



ABTUK WEBSITE MANUAL: TO REGISTER FOR MEMBERSHIP WITH ABTUK AND TO ACCESS THE MEMBER'S SECTIONS

The first step to apply for membership of ABTUK is to register on the ABTUK website www.biodanzaassociation.uk. You will then be given payment options and when the payment is received you will be notified that you can use your log in/user name and password to access the members' part of the website.

There are different levels of access depending on your membership type: All, except friends, can access different levels of resources and add blogs. Teaching members (registered teachers, affiliate teachers and students under supervision with insurance) can add their profile, photo, classes and events. All, including friends, are able to amend /update their registration form especially when renewing membership on 1 February each year.

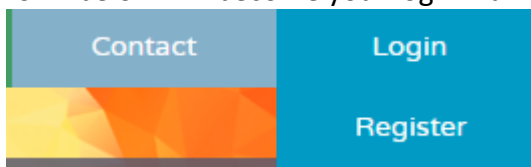
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1) To Register

Open www.biodanzaassociation.uk (If already a member for 2016 and haven't yet registered, you can copy and paste from your current registration form, which can be obtained by going to the bottom of a recent newsletter and clicking on: update your preferences)

Hover on Login and Register will appear below, then click on register. Alternatively you can go to the membership page under About and click the membership link. The Username in the form below will become your log in name:



The only information on this form that is published on the website, is of teaching members: the First and Last Name, City/Region (where teaching) and email address. If a teacher doesn't want their last name published, do not complete the last name field. The username cannot be changed, it can be brief and best like your name.

Register

Please read the constitution [here](#) and the [Code of Professional and Ethical Conduct \(CPEC\)](#)

First Name ?

Last Name ?

Username (Login name) ?

Street Address

Address line 2


City

Bliss

Post Code

000 000|

For teaching members the city (or place) - region will appear under their name on the Teachers or Students pages. If unsure, you can find your region on the map in section 3 or ask Google. As London is a region and a city, it needs to be included in the field above, but not twice in the field below!

City - Region of classes 

Bliss- South West|

E-mail Address 

freda.bloggs@biodanzabliss.uk|

 Landline Number- not public

 Mobile Number - not public

Password

.....

Confirm Password

.....|

When inputting your password on the registration form please note that:

Your password must contain at least one lowercase letter, one capital letter and one number

You can tell if your password is acceptable when the red lines disappear.

Account Type

- Student under supervision
- Registered teachers
- Affiliate teachers
- Students

IBF School you attended or N/A ?

London

IBF Teacher registration number or N/A ?

Teachers; obtained from www.biodanza.org, then teachers,

Specialist Biodanza qualifications or N/A

Names of extensions

Post Teacher IBF Qualifications

- Didactic
- School Director
- Tutor (training no longer available)

Any other information you want to share with us

E.g. I would love to join the committee!

I have professional insurance cover

- Yes
- N/A (not a teaching member)

Teachers & SUS please add your insurance provider, policy number & expiry date or N/A [?](#)

I have read the Constitution and the Code of Professional & Ethical Conduct (CPEC) [?](#)

Check all the appropriate fields have been entered.

Click on registration and the website will give you a nudge to complete any missing fields, if it cannot understand the information you have keyed or a field has been omitted. Occasionally a strange error notice comes up to do with certain lines. We don't know what this is, but you then need to re-input the information again.

Register

Login

Once registration is complete you will be sent an email informing you your account is being reviewed and will ask you to pay following the instructions on the Membership page, under the About tab.

Obviously current members of 2016 do not need to pay again until 1 February 2017!

Once payment has been received you will be sent an email confirming your account has been approved and now active and reminding you of your log in link.

2) To add your profile and photo – for teaching members (registered and affiliate teachers and SUS with insurance)

Open www.biodanzaassociation.uk

Login

Username or E-mail

Password

Keep me signed in

[Forgot your password?](#)

After logging in you will see your name displayed e.g.

