



Info You Need To Know

What is my "Imago Dashboard"?

Your Imago Dashboard is a private web page attached to the Imago website to which only you & authorized Imago staff have access.

What can I do on my Imago Dashboard?

- Update your personal & professional contact information
- Choose what information is published and what remains private
- Add/Edit your workshop schedule information
- Order manuals
- Renew your membership
- Download scholarship info, brochures & other resources
- View your Imago training, conference, and CEU history
- View the Think Tank schedule

How do I order manuals and schedule a workshop in my Imago Dashboard?

Click **Member Login** in the upper right hand corner of the homepage:

www.GettingTheLoveYouWant.com

You'll see...

Account Login

Please log in below to access the Imago Dashboard
to change your personal details or renew membership

[Forgot your password?](#)

Email Address:	<input type="text"/>
Password:	<input type="password"/>
Click Here To Log In	

Forgot your password!?

Don't worry if you can't remember your password. Click on **Forgot your Password?**

&

we'll e-mail you a simple form in which you can re-set your password.

Write it down and keep it someplace safe!

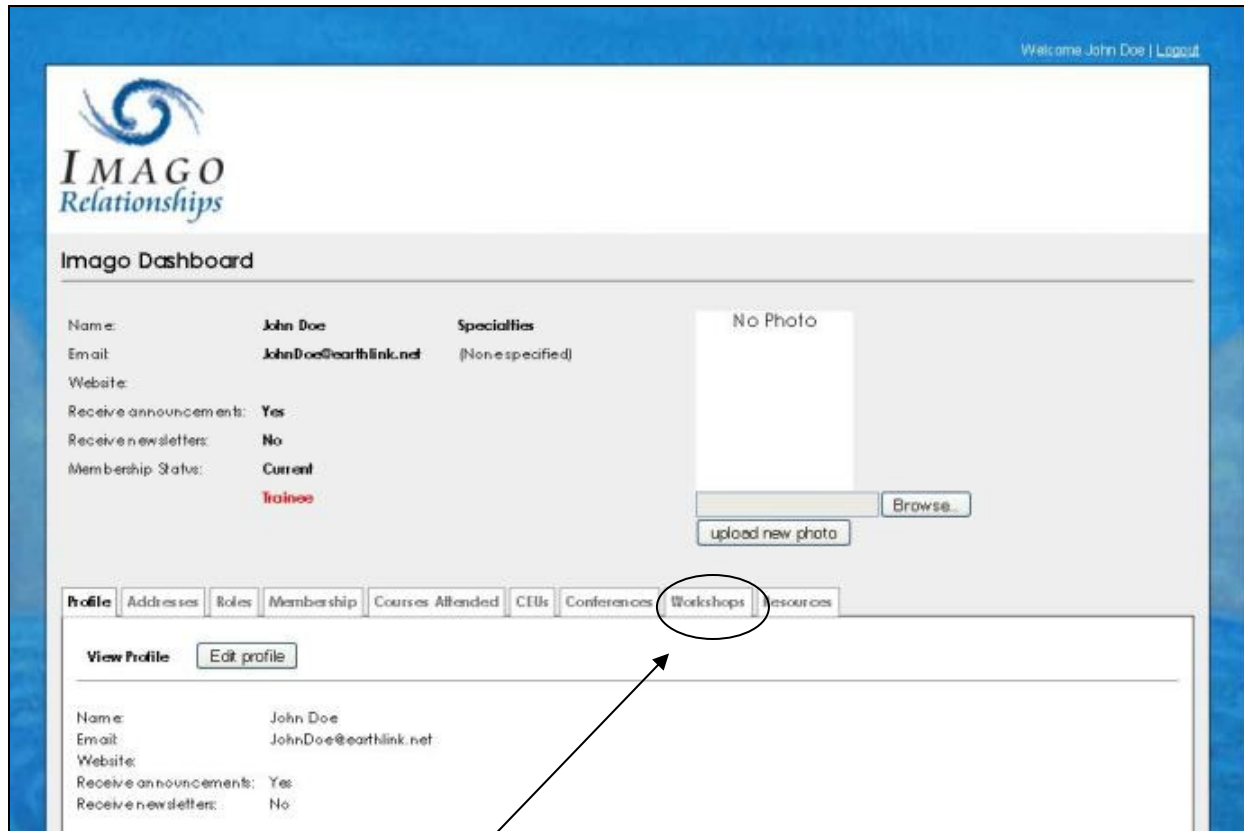
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Ordering Workshop Manuals

We now have many different workshop manuals available for purchase through your Imago Dashboard. They are:

- **Start Right, Stay Connected** Leaders and Participants Manuals (Premarital Program)
- **Imago Connects** Products (Leaders Guide (DVD) & Participants Guides and PowerPoint)
- **Through Conflict to Connection** (Fitness Kit & Facilitators Guide)
- **Couples Workshop Manuals** (only for couples workshop presenters)
- **Singles Workshop Manuals** (only for singles workshop presenters)

To place an order, first login to your Member Dashboard.



Then click on the Workshops tab.

The next screen will look...



...this.

This screen lists all of your scheduled workshops. Here you can create a new workshop, purchase workshop material, or view your purchase history.

The screenshot shows the 'Imago Dashboard' for a user named John Doe. The dashboard includes a navigation menu with tabs for Profile, Addresses, Roles, Membership, Courses Attended, CEUs, Conferences, Workshops, and Resources. The 'Workshops' tab is active, displaying a table with columns for Type, From, To, Location, Attended, and Status. The table is currently empty, with the text 'No workshops on record.' below it. A callout box highlights the 'Purchase Workshop Material' button, which is circled in red. Other buttons visible include 'View Workshops', 'Create New Workshop', and 'View Purchase History'. The user's profile information is shown on the left, including Name (John Doe), Email (JohnDoe@earthlink.net), Website, and Membership Status (Current Trainee). A photo placeholder is also visible with a 'Browse...' button and an 'upload new photo' button.

Welcome John Doe | Logout

IMAGO
Relationships

Imago Dashboard

Name: **John Doe** Specialties: (None specified)
Email: **JohnDoe@earthlink.net**
Website:
Receive announcements: **Yes**
Receive newsletters: **No**
Membership Status: **Current**
Trainee

No Photo
Browse...
upload new photo

Profile | Addresses | Roles | Membership | Courses Attended | CEUs | Conferences | **Workshops** | Resources

View Workshops | Create New Workshop | **Purchase Workshop Material** | View Purchase History

Type	From	To	Location	Attended	Status
No workshops on record.					

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To order Workshop Materials, click on

Purchase Workshop Material

You'll be taken to a screen that looks like this:

Welcome John Doe | Logout

IMAGO Relationships

Imago Dashboard

Name: **John Doe** Specialties: No Photo
Email: **JohnDoe@earthlink.net** (None specified)
Website:
Receive announcements: **Yes**
Receive newsletters: **No**
Membership Status: **Current**
Trainee

upload new photo Browse...

Profile | Addresses | Roles | Membership | