-mail:
Address:

Phone:
Date of Membership:

Add to list

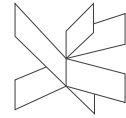
4. Click the button “Add to list” to complete the form of a new member.

Vipassana
Sign-Up Form for MEMBER

Name:
E-mail:
Address:

Phone:
Date of Membership:

Add to list



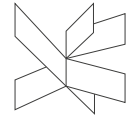
2.2. LECTURER

1. Click the button “Sign Up”.



2. Click on the button “Lecturer”.





3. Fill the fields “Name”, “E-mail”, and “Phone” of the person who will joy as a lecturer.

Vipassana
Sign-Up Form for LECTURER

Name:

E-mail:

Phone:

☐ Advertisement

Category:

4. In the field “Category”, click the button “Category”.

Vipassana
Sign-Up Form for LECTURER

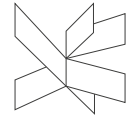
Name:

E-mail:

Phone:

☐ Advertisement

Category:



5. Choose the categories which the lecturer is specialized at.
6. Once the categories are chosen, click on the button “Choose Lecturer”.

Category
Art/Design
Meditation
Reincarnation
Health
Psychology
Nature
Other

CHOOSE CATEGORY

Add to list

7. Click the checkbox if the lecturer request for receiving advertisement.

☐ Advertisement

8. Click the button “Add to list” to complete the form of a new member.

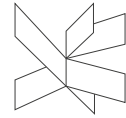
Vipassana
Sign-Up Form for LECTURER

Name: Phone:

Email: ☐ Advertisement

Category: Choose category

Add to list



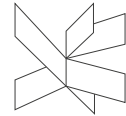
3. NEWSLETTER

1. Click the button “Newsletter”.



2. To generate a new Newsletter, fill the field “Additional Info”.



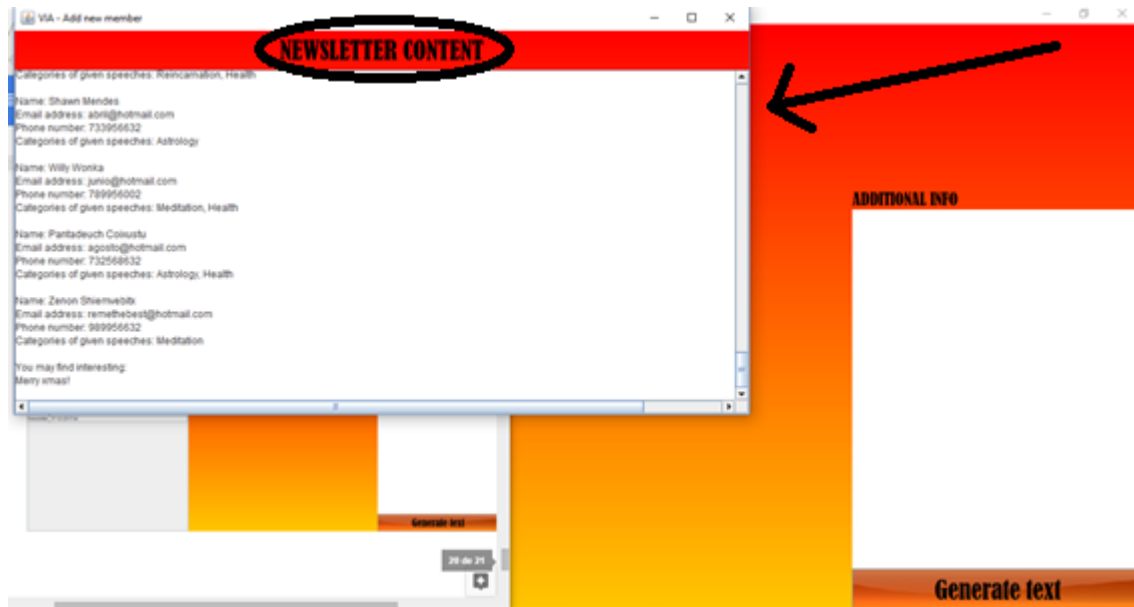
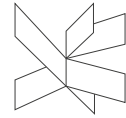


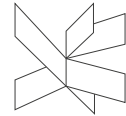
3. Click on the button “Generate text” to upload the new information.



4. Click on one newsletter to see the content in a new browse.





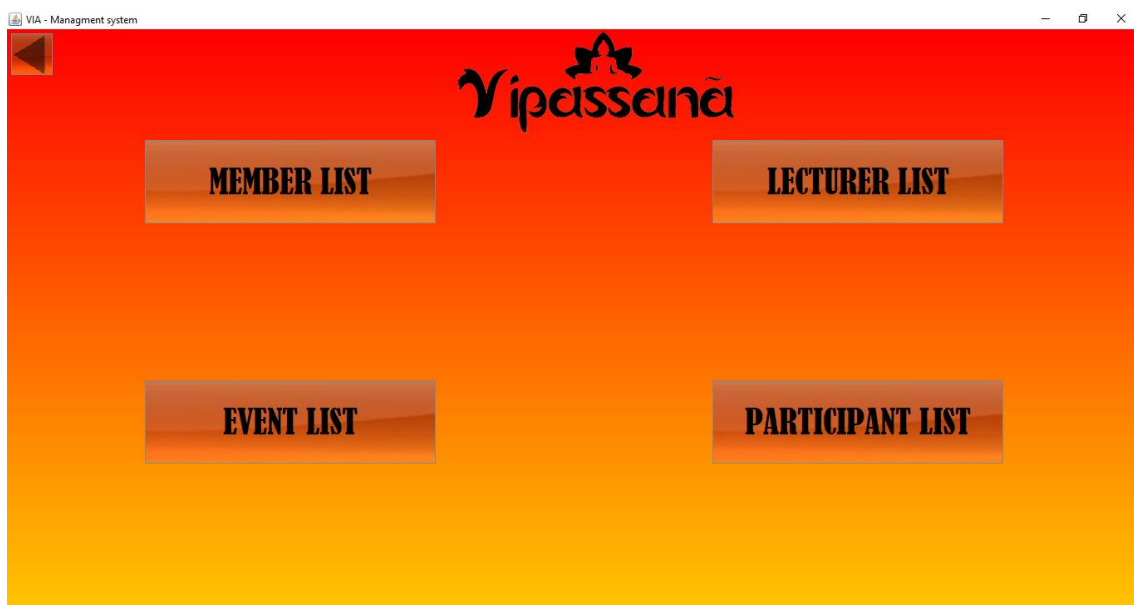


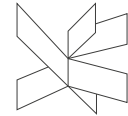
4. LIST OF

1. Click the button “List of” to look for the participants.



2. Choose the option of the list requested. Depending on the event which wants to be created, click on the options “Member List”, “Lecturer List”, “Event List” or “Participant List”.



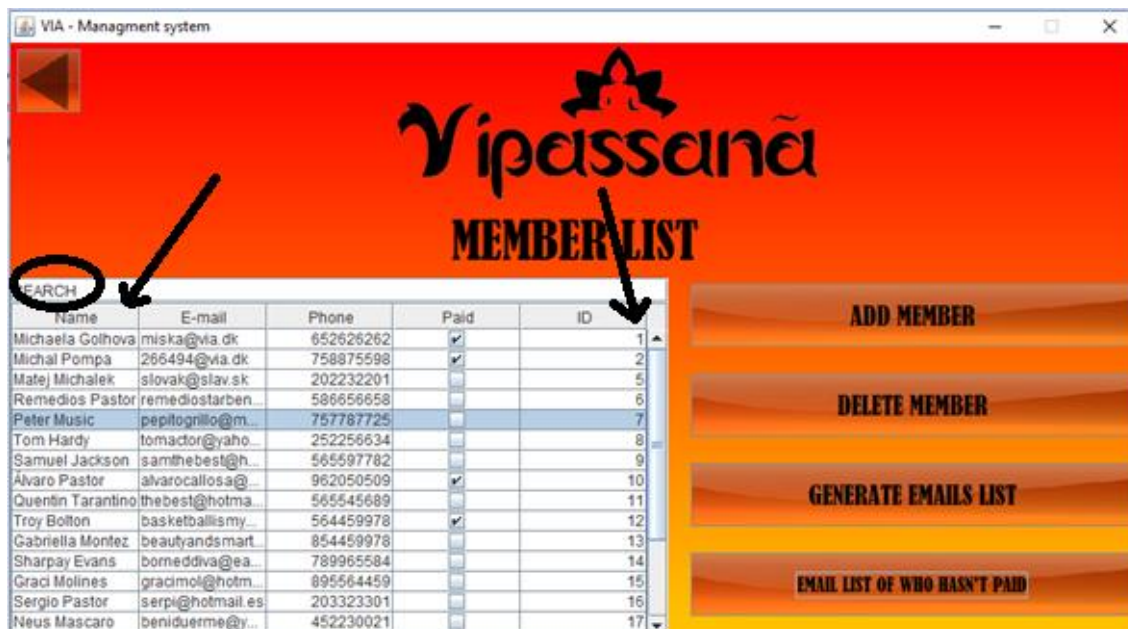


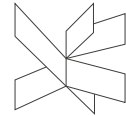
4.1.MEMBER LIST:

1. Click on the button "Member List" to access to the list of members.



2. Click on the field "Search" to look for members depending on the name or ID number of the member.





4.1.1. To delete a member:

1. Click on one member.

Vipassana MEMBER LIST

SEARCH

Name	E-mail	Phone	Paid	ID
Michaela Golhova	miska@via.dk	652626262	<input checked="" type="checkbox"/>	1
Michal Pompa	266494@via.dk	758875598	<input checked="" type="checkbox"/>	2
Matej Michalek	slovak@slav.sk	202232201	<input type="checkbox"/>	5
Remedios Pastor	remediosstarben...	586656658	<input type="checkbox"/>	6
Peter Music	pepitognillo@m...	757787725	<input type="checkbox"/>	7
Tom Hardy	tomactor@yaho...	252256634	<input type="checkbox"/>	8
Samuel Jackson	samthebest@h...	565597782	<input type="checkbox"/>	9
Alvaro Pastor	alvarocallosa@...	962050509	<input checked="" type="checkbox"/>	10
Quentin Tarantino	thebest@hotmail...	565545689	<input type="checkbox"/>	11
Troy Bolton	basketballismy...	564459978	<input checked="" type="checkbox"/>	12
Gabriella Montez	beautyandmart...	854459978	<input type="checkbox"/>	13
Sharpay Evans	borneddiva@ea...	789965584	<input type="checkbox"/>	14
Graci Molines	gracimol@hotmail...	895564459	<input type="checkbox"/>	15
Sergio Pastor	serpi@hotmail.es	203323301	<input type="checkbox"/>	16
Neus Mascaro	beniduerme@y...	452230021	<input type="checkbox"/>	17

Buttons on the right:

- ADD MEMBER
- DELETE MEMBER
- GENERATE EMAILS LIST
- EMAIL LIST OF WHO HASN'T PAID

2. Click on the button "Delete Member".

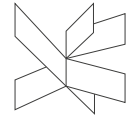
Vipassana MEMBER LIST

SEARCH

Name	E-mail	Phone	Paid	ID
Michaela Golhova	miska@via.dk	652626262	<input checked="" type="checkbox"/>	1
Michal Pompa	266494@via.dk	758875598	<input checked="" type="checkbox"/>	2
Matej Michalek	slovak@slav.sk	202232201	<input type="checkbox"/>	5
Remedios Pastor	remediosstarben...	586656658	<input type="checkbox"/>	6
Peter Music	pepitognillo@m...	757787725	<input type="checkbox"/>	7
Tom Hardy	tomactor@yaho...	252256634	<input type="checkbox"/>	8
Samuel Jackson	samthebest@h...	565597782	<input type="checkbox"/>	9
Alvaro Pastor	alvarocallosa@...	962050509	<input checked="" type="checkbox"/>	10
Quentin Tarantino	thebest@hotmail...	565545689	<input type="checkbox"/>	11
Troy Bolton	basketballismy...	564459978	<input checked="" type="checkbox"/>	12
Gabriella Montez	beautyandmart...	854459978	<input type="checkbox"/>	13
Sharpay Evans	borneddiva@ea...	789965584	<input type="checkbox"/>	14
Graci Molines	gracimol@hotmail...	895564459	<input type="checkbox"/>	15
Sergio Pastor	serpi@hotmail.es	203323301	<input type="checkbox"/>	16
Neus Mascaro	beniduerme@y...	452230021	<input type="checkbox"/>	17

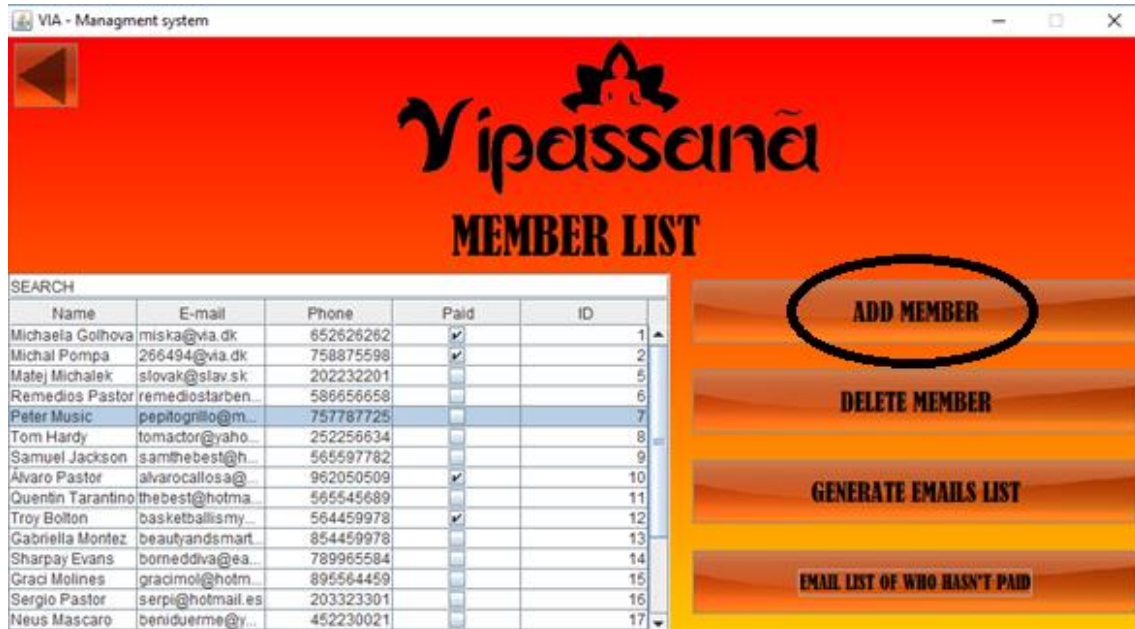
Buttons on the right:

- ADD MEMBER
- DELETE MEMBER
- GENERATE EMAILS LIST
- EMAIL LIST OF WHO HASN'T PAID



4.1.2. To add a member

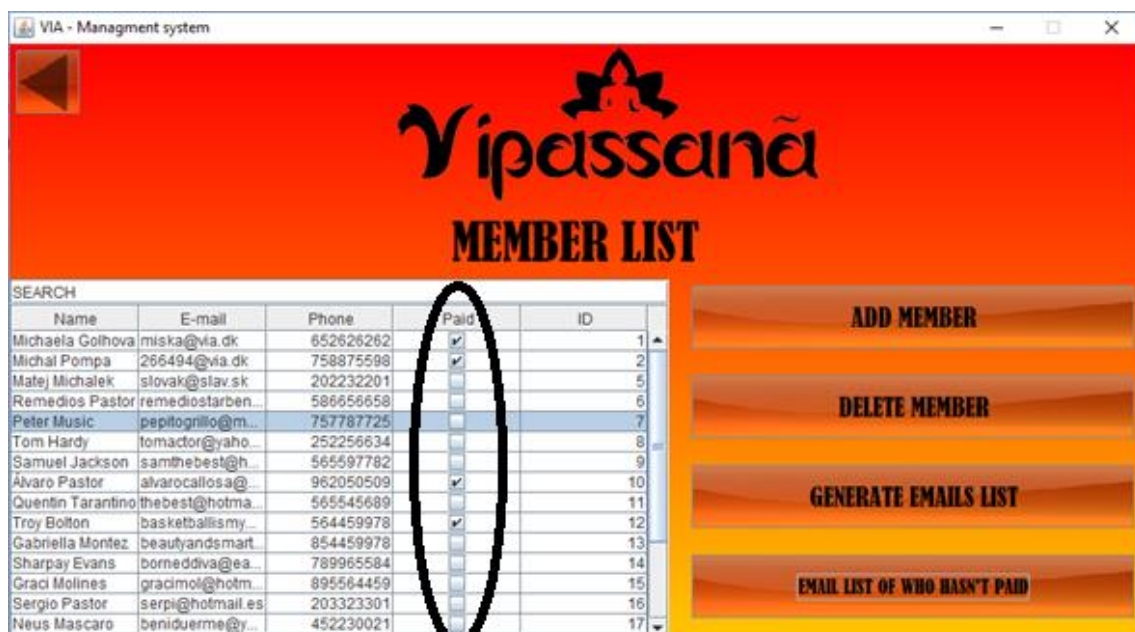
1. Click on the button "Add member".

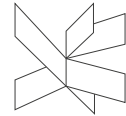


2. Add a member (following the instructions explained in "Sign Up-Member").

4.1.3. To specify member's payment

1. Click on the check boxes to specify if the member has paid the fee.





4.1.4. To generate email lists

1. Click on one member.

VIA - Managment system

Vipassana

MEMBER LIST

SEARCH

Name	E-mail	Phone	Paid	ID
Michaela Golhova	miska@via.dk	652626262	<input checked="" type="checkbox"/>	1
Michal Pompa	266494@via.dk	758875598	<input checked="" type="checkbox"/>	2
Matej Michalek	slovak@slav.sk	202232201	<input type="checkbox"/>	5
Remedios Pastor	remediostarben...	586656658	<input type="checkbox"/>	6
Peter Music	pepitogrillo@m...	757787725	<input type="checkbox"/>	7
Tom Hardy	tomactor@yaho...	252256634	<input type="checkbox"/>	8
Samuel Jackson	samthebest@h...	565597782	<input type="checkbox"/>	9
Alvaro Pastor	alvarocallosa@...	962050509	<input checked="" type="checkbox"/>	10
Quentin Tarantino	thebest@hotmail...	565545689	<input type="checkbox"/>	11
Troy Bolton	basketballismy...	564459978	<input checked="" type="checkbox"/>	12
Gabriella Montez	beautyandsmart...	854459978	<input type="checkbox"/>	13
Sharpay Evans	borneddiva@ea...	789965584	<input type="checkbox"/>	14
Graci Molines	gracimol@hotmail...	895564459	<input type="checkbox"/>	15
Sergio Pastor	serpi@hotmail.es	203323301	<input type="checkbox"/>	16
Neus Mascaro	beniduerme@y...	452230021	<input type="checkbox"/>	17

ADD MEMBER

DELETE MEMBER

GENERATE EMAILS LIST

EMAIL LIST OF WHO HASN'T PAID

2. Click on the button "Generate Email list".

VIA - Managment system

Vipassana

MEMBER LIST

SEARCH

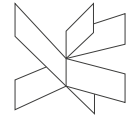
Name	E-mail	Phone	Paid	ID
Michaela Golhova	miska@via.dk	652626262	<input checked="" type="checkbox"/>	1
Michal Pompa	266494@via.dk	758875598	<input checked="" type="checkbox"/>	2
Matej Michalek	slovak@slav.sk	202232201	<input type="checkbox"/>	5
Remedios Pastor	remediostarben...	586656658	<input type="checkbox"/>	6
Peter Music	pepitogrillo@m...	757787725	<input type="checkbox"/>	7
Tom Hardy	tomactor@yaho...	252256634	<input type="checkbox"/>	8
Samuel Jackson	samthebest@h...	565597782	<input type="checkbox"/>	9
Alvaro Pastor	alvarocallosa@...	962050509	<input checked="" type="checkbox"/>	10
Quentin Tarantino	thebest@hotmail...	565545689	<input type="checkbox"/>	11
Troy Bolton	basketballismy...	564459978	<input checked="" type="checkbox"/>	12
Gabriella Montez	beautyandsmart...	854459978	<input type="checkbox"/>	13
Sharpay Evans	borneddiva@ea...	789965584	<input type="checkbox"/>	14
Graci Molines	gracimol@hotmail...	895564459	<input type="checkbox"/>	15
Sergio Pastor	serpi@hotmail.es	203323301	<input type="checkbox"/>	16
Neus Mascaro	beniduerme@y...	452230021	<input type="checkbox"/>	17