Laura Campanini

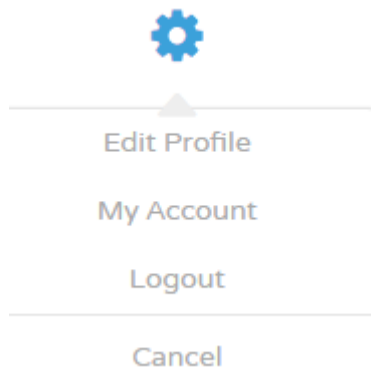


Laura Campanini

E-mail Address

lacampanini@hotmail.com

Add your profile, by clicking on the cog the right of the screen above and selecting edit profile from the list which comes up:



Then you can copy and paste your profile into the space that says ""Tell me something about you" from the current website. If you haven't written your profile yet it is suggested you draft your profile in e.g. a Word document, then copy and paste it into the profile box. (It is best to draft it because if you exceed the 900 characters, including spaces, all the profile is wiped out, so better to write it / amend it in a Word doc, using the word count option (in the Word review section) and then copy and paste again!)

Once entered click on Update Profile

Please read below on the best way to write a profile, by Nora, our expert web designer!
Who says a profile is not a biography or CV. It is:

“One paragraph about your path and why you teach, your mission (in other words me, me, me)

One on CREDIBILITY - i.e. specialism, other trainings, year's teaching

One paragraph about WHAT you hope PEOPLE WILL GET OUT OF ATTENDING your CLASSES - this is the most important one

One paragraph about which days and where you teach

All in 900 characters including spaces (draft in word doc and use word count)!

If you don't have regular classes: Make it clear so people can contact you for future classes.

Perhaps something on the lines of: join my mailing list and I will let you know when I run my seasonal workshops or where I will be teaching (the shorter the better)

We don't want people to go to the effort of contacting you and falling flat."

To add your photo: Laura Campanini



Laura Campanini

E-mail Address

lacampanini@hotmail.com

Click on the circle in the screen above and then click on upload to bring up the screen below.
Click on the upload box to upload a photo from your computer.
Use a high quality image at least 150 pixels by 150 pixels, taken in natural daylight is preferable,
with you looking at the camera saying hello to your participants.
When uploaded click on “update your profile” for the photo to fully show.

Change your profile photo



Upload your photo here
(max: 953.7MB)

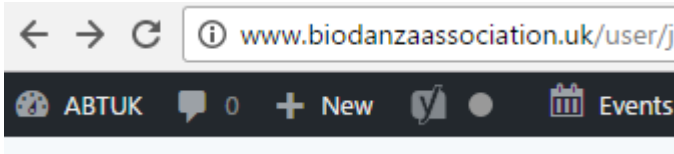
Upload

Apply

Cancel

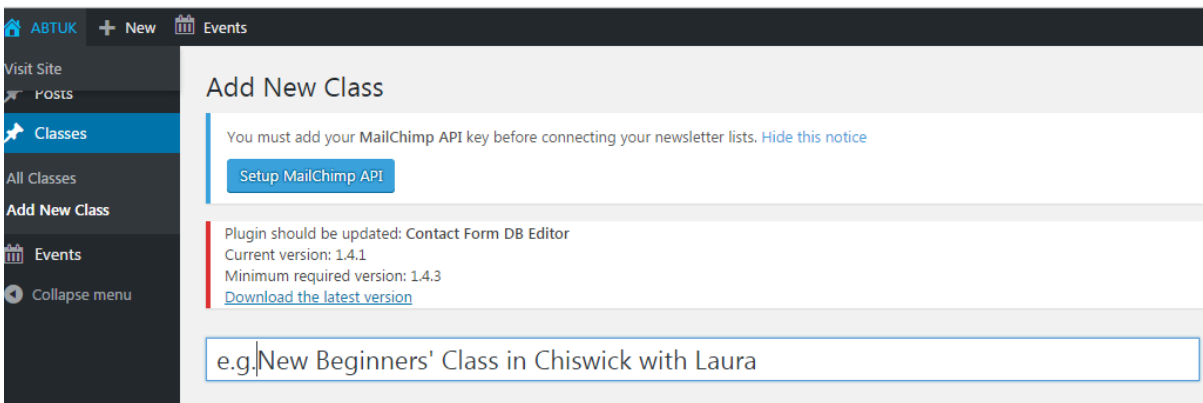
3) To add weekly classes – for teaching members (registered and affiliate teachers and SUS with insurance)

At the top left of the page you will see

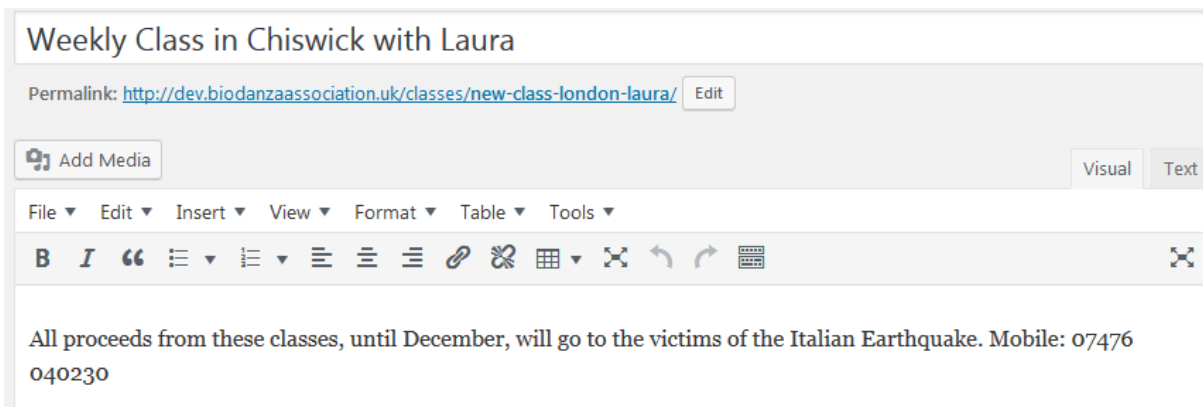


Click on +New

Then classes to get the screen below and add the title of your class including type of class, place and teacher's name:



A brief description can be written below in the space which looks like a Word document. However it is suggested you complete the fields below it first and then come back to add any missing information. *s details as they are input below the map and get displayed in the find a class listings. Search for the Chiswick class on Find a Class to see how it all appears!*



Below Classes and Map is *Search for address....*

Classes

Map



Add the venue name, return and click search at the right, it may show a choice of locations, click on the correct location and it will locate it on the map below.

ARTS EDUCATIONAL SCHOOLS, Bath Road, London, United Kingdom



This will be added to the map on Find A Class (afterwards you can search for your class by location and distance). Please ensure the correct map appears, otherwise your class is likely to appear in Africa on the world map!!

Then complete the following fields e.g.

Frequency

Day of the week

Time

Suitable for beginners?



If you do not tick suitable for beginners, the class will appear as not suitable for beginners. Please bear in mind that beginners often do not come back to a class that is more advanced than beginners. People often need to progress gradually to intermediate classes, otherwise they find classes too intimate and then put their friends from coming!

Fee

£12

Address of venue

Arts Educational Schools London
14 Bath Road, Chiswick, London W4 1LY
3 mins from Turnham Green Station - parking available

Region

Choose from list below or ask Google:

- East
- East Midlands
- London
- North East
- North West
- South East
- South West
- West Midlands
- Scotland
- Wales
- Northern Ireland



Contact email

Use the drop down arrow in the field below to add the teacher's name from the drop down list of registered teachers or SUS. (The user name will not appear on the website.)

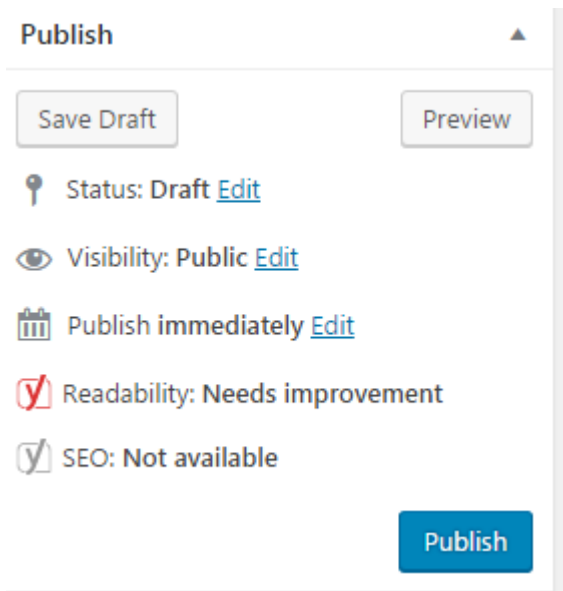
Person

You can go back to the class description to add any missing information.

