

inthegroove.eandi.org

How to register as a user (Author)

1. Click on the Login/Register button at top right corner.



2. You will see a login form. Now click on Registered here.

A screenshot of a 'SIGN IN' modal window. The window has a white background and a black border. At the top right corner, there is a blue 'X' icon. The title 'SIGN IN' is centered at the top. Below the title are two input fields: the first is labeled 'Username or email' and the second is labeled 'Password'. Below these fields is a checkbox with the text 'Keep me signed in until I sign out'. At the bottom of the form is a blue button with the text 'LOGIN TO YOUR ACCOUNT'. Below the button, there are two links: 'Forgot your password?' and 'Do not have an account ? Register here'.

3. Fill in the form and sign up for the account. **Note: Only users with @eandi.org domain can register.**

REGISTER NEW ACCOUNT

First Name Last Name

Username

Email address

Password

Confirm Password

SIGN UP NEW ACCOUNT

Have an account? [Login here](#)

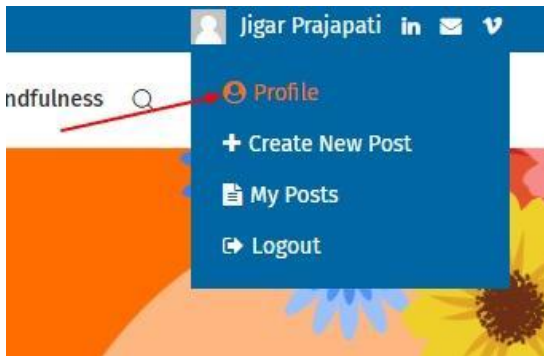
4. Once you submit the form, the system will send a verification link to your email id. If you don't receive a link, you can resend the verification.

Have an account? [Login here](#)

Verify your email first! [Resend verification email](#)

How to update your data?

Click on profile as shown in below screenshot.



You will see below page, Here you can update your data.

The screenshot shows a WordPress dashboard with the 'Edit Account' page open. The user profile card on the left includes a 'Submit Post' button. The 'Edit Account' form has the following fields:

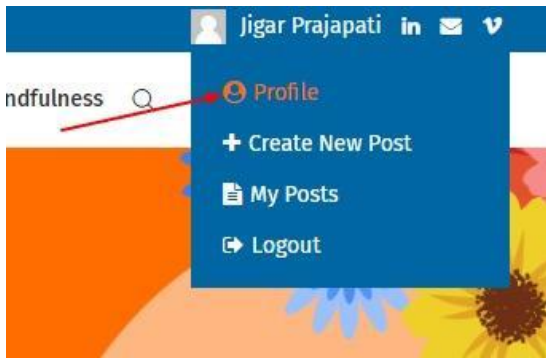
- First Name: E&I
- Last Name: EMT
- Display Name: E&I EMT
- Contact Info: (empty)
- Social Media Links: Facebook, Twitter, LinkedIn, Pinterest, Behance, Github, Flickr, Tumblr (all empty)

Now click on edit button to save changes.

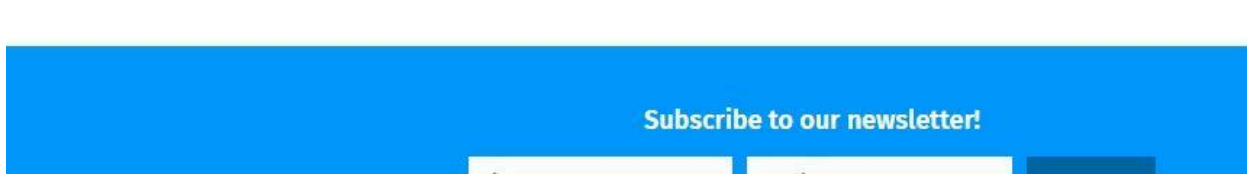


How to add profile picture?

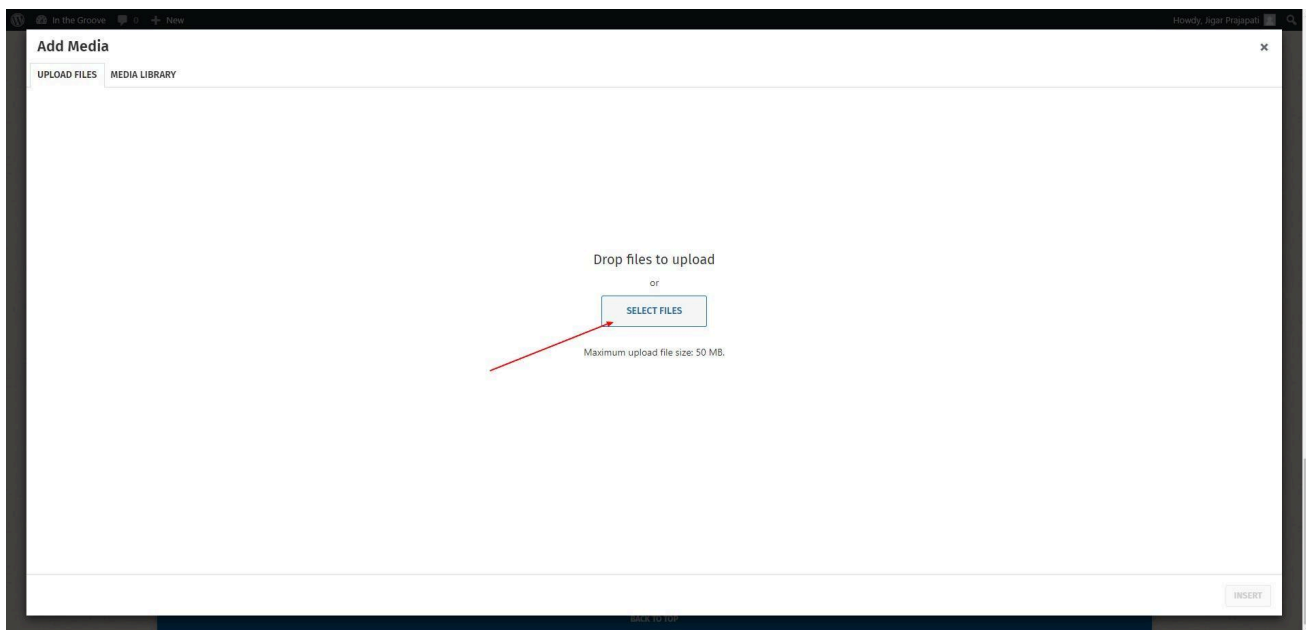
Click on profile as shown in below screenshot.



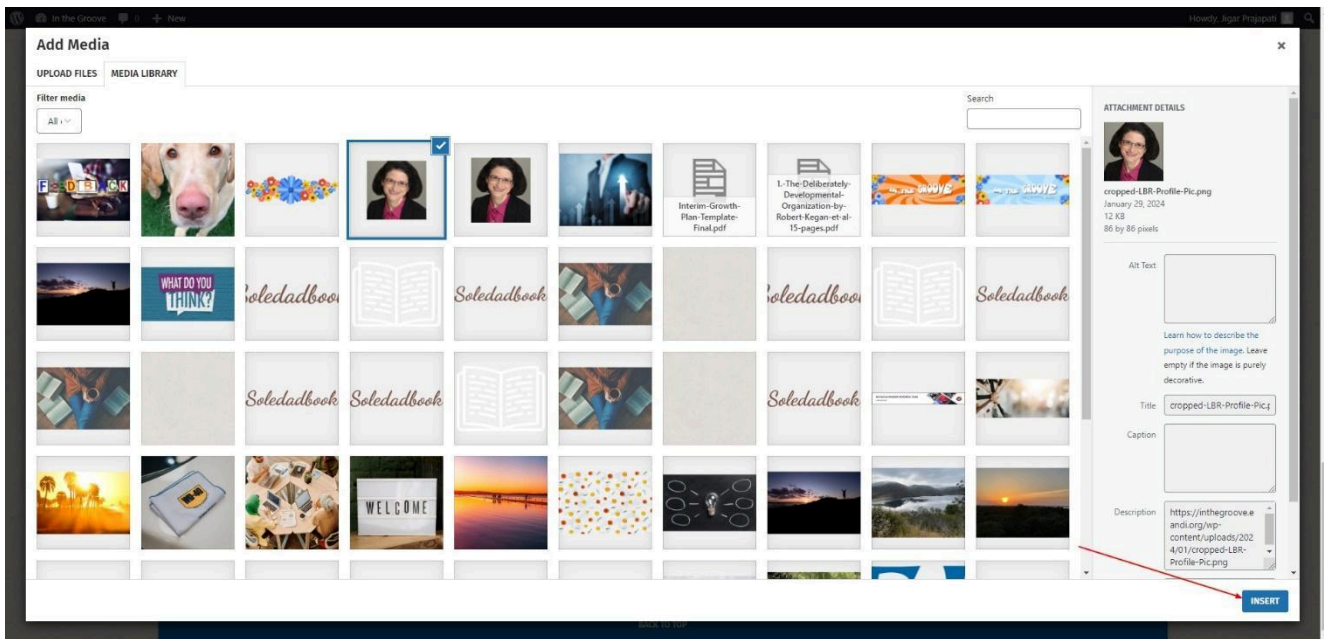
Now scroll down at bottom and click on choose image.