ADD MEMBER

DELETE MEMBER

GENERATE EMAILS LIST

EMAIL LIST OF WHO HASN'T PAID



4.1.5. To generate emails who has not paid:

1. Click on the button “Email list of who hasn’t paid”, it will be sent a message to those who has empty the checkboxes.

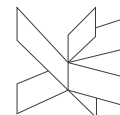
Vipassana MEMBER LIST

SEARCH

Name	E-mail	Phone	Paid	ID
Michaela Golhova	miska@via.dk	652626262	<input checked="" type="checkbox"/>	1
Michal Pompa	266494@via.dk	758875598	<input checked="" type="checkbox"/>	2
Matej Michalek	slovak@slav.sk	202232201	<input type="checkbox"/>	5
Remedios Pastor	remediosstarben...	586556658	<input type="checkbox"/>	6
Peter Music	pepitogrillo@m...	757787725	<input type="checkbox"/>	7
Tom Hardy	tomactor@yaho...	252256634	<input type="checkbox"/>	8
Samuel Jackson	samthebest@h...	565597782	<input type="checkbox"/>	9
Alvaro Pastor	alvarocallosa@...	962050509	<input checked="" type="checkbox"/>	10
Quentin Tarantino	thebest@hotmail...	565545689	<input type="checkbox"/>	11
Troy Bolton	basketballismy...	564459978	<input checked="" type="checkbox"/>	12
Gabriella Montez	beautyandsmart...	854459978	<input type="checkbox"/>	13
Sharpay Evans	borneddiva@ea...	789965584	<input type="checkbox"/>	14
Graci Molines	gracimol@hotmail...	895564459	<input type="checkbox"/>	15
Sergio Pastor	serpi@hotmail.es	203323301	<input type="checkbox"/>	16
Neus Mascaro	beniduerme@y...	452230021	<input type="checkbox"/>	17

Buttons on the right:

- ADD MEMBER
- DELETE MEMBER
- GENERATE EMAILS LIST
- EMAIL LIST OF WHO HASN'T PAID** (circled in red)

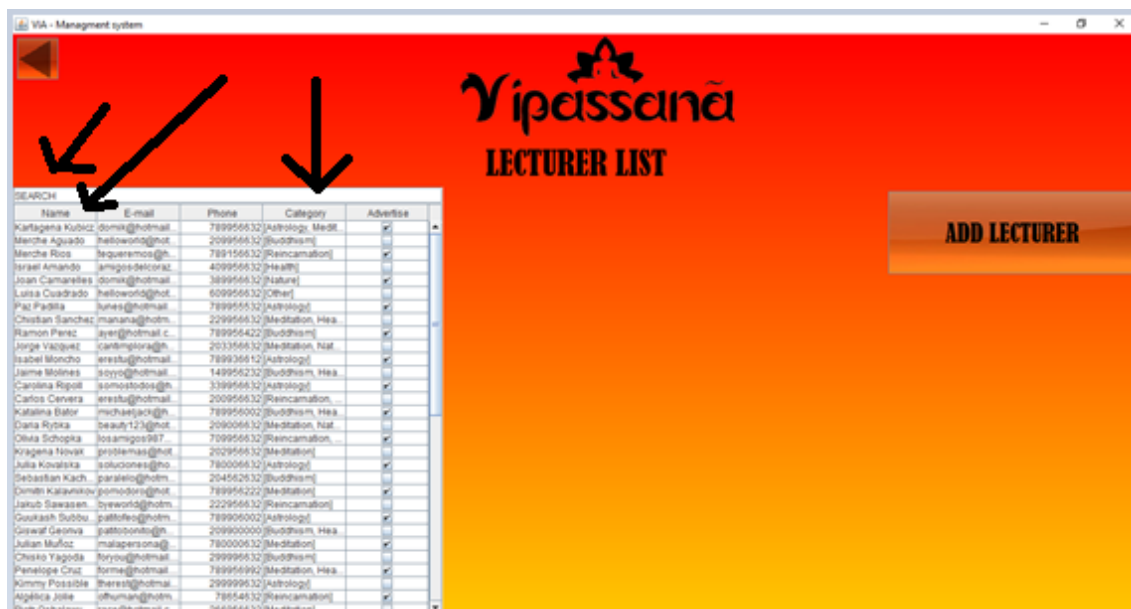


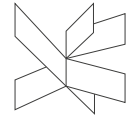
4.2.LECTURER LIST

1. Click on the button “Lecturer List” to access to the list of lecturers.



2. Click on the field “Search” to look for lecturers depending on the name or the category that they impart.



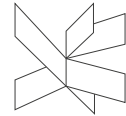


- To add a lecturer click on the button “Add lecturer”.

The screenshot shows a web application window titled "VIA - Management system". The main content area has a red background with the "Vipassana LECTURER LIST" logo. Below the logo is a table with columns: Name, E-mail, Phone, Category, and Advertise. The table lists various lecturers and their contact information. To the right of the table, there is a prominent orange button with the text "ADD LECTURER" inside a black oval.

Name	E-mail	Phone	Category	Advertise
Katagena Kubiz	domi@hotmail	789956632	(Astrology, Medit	<input checked="" type="checkbox"/>
Merche Aguado	helloword@hotmail	209956632	(Buddhism)	<input type="checkbox"/>
Merche Rios	tequeremos@h	789156632	(Reincarnation)	<input checked="" type="checkbox"/>
Israel Amado	amigo-delcorat	409956632	(Health)	<input type="checkbox"/>
Joan Camariles	domi@hotmail	389956632	(Nature)	<input checked="" type="checkbox"/>
Luisa Cuadrado	helloword@hotmail	609956632	(Other)	<input type="checkbox"/>
Paz Padilla	junes@hotmail	789956632	(Astrology)	<input checked="" type="checkbox"/>
Christian Sanchez	manana@hotmail	229956632	(Meditation, Hea	<input type="checkbox"/>
Ramon Perez	ayer@hotmail.c	789956632	(Buddhism)	<input checked="" type="checkbox"/>
Jorge Vazquez	carlinphoragin	203356632	(Meditation, Nat	<input type="checkbox"/>
Isabel Moncho	erestu@hotmail	789936632	(Astrology)	<input checked="" type="checkbox"/>
Jaime Molines	joyce@hotmail	149956632	(Buddhism, Hea	<input type="checkbox"/>
Carolina Ripoll	ismostodos@h	339956632	(Astrology)	<input checked="" type="checkbox"/>
Carlos Cervera	erestu@hotmail	209956632	(Reincarnation)	<input type="checkbox"/>
Katalina Bator	michaeljack@h	789956632	(Buddhism, Hea	<input checked="" type="checkbox"/>
Daria Rybka	beauty12@hotmail	209056632	(Meditation, Nat	<input type="checkbox"/>
Olivia Schopka	josamigos987	709956632	(Reincarnation)	<input checked="" type="checkbox"/>
Kristina Hovak	protemas@hotmail	202956632	(Meditation)	<input type="checkbox"/>
Julia Kovalska	solucionesho	780056632	(Astrology)	<input checked="" type="checkbox"/>
Sebastian Kach	garaleio@hotmail	204562632	(Buddhism)	<input type="checkbox"/>
Omito Karavinski	gomodors@hotmail	789956632	(Meditation)	<input checked="" type="checkbox"/>
Jarub Sawasen	cyeword@hotmail	222956632	(Reincarnation)	<input type="checkbox"/>
Gustafh Subbe	pattifera@hotmail	789956632	(Astrology)	<input checked="" type="checkbox"/>
Gisela Geisva	pattifera@hotmail	209900000	(Buddhism, Hea	<input type="checkbox"/>
Julian Mufoz	malapersona@	780000632	(Meditation)	<input checked="" type="checkbox"/>
Chiko Yagoda	foryou@hotmail	299996632	(Buddhism)	<input type="checkbox"/>
Penelope Cruz	forma@hotmail	789956632	(Meditation, Hea	<input checked="" type="checkbox"/>
Kimmy Possibile	theresa@hotmail	299999632	(Astrology)	<input type="checkbox"/>
Alpénia Jolie	ofhuman@hotmail	78954632	(Reincarnation)	<input checked="" type="checkbox"/>
Polt Oshatawi	race@hotmail.c	266956632	(Meditation)	<input type="checkbox"/>

- Add a lecturer (following the instructions explained in “Sign Up-Lecturer”).