Before publishing you can save it as a draft if you haven't finished and / or preview it to see how it will come out. Then click the backwards arrow to change anything.



Then you are ready to publish as below! You can still edit the class afterwards by clicking on Edit Class in the black tool bar at the top.



To log out, click on Logout



4) To edit/update your registration form, for all members

Log in (as per section 2)

Click on the cog and choose edit profile, scroll down to see the Registration Form and amend as needed e.g. teaching members will need to update their insurance details upon renewal. Click on Update Profile to save the changes




5) To edit your profile, change photo, or edit class for teaching members (registered and affiliate teachers and SUS with insurance)

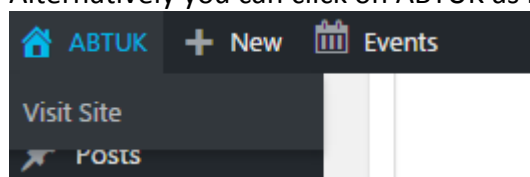
If logged out Log in (as per section 2)

To edit your profile or photo

Click on the cog and choose edit profile, where you can click on your profile to amend it or click on the camera to change your photo.

Click the tick to save the changes: 

Alternatively you can click on ABTUK as below

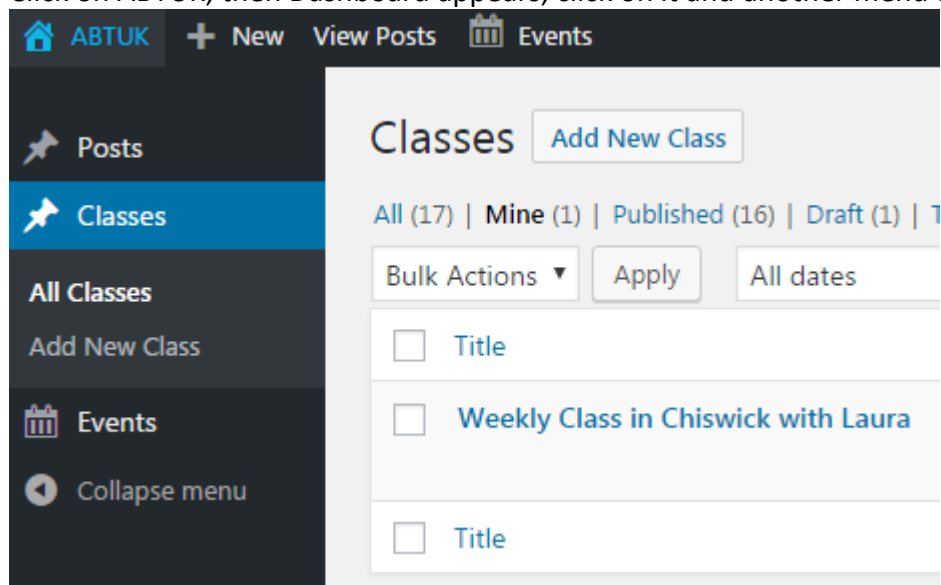


and it gives the option of “Visit Site”, click on it.

Go to Teachers or Students and find your name and photo and click on it to edit profile, or replace photo, or scroll down to edit registration form.

To edit your class:

Click on ABTUK, then Dashboard appears, click on it and another menu column appears.

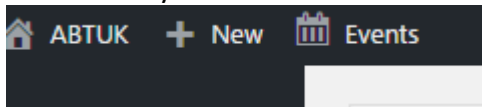


When you click on classes it lists all of the classes you have on the right.

Hover over the name of the class you want to edit and it will choice of edit, quick edit, trash and view.

Click on edit to edit and then Update.

Alternatively



Click on ABTUK and it will give the option of “Visit Site”, click on it.

