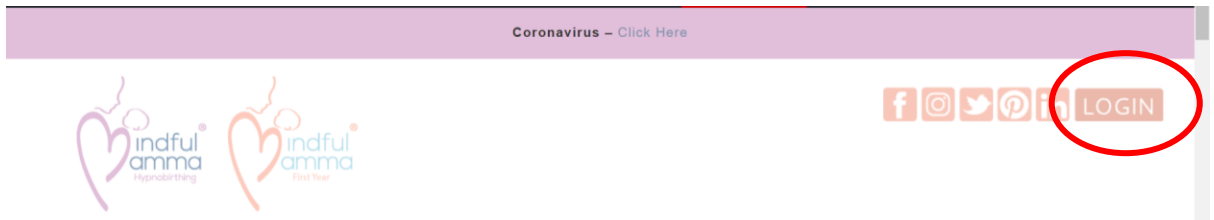


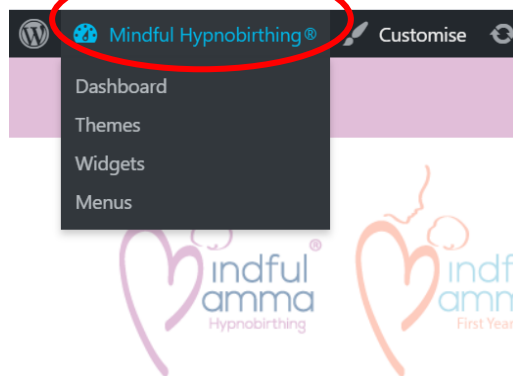
How to add your classes to the events section

Add a new single event

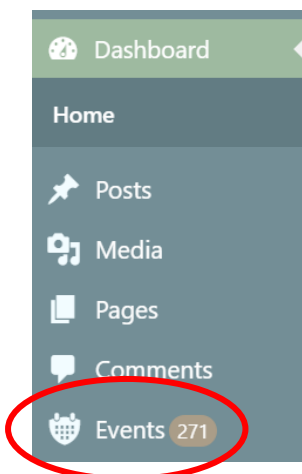
To add a new, single event, log in to the Mindful Mamma website



At the top you'll see a black bar: Click on Mindful Hypnobirthing®



Which will open your dashboard. Select 'events'

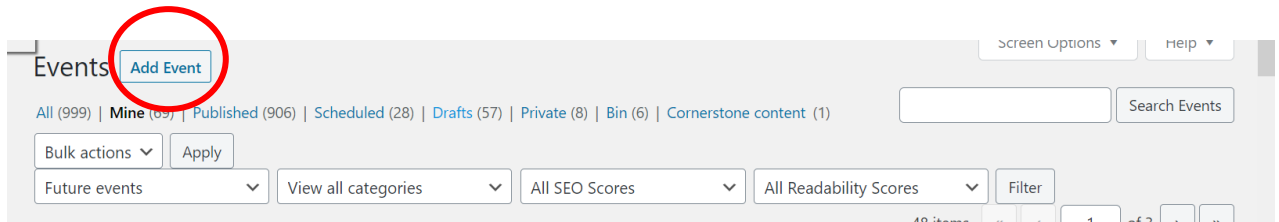


Click on 'Mine'



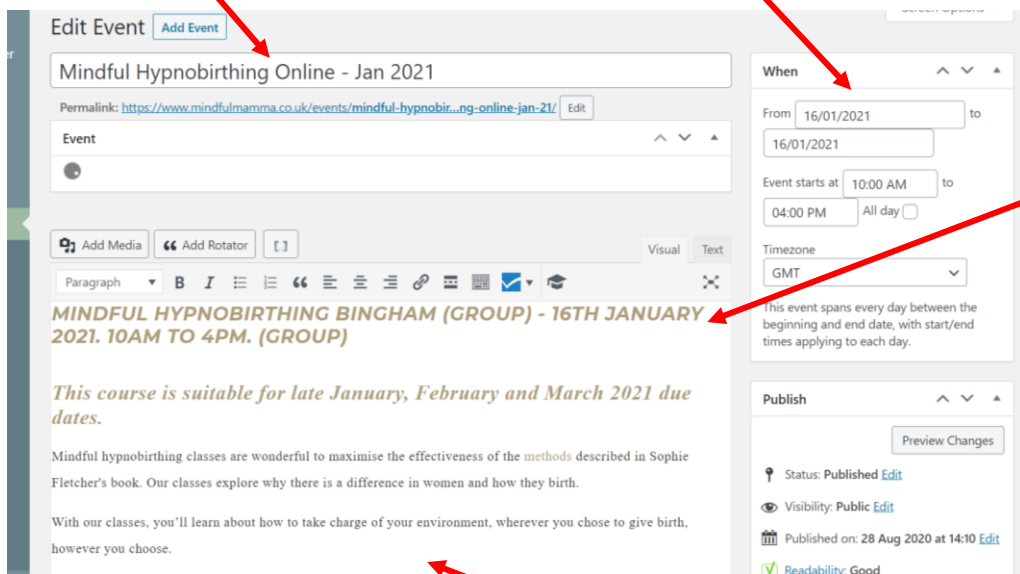
How to add your classes to the events section