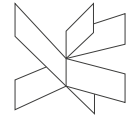
4.3.EVENT LIST

1. Click on the button “Event List” to access to the list of events.



2. Click on the field “Search” to look for events depending on the title or topic of them.



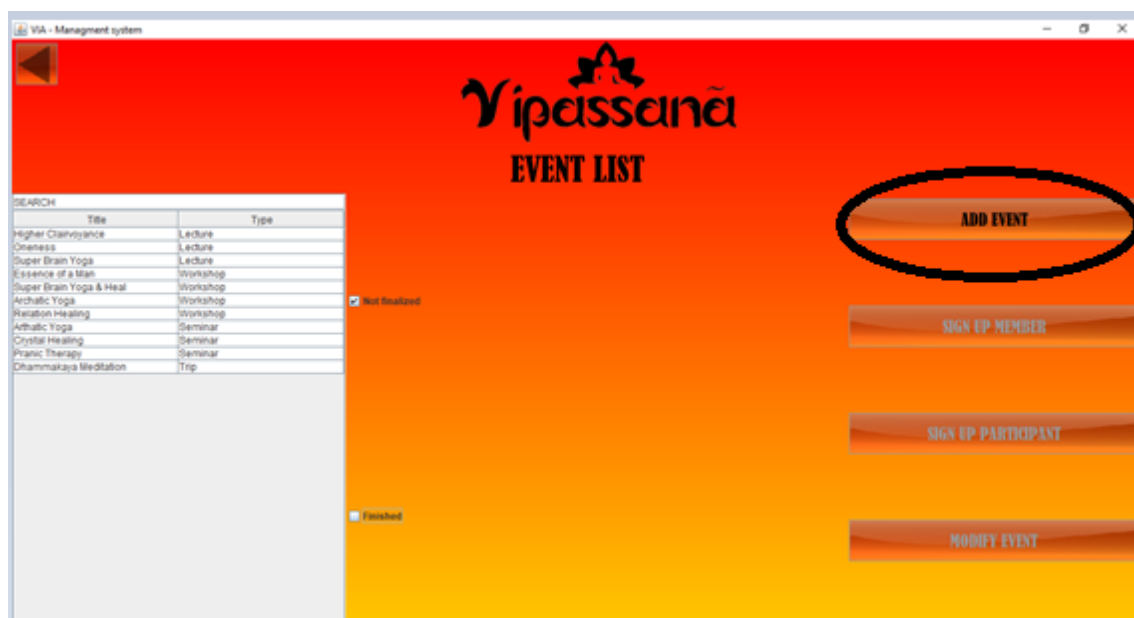


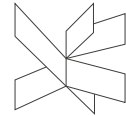
- Click on the check boxes to screen the events depending on if they are not finalized or finished.



4.3.1. To add an event

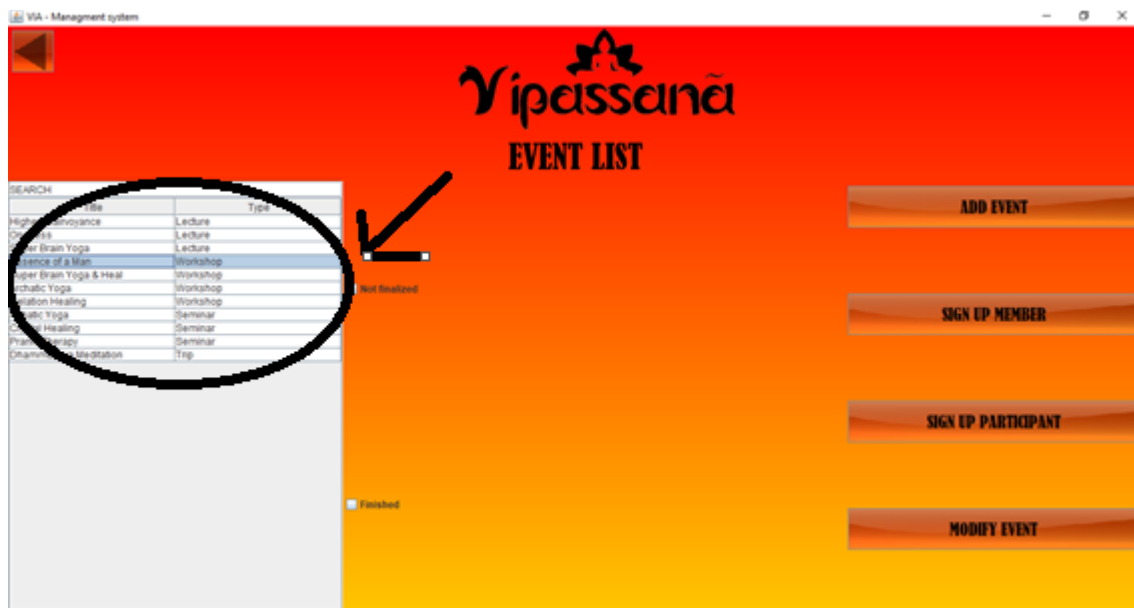
- Click on the button “Add Event”, and follow the steps explained in “EVENT”.