Search for the class you want to edit on What’s On, Classes

Post/Zip Code or City

Distance

5 Miles

Chiswick London, United Kingdom

1 location found within 5 mi

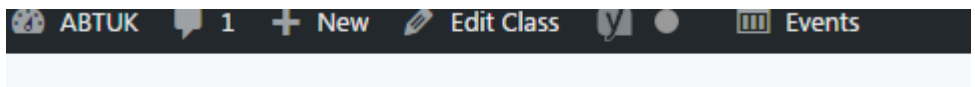
New Beginner’s Class in Chiswick with Laura

Distance: 0 miles

Weekly, 7.30-9.30 Thursday, 1

[Show on Map](#)

Then click on the green link and then edit class will appear in the menu options:



Click on edit class and then make any changes you need and click on Update:

Publish ▲

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **4** [Browse](#)

Published on: Oct 10, 2016 @ 08:54 [Edit](#)

Readability: OK

SEO: Not available

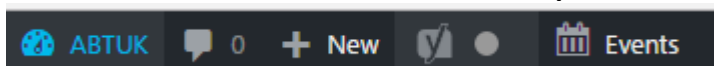
[Move to Trash](#) [Update](#)

6) To add Events and Training – for Registered and Affiliate members

(N.B. Teaching members under supervision do not have access to adding events due to restrictions contained in the [IBF rules](#) – 4.2 Supervised Practical Training on page 42, found in member Resources.)

Events and training are entered in the same way, they are distinguished by an appropriate tick in the side bar, as explained further below.

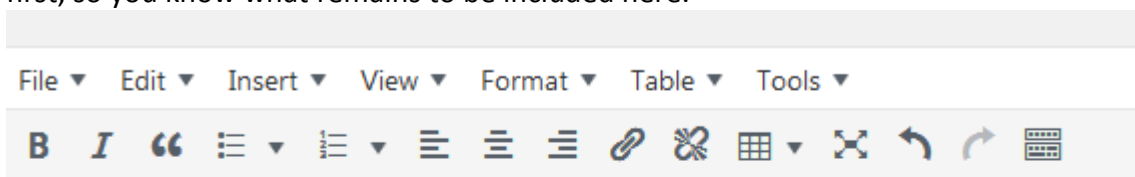
Click on events in the black toolbar, a drop down menu appears, click on add event.



Enter the title of the workshop, event or training

A screenshot of a text input field. The field is rectangular with a light gray background and a thin blue border. Inside the field, the text 'Enter title here' is written in a dark gray font, and a vertical cursor is positioned at the end of the text.

Add a description of what the event is about, it is suggested the other fields are completed first, so you know what remains to be included here.



Write description of event here


A screenshot of a web form titled 'The Events Calendar'. The form is white with a light gray border. Under the title, there is a section header 'TIME & DATE'. Below this, there are three rows of form elements: 'All Day Event:' with an unchecked checkbox; 'Start Date & Time:' with a date input field containing '2016-11-09', an '@' symbol, and three dropdown menus for hour ('08'), minute ('00'), and period ('am'); and 'End Date & Time:' with a date input field containing '2016-11-09', an '@' symbol, and three dropdown menus for hour ('05'), minute ('00'), and period ('pm'). At the bottom of the form, there is a link that says 'Timezone: UTC+0'.

Complete the fields above, if you tick All Day Event, it wipes out the times but if you unclick the times return!


Please note for events /training lasting more than a day, that have different start and end times each day, you will need to list these in the description.

You can look to see if the venue has been used before by clicking on the arrow of the box below to find the venue. Otherwise input the venue details, starting at Venue Name. The optional website and phone refers to the venue's website and phone.

LOCATION

 Use Saved Venue:	<input type="text" value="Use New Venue"/>
Venue Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="Select a Country:"/>
State or Province:	<input type="text"/>
Postal Code:	<input type="text"/>
Phone:	<input type="text"/>
Website:	<input type="text"/>
Show Google Map:	<input checked="" type="checkbox"/>
Show Google Maps Link:	<input checked="" type="checkbox"/>

ORGANIZERS

 Use Saved Organizer:	<input type="text" value="Use New Organizer"/>
--	--

Click the down arrow to choose the organiser.

When chosen and option appears to the right to allow the organiser details to be updated or deleted.

Otherwise add the details of the organiser.

Click on Add another organiser if there is a co-organiser to be added.

Organizer Name:

Phone:

Website:

Email: The e-mail address will be obfuscated on your site to avoid it getting harvested by spammers.

[Add another organizer](#)

Add the event website. Sometimes the www. Is necessary in the URL

EVENT WEBSITE

URL:

Insert the £ sign into the currency symbol for an event in the UK.