It will popup media. You can upload photo from here by click on select file.



Once photo is uploaded, click on insert.



Now click on edit button to save changes.

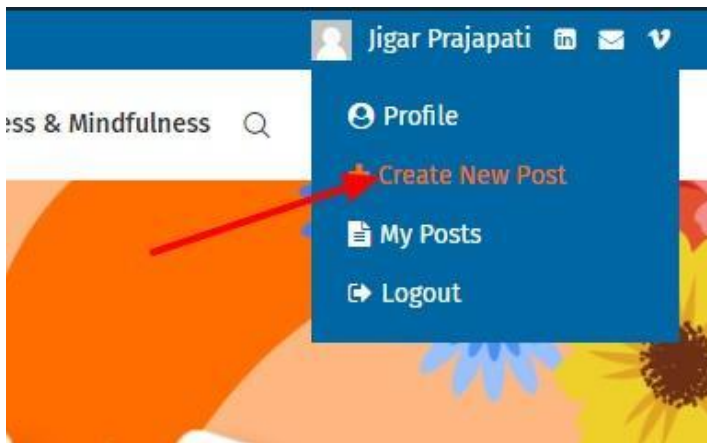


How to add a post (i.e., a blog)

After verification, please log in with your email ID and password. You will see the home page and your name at the top right corner. E&I SSO does not work on this blog.



1. Hover over your name. You will see different options like Dashboard, Profile, Create New post, My Posts and Logout.



2. Click on Create New Post. Here you can add Post title, content etc... After adding all data, click on "Submit Post". **Note: It will be sent to the Administrators for approval. Once it is approved by admin, it will be visible on the website.**

CREATE NEW POST

Enter title here

Enter subtitle here

Post Content

ADD MEDIA

VISUAL TEXT

PARAGRAPH B I [List] [Quote] [Link] [Image] [Code] SOLEDAD

Standard Gallery Video Audio

Placeholder for content

Categories

Choose categories

Tags

Choose tags

3. You add featured image from here.



4. Once you add all data, click on submit post.



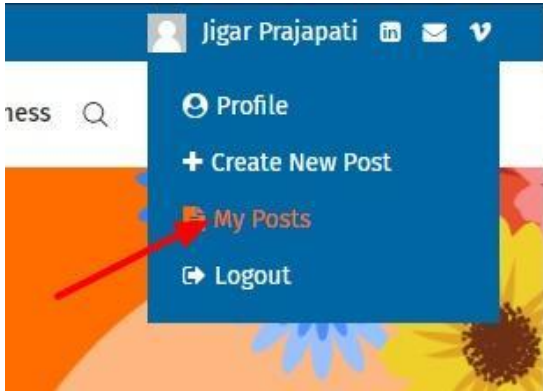
There is another option from where you can add post which is “Share With Us!” section which you will find on Homepage and on sidebar of single post.

Click on “Submit Post” button and you will see same new post page as shown above.