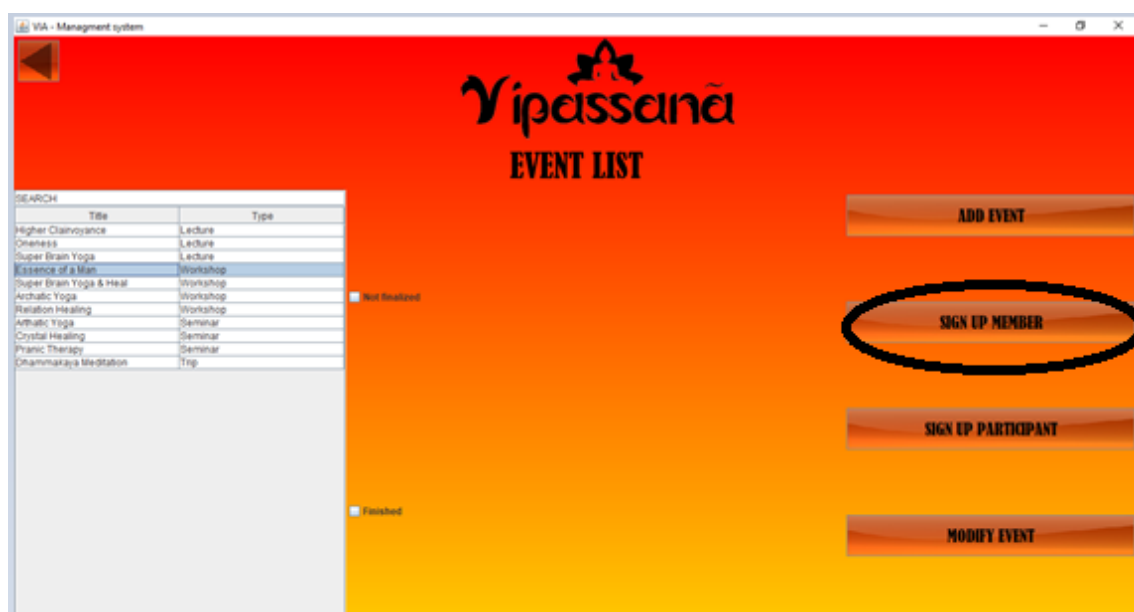


4.3.2. To add a member to an event

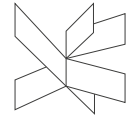
1. Click on an event.



2. Click the button "Sign Up Member".

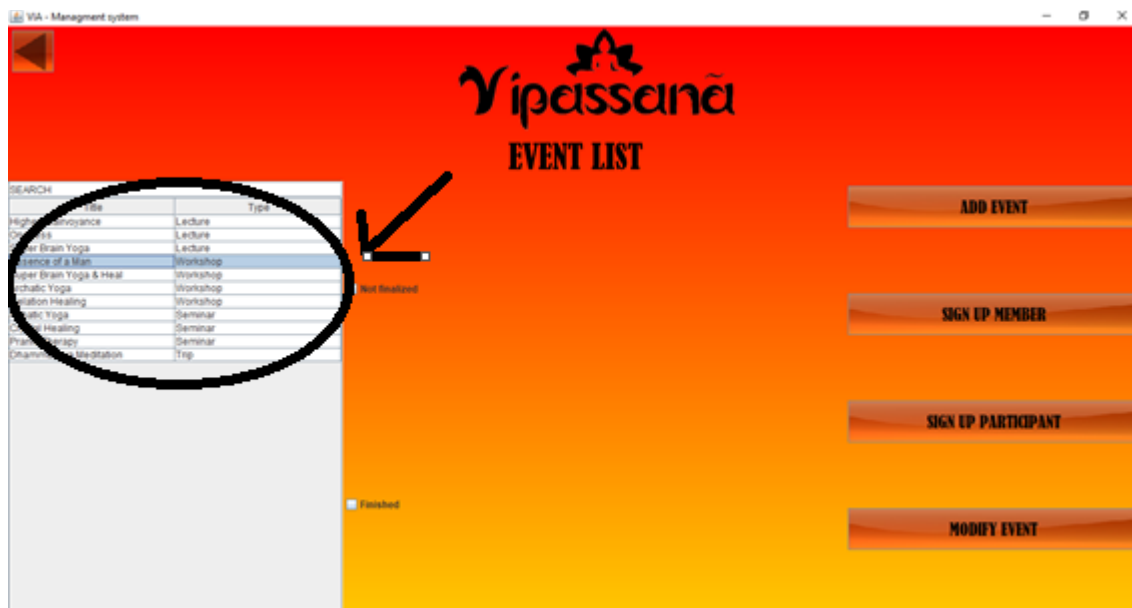


3. Add a member (following the instructions explained in "Sign Up-Member").



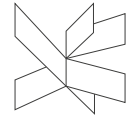
4.3.3. To add a participant to an event

1. Click on an event.



2. Click the button "Sign Up Participant".





3. Fill the fields “Name” and “E-mail”.

VIA - Sign up new participant

Vipassanā

Sign-Up Form for Participant

Name:

E-mail:

Add to list

4. Press the button “Add to List”.

VIA - Sign up new participant

Vipassanā

Sign-Up Form for Participant

Name:

E-mail:

Add to list

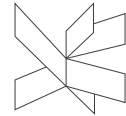
☐ Finished

ADD EVENT

SIGN UP MEMBER

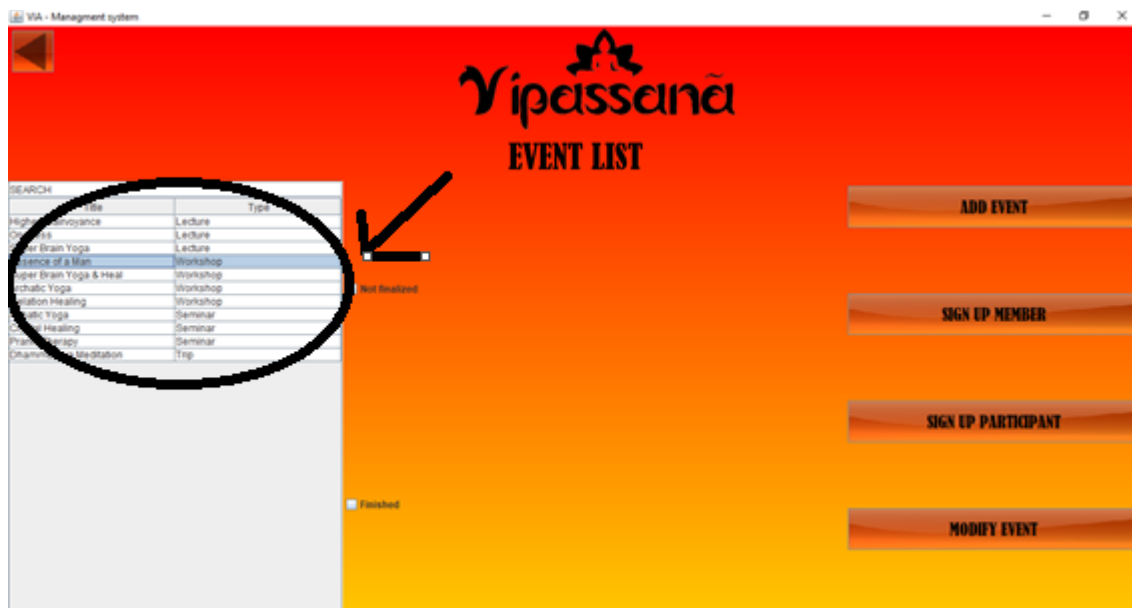
SIGN UP PARTICIPANT

MODIFY EVENT

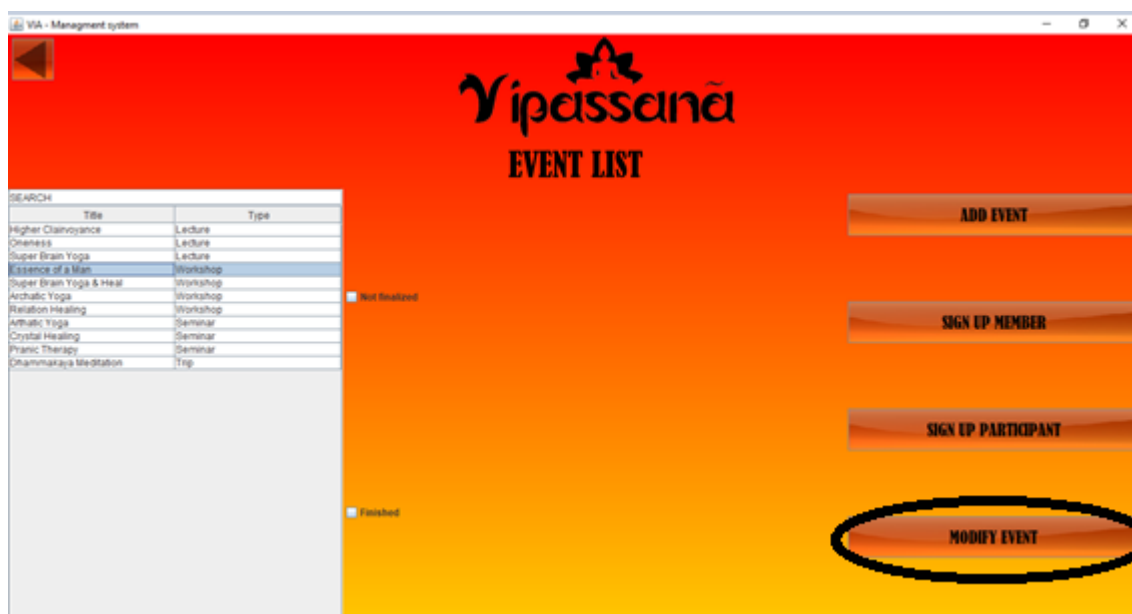


4.3.4. To modify an event

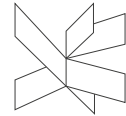
1. Click on an event.



2. Click on "Modify Event".

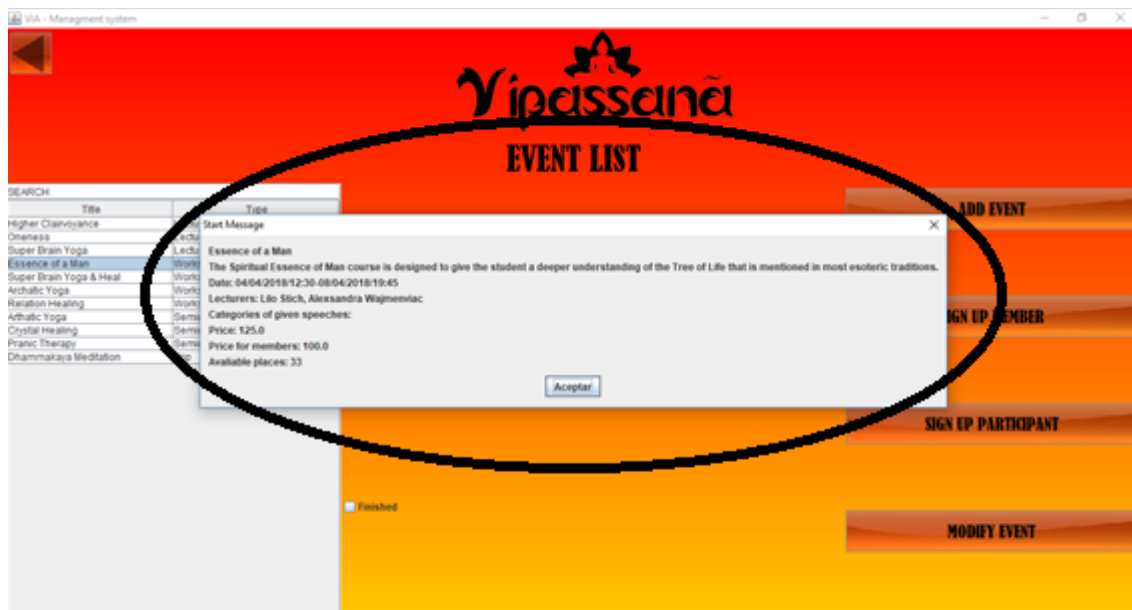


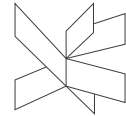
3. Make the changes required (following the instructions explained in "EVENTS").