EVENT COST

Currency Symbol: Before cost ▼

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

If different prices are charged e.g. early bird prices, or re school training weekends, it is better to leave the cost out and include cost details in the event description

Then turn to the right hand side of the screen:

Importantly, the remaining fields facilitate where an event or training appears in searches..

Click on Event Categories to get the drop down menu below and tick which section it should appear in ether, Events and / or Training. E.g. school weekends may also welcome dancers
Events include day or weekend workshops, conferences, festivals, holidays, school weekends
Training includes school weekends, courses and extension trainings.

If both an event and a training make one primary. E,g, school weekends are primarily training. .

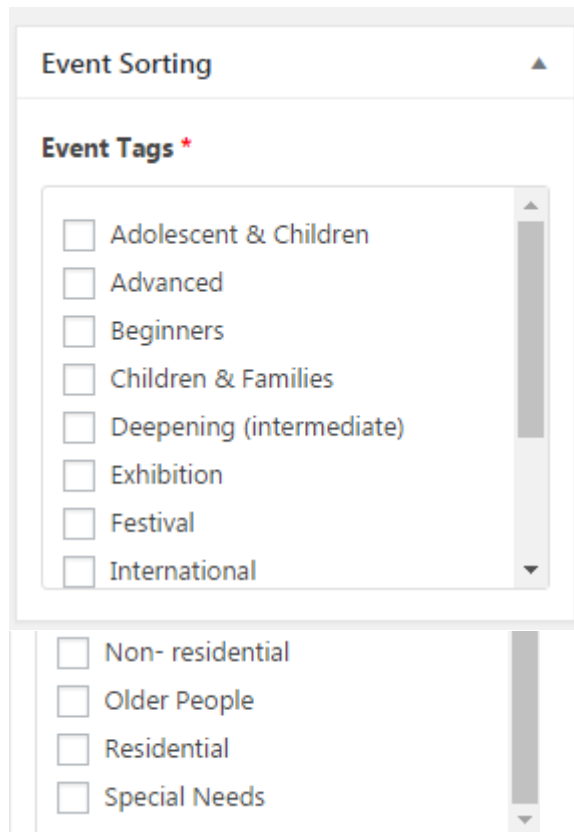
Event Categories ▲

All Event Categories Most Used

Events [Make primary](#)

Training **Primary**

Click and scroll down to identify the search tags relating to the event



The screenshot shows a panel titled "Event Sorting" with a sub-section "Event Tags *". Below this, there is a scrollable list of checkboxes for various event categories:

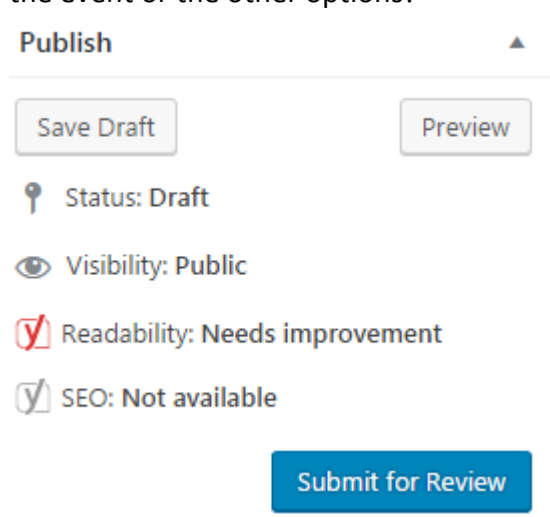
- Adolescent & Children
- Advanced
- Beginners
- Children & Families
- Deepening (intermediate)
- Exhibition
- Festival
- International

Below the scrollable list, there are four more checkboxes:

- Non- residential
- Older People
- Residential
- Special Needs

When you have added the description you can submit the event for review, then notification goes to the secretary and gets approved for publishing. When approved you get an email to say it has been published. **Currently only admin can add photos and delete events, this is due to be changed soon.**

However you can save it as a draft if you're not finished and can also preview it to see how it will come out. You then click on Edit Event in the tabs on the top to go back to continue editing the event or the other options!