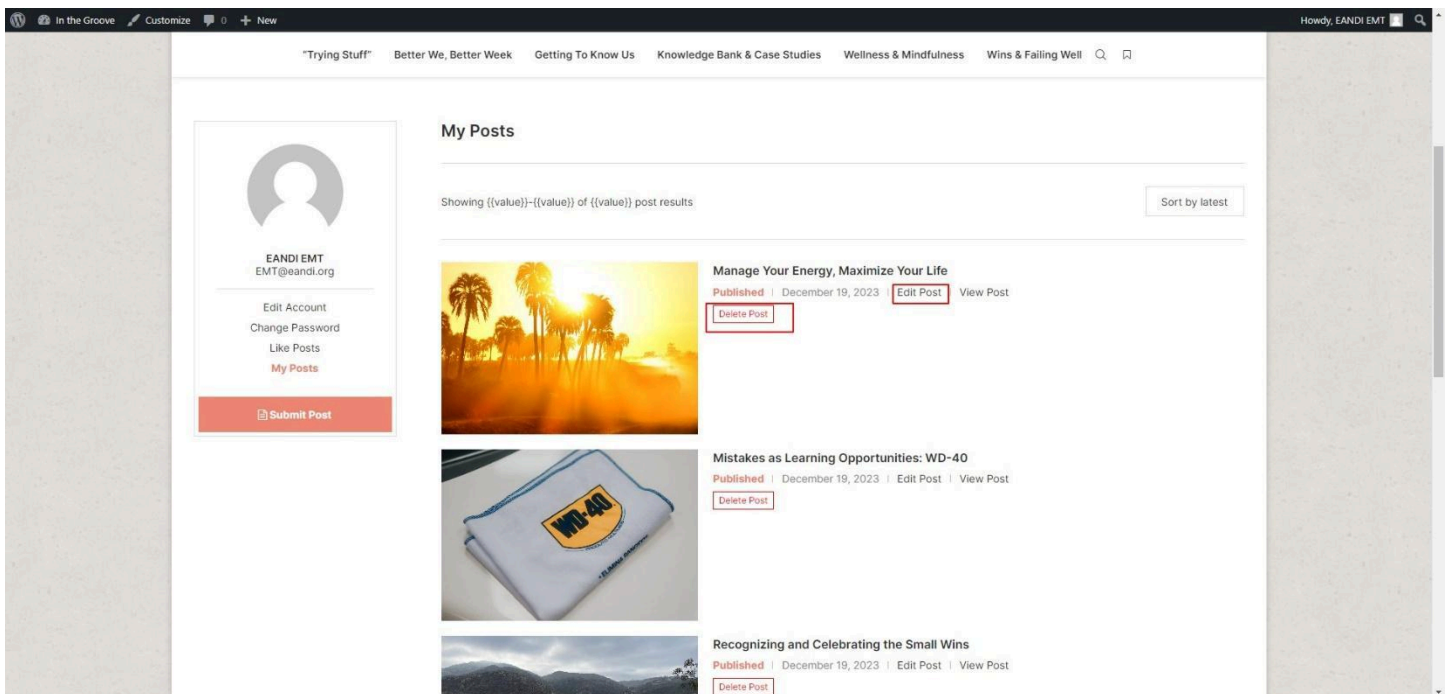


How to edit/delete Post

1. Click on My Posts



2. Here you will see all posts added by your user ID. You can edit and delete your posts here.

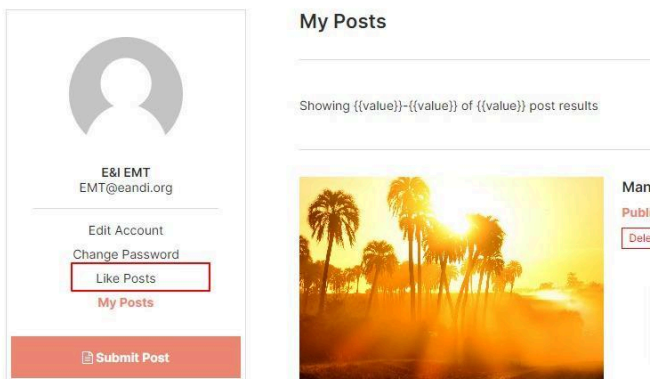


How to share, like and comment?

Once you open any single post, scroll down. For example, scroll down on this post and you will see comment box like below. <https://inthegroove.eandi.org/2023/12/19/manage-your-energy-maximize-your-life/>. You can comment by submitting your name and email id. You can also like and share this post.



