APPENDIX 1

field	example	format	mandatory	comment
layout	layout: post		yes	
title	title: Finding the writing question	Capitalise the first letter		Ideally no more than 60 characters. You can check the length here.
date	date: 2012-04-07 19:30:00	yyyy-mm-dd 19:30:00	yes	
leader	leader: Martin	First name only. Capitalise the first letter	yes	If you are leading for the first time, submit your bio and any contact details to Martin.
categories				Not in use, but you can add these if you like. We might use them soon/in the future.
meeting_blurb	On my last retreat I offered interviews with the retreatants – what I found that rather than ask questions about practice, most people wanted to discuss their problem. What can a teacher offer? Certainly not the solution. Only a way of understanding how we create problems, and how we can solve them creatively.			This is a space to write anything you'd like before the meeting.
keep_blurb_after_meeting	keep_blurb_after_meeting: yes			Decide whether you'd like to keep the blurb after the meeting has passed.
allow_comments	allow_comments: yes			Decide whether you'd like to give people the option to comment on the meeting or reading. We are using Disqus at the moment.
keep_blurb_after_meeting	keep_blurb_after_meeting: yes			
reading_webpage	reading_webpage: http://www.forest.com/a-very-long-reading.html	http://www.forest.com/a-very-long-reading.html		Must include http://

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field	**example**	**format**	**mandat ory**	**comment**
reading_author	reading_author: Martin Evans	Capitalise the first letter of each name.		Use if you're including a reading below the three dashes. Check you have permission to use the article.
reading_snippet	reading_snippet: Does your happiness depend on having problems?			A sentence or two. Currently used for posting articles to Twitter. More uses planned.