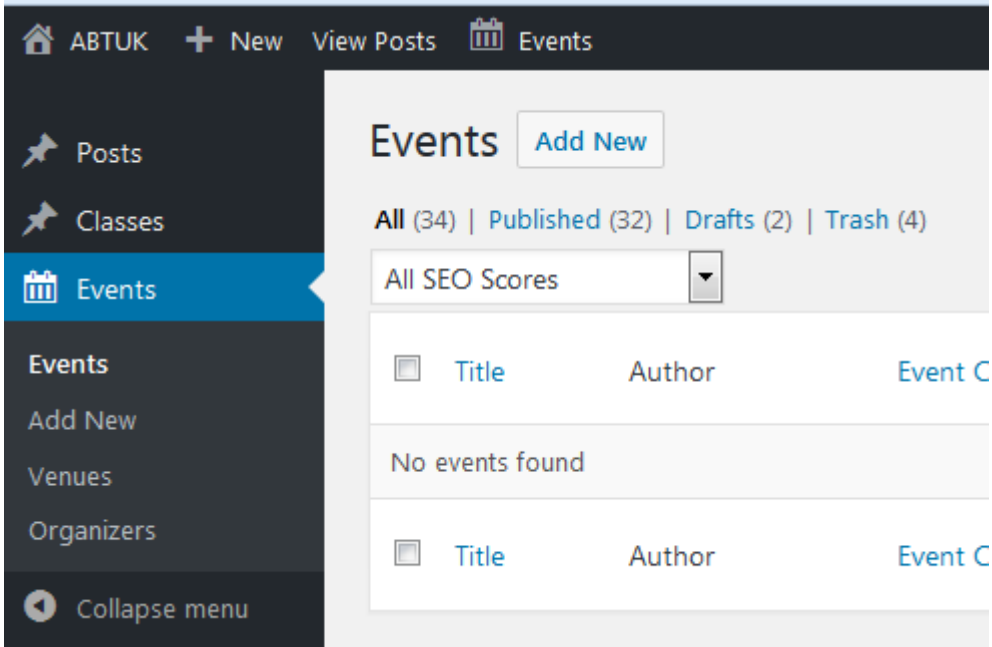
The screenshot shows a panel titled "Publish" with the following options:

-
-
- Status: Draft
- Visibility: Public
- Readability: Needs improvement
- SEO: Not available

At the bottom, there is a blue button labeled "Submit for Review".

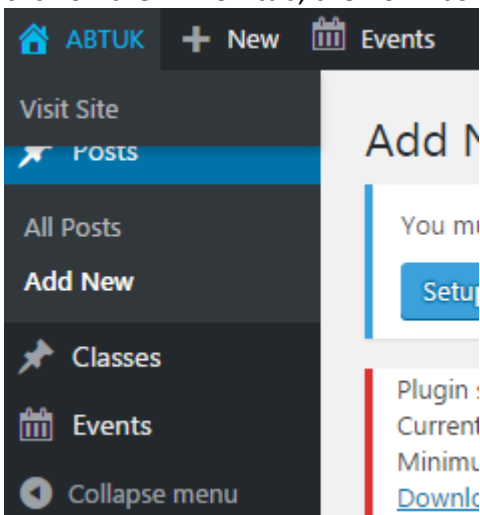
7) To edit events and training

Can either click on Events in the top tool bar, or click on dashboard below ABTUK. Then a list of your events will appear. When there are events hover under the event title and click on the edit option which appears, to edit the event and then click update.