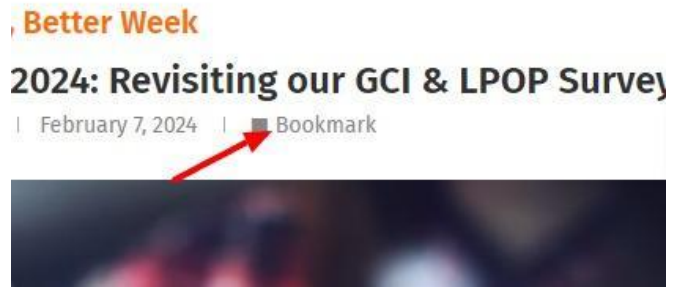
The author can check their liked posts.



Questions on site functionality? Email marketingsupport@eandi.org

How to add bookmark?

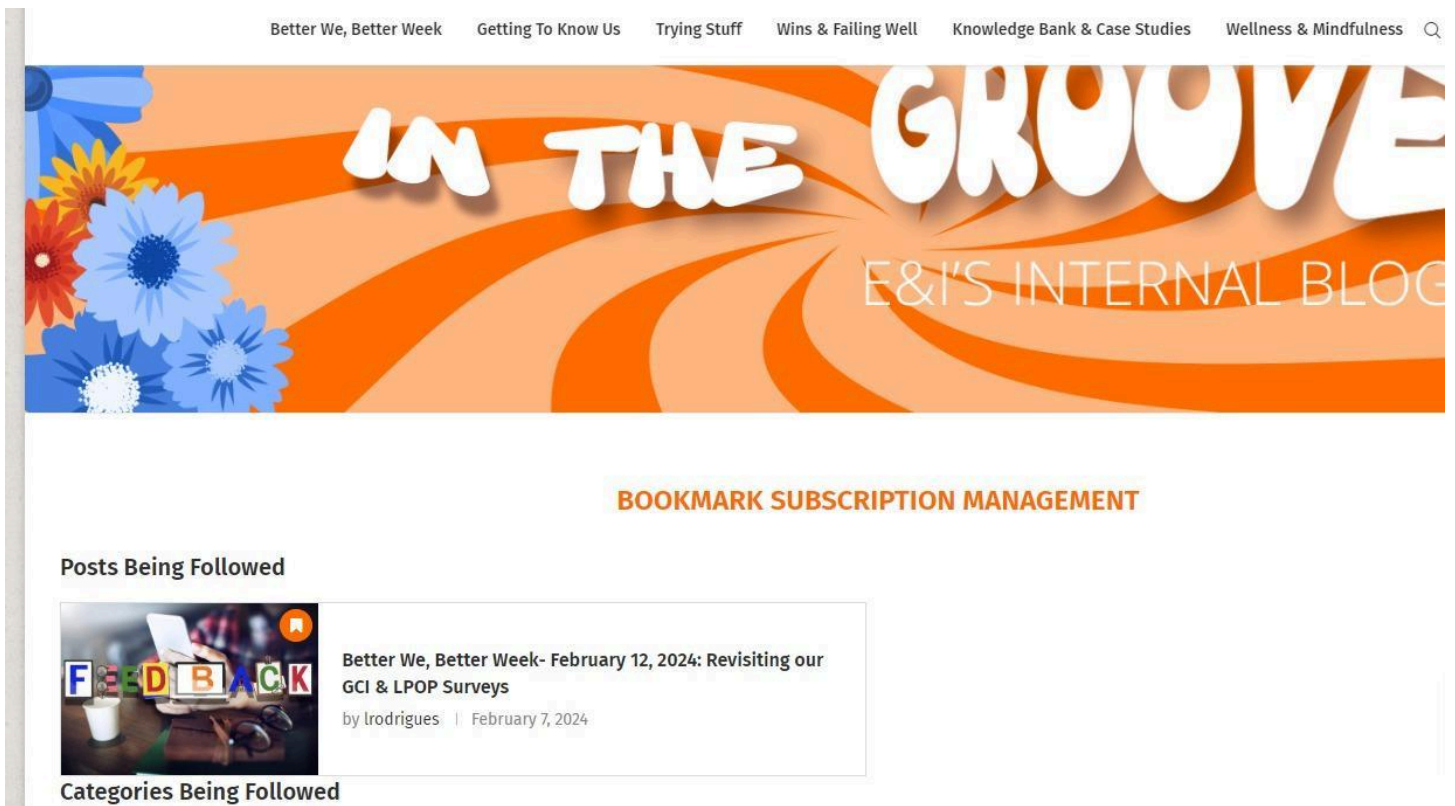
You can bookmark post which you like by clicking on below icon.