4.3.5. To see information about event

1. Double click on the events to get more information about them.





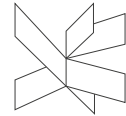
4.4. PARTICIPANT LIST

1. Click on the button “Participant list” to access to the list of participants.

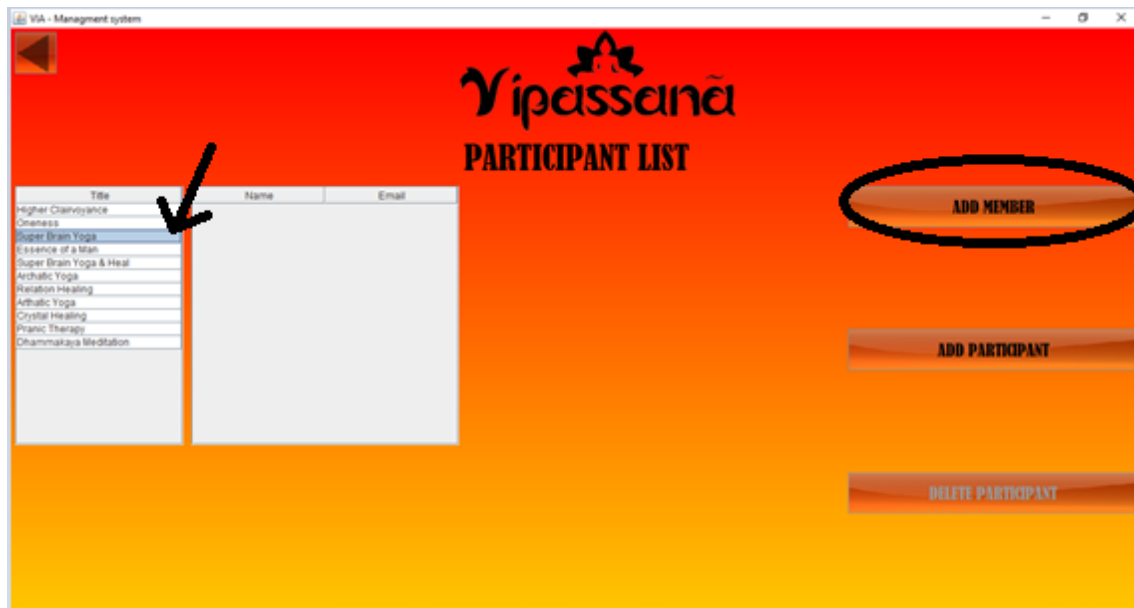


2. Click on the titles of the events.

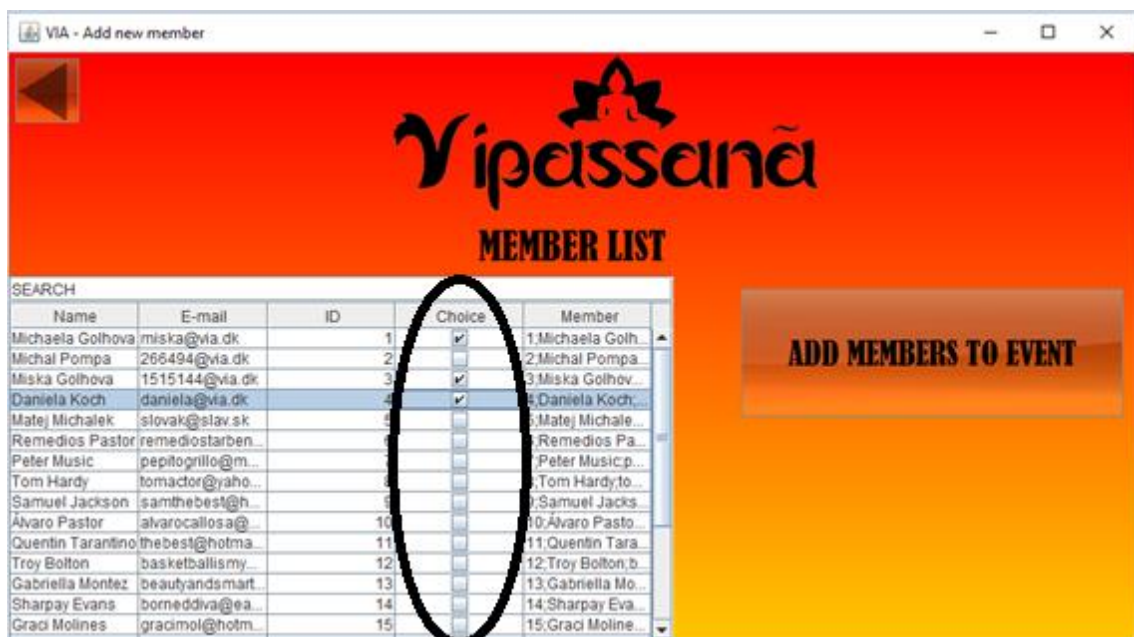


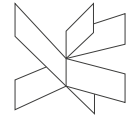


3. Click on the button “Add Member” to access to the general list of members:

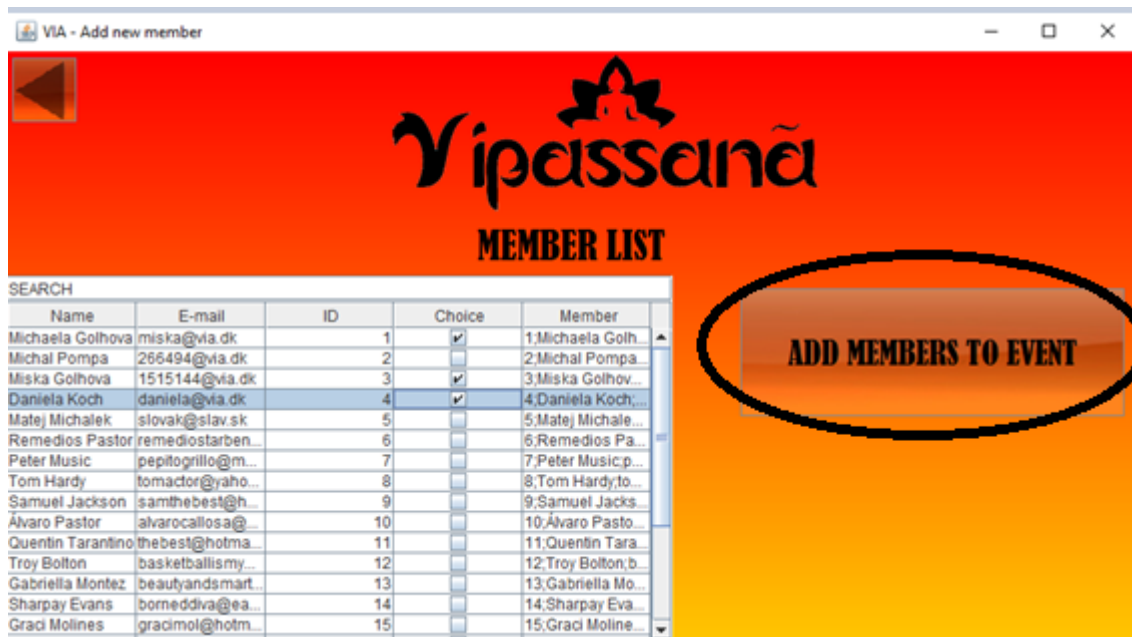


4. Click on the checkboxes of members.

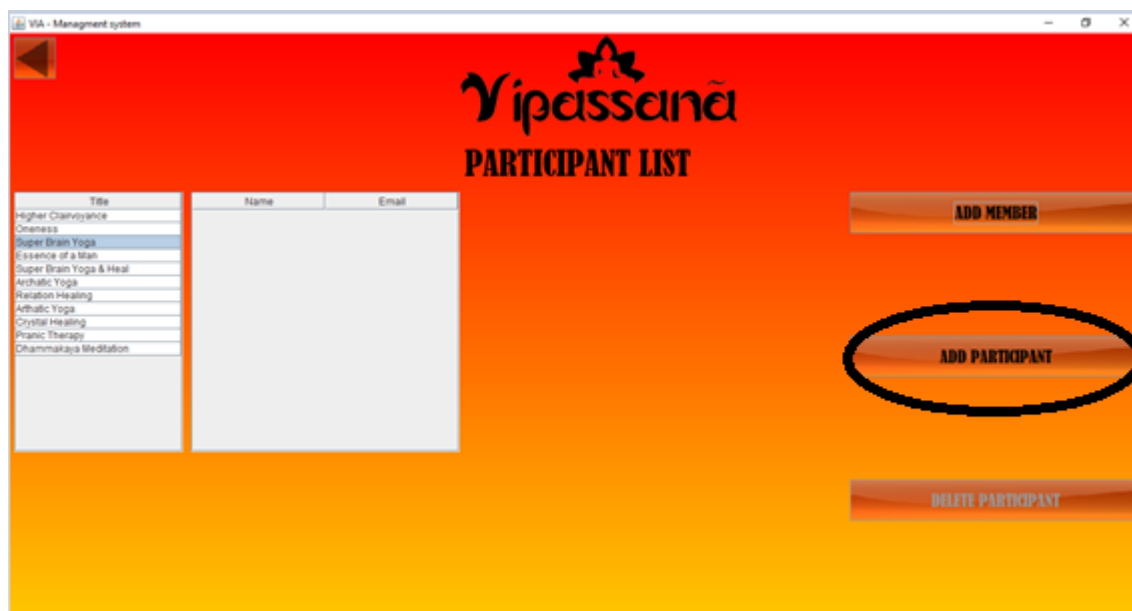


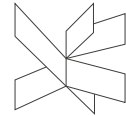


- Click on the button “Add Members To Event”.



- To add a participant, click on the button “Add Participant” and follow the instructions explained in “4.3.3 To add a participant to an event”.





7. To delete a participant, click on the participants of the event and press the button "Delete Participant".