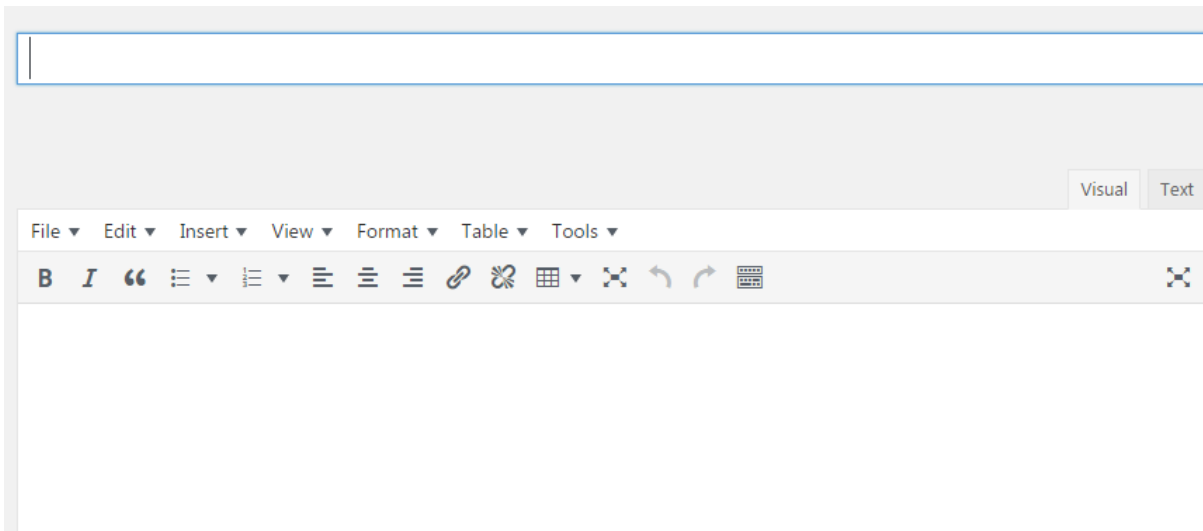


8) To add blogs

Log in as usual. To add a new blog you can either: click on the ABTUK tab, then on Dashboard, then click on New

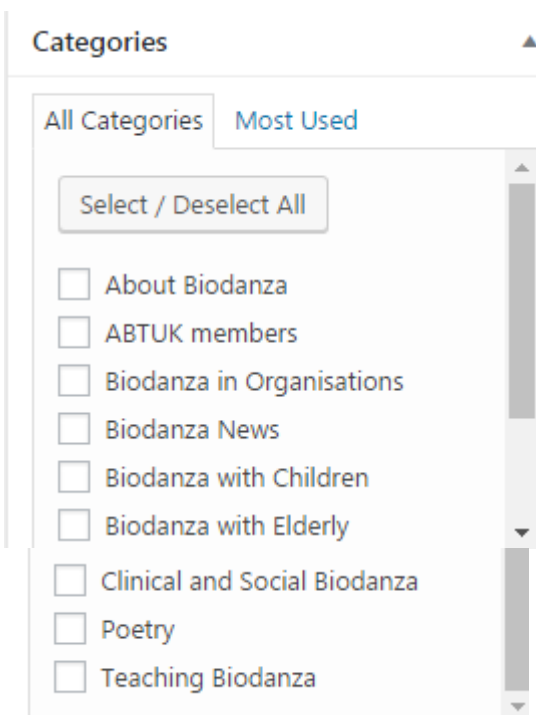


Or click on + New on the top line of tabs.



In the top box enter the title of your blog.

Below it there is space to write your blog. There is an art to writing blogs which inspire people to read them. We will soon let you have guidelines.



Ticking one or more of the categories above enables website visitors to search for blogs of a particular interest. Therefore it is important to categorise blogs to ensure that your blog is included in a relevant search. Please note that the category ABTUK members is readable by the public and if a blog isn't suitable for public reading then we can make it into an article for teaching resources.

According to Wikipedia a tag is “a kind of metadata that helps describe an item and allows it to be found again by browsing or searching” so a tag of chronic fatigue would mean that blog would be likely to appear when someone googled chronic fatigue.

Tags ▲


Separate tags with commas


Choose from the most used tags


[affective intelligence](#) [benefits of biodanza](#)
[biodanza](#) [biodanza and special](#)
[needs](#) [biodanza class](#) [biodanza classes](#)
[biodanza encounter](#) [biodanza social action](#)
[Biodanza with](#)
[children](#) [childhood wounds](#)
[christmas biodanza](#) [chronic fatigue](#) [friendship](#)
[happiness](#) [instincts](#) [mental health](#) [play scheme](#)
[self worth](#) [social action](#) [stress well-](#)
[being](#) [wellbeing](#)


The blog can be saved as a draft whilst writing it and can also be previewed. When completed click on submit for review. It will then be checked by the committee to ensure it conforms to our Code of Professional and Ethical Conduct. Some committee members have much expertise in writing blogs and may suggest ways of making the blog more readable or eye catching etc. You will receive an email when it is published.

Publish ▲

 Status: Draft

 Visibility: Public

 Readability: Needs improvement

 SEO: Not available