Then you click on 'add event'



Give it a name

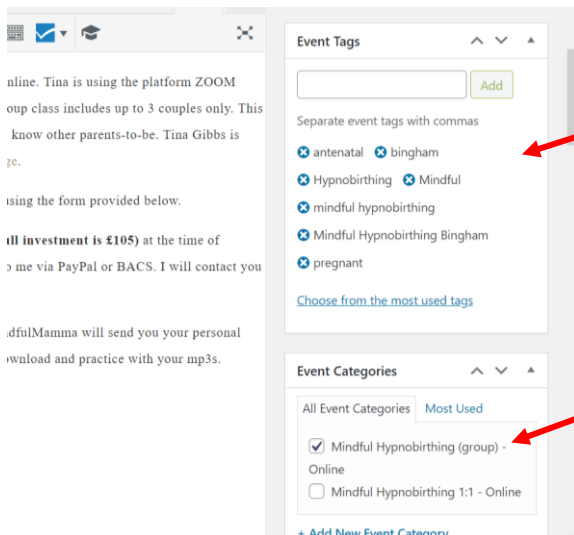
Give it a date/time



If your class is more than one date, i.e. 2 x 3hrs on Tuesdays, you can either give it a range or just the start date and you state the number, date and time of sessions in the description of your class.

Add a description of your class. What is included, where it is, how much it costs, what are the next steps...

Scroll down a little and add your event tags and tick an event category on the right.



Add some event tags such as 'hypnobirthing', 'your area'....

Tick ONE of the categories to have your workshop appear in the correct filter.

How to add your classes to the events section

Scroll down to 'Where'

Add your venue here.

You can set up a new venue straight from this section. Once you've created your venue, it'll be added to the list of venues. You can then select the venue from a list for future classes.

For my classes I have set up 4 venues:

- Address with Tina (group)
- Address with Tina (1:1)
- Virtual with Tina (group)
- Virtual with Tina (1:1)

This helps to then link all my classes to my profile page. I have 4 links on my profile page to these 4 types of classes I run. That way, everytime I add an event to venue x it appears automatically in the list.

Scroll down to 'Booking/Registration'

DEPOSIT
VALUE
ONLY!

Add your event ticket details:


- Name of event i.e. group – Jan 2021
- A description of the ticket and mention the **full investment and deposit**
- Add the deposit (!) value here – don't add the full class price as this money gets paid to mindful mamma to provide access to the mp3s and handouts
- Number of spaces available
- *These dates are the dates when tickets are available to purchase from and to.*

How to add your classes to the events section


Just like on your profile page, you can optimise your event pages with the Yoast SEO tool which will help you to optimise your page for search engines and readers.

Yoast SEO

SEO Readability Social


Focus keyphrase 

Mindful Hypnobirthing Bingham

Google preview 

Preview as:


Mobile result Desktop result




[www.mindfulmamma.co.uk](#) · tina-gibbs


Mindful Hypnobirthing Bingham - Mindful Hypnobirthing®


Oct 18, 2019 · Mindful Hypnobirthing Bingham. The original one-day Mindful Hypnobirthing™ class in the UK. It accompanies the best selling book 'Mindful Hypnobirthing'.



[Edit snippet](#)


SEO analysis Mindful Hypnobirthing Bingham 


+ Add related keyphrase 


Cornerstone content 


When you are happy with your event, you can update/publish it (scroll up and the option will be on the right-hand side):


[Preview Changes](#)

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

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

 Published on: 28 Aug 2020 at 14:10 [Edit](#)

 **Readability:** Good

 **SEO:** Good

+ [Duplicate Event](#)

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

How to add your classes to the events section

further support

For more help and insight into editing blocks, this link might be helpful:

<https://www.wpbeginner.com/beginners-guide/how-to-use-the-new-wordpress-block-editor/>

If you would like to create a site, or a logo or even materials have a look at Michele. She is well priced and has done some beautiful work. <https://www.primroseandbee.co.uk/>

The administrator

The support they offer is to the clients who book on our classes, to respond to client enquiries and post your class journals when needed. Keep track of your registration renewals and nades. Any other admin support can be arranged directly with Tina at discounted rates.

As we are all self-employed and work from home. We work sporadic hours but are always closed evenings and weekends.

Tina checks emails and bookings most days during the week. Her role is to add your clients to the membership area, respond to client-facing enquiries. She is not there to give technical support or admin to individual practitioners. If you need one on one individual support, such as setting up your profile page or events, you can pay for Tina's time to support you and this is a private arrangement between you and Tina. Tina's charges are £25 an hour. This is a private arrangement between you and Tina.

Sophie picks up enquiries and urgent messages daily from clients. Tuesdays are usually the day that she does more Mindful Mamma admin.

Sophie will also give individual supervision support on an hourly basis. If you need individual support this is charged at £50 an hour. Free support is given on the Facebook practitioners group.