You can check all bookmarked post from here.



You will see page like below.

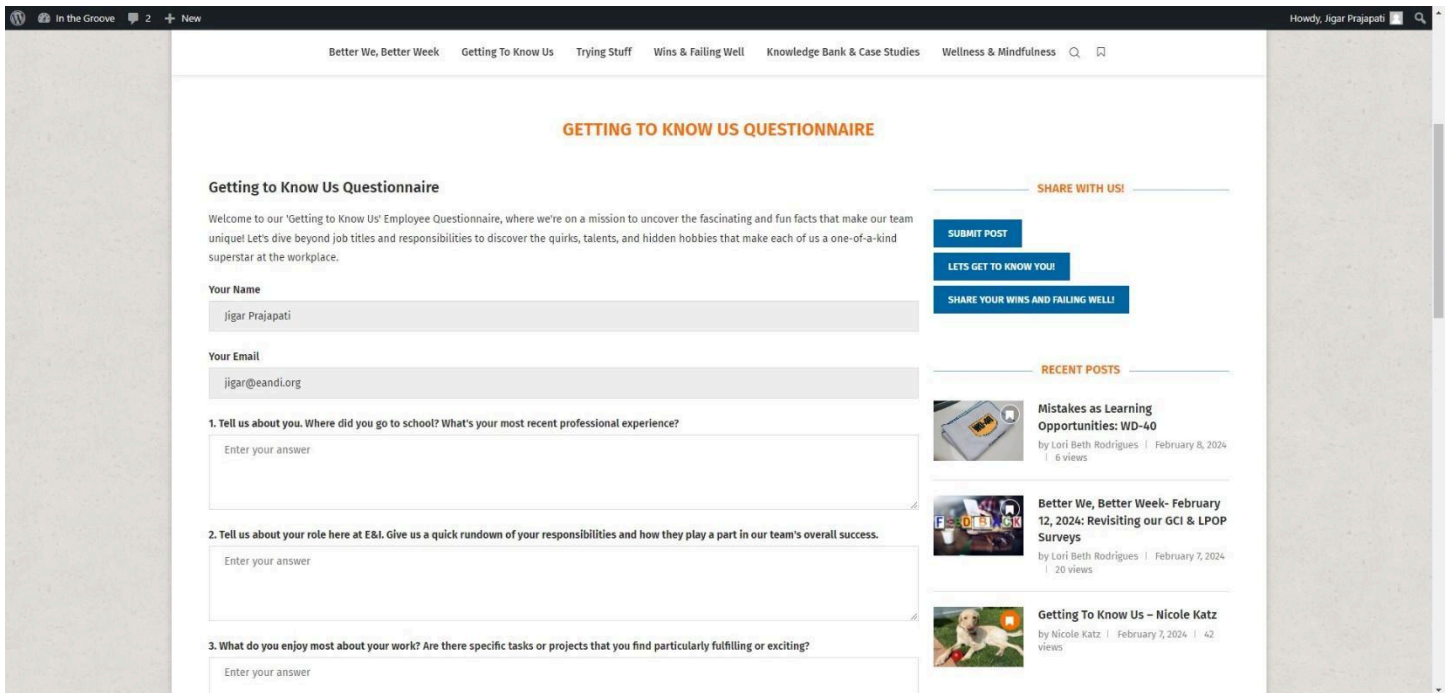


Let's Get to Know You!

Click on "LET'S GET TO KNOW YOU" button from homepage or sidebar from any single post.

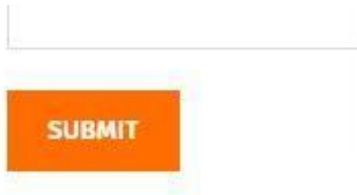


Now fill form as shown below.



The screenshot shows a web browser window with the URL 'In the Groove' and a user profile 'Howdy, Jigar Prajapati'. The page title is 'GETTING TO KNOW US QUESTIONNAIRE'. The form includes a welcome message, a 'Your Name' field (filled with 'jigar Prajapati'), a 'Your Email' field (filled with 'jigar@eandi.org'), and three numbered questions with text input areas. On the right sidebar, there are 'SHARE WITH US!' buttons (SUBMIT POST, LET'S GET TO KNOW YOU!, SHARE YOUR WINS AND FAILING WELL!) and a 'RECENT POSTS' section with three article previews.

After that click on Submit.

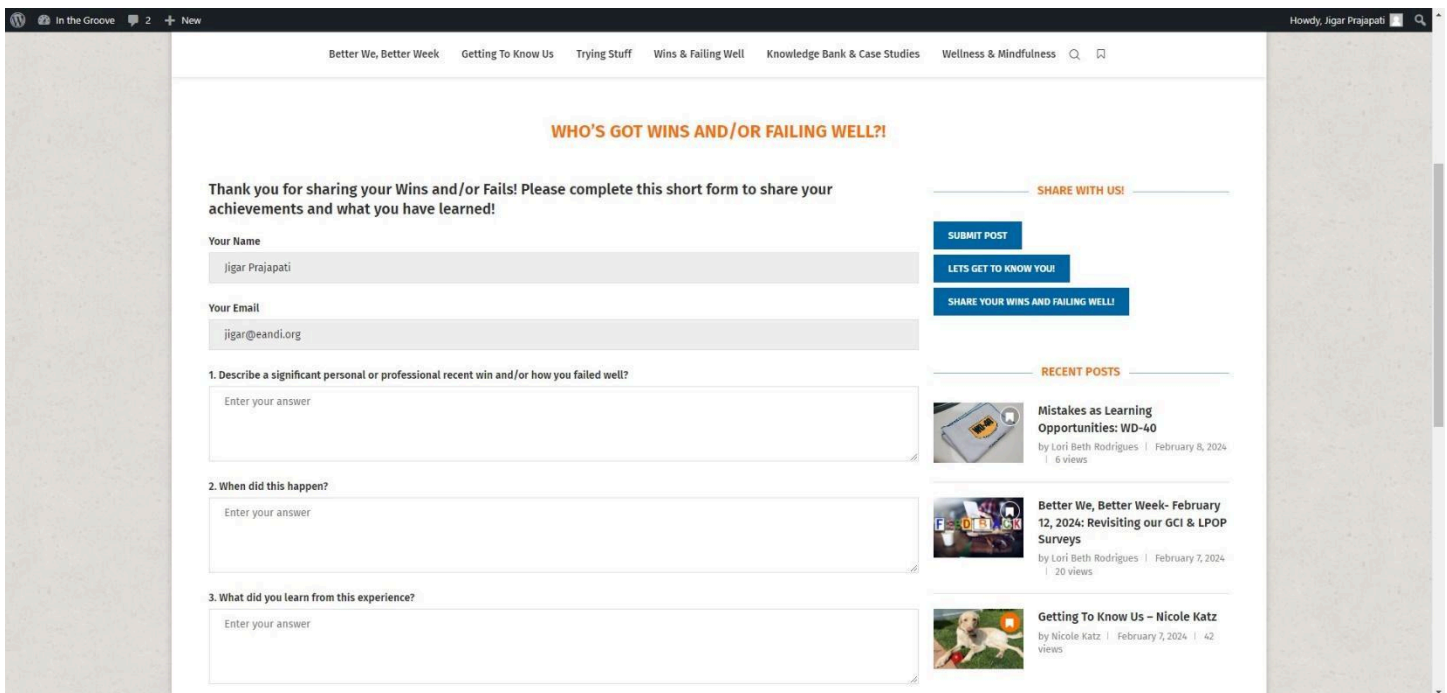


Share Your Wins and Failing Well!

Click on “SHARE YOUR WINS AND FAILING WELL” button from homepage or sidebar from any single post.



Now fill form as shown below.



After that click on Submit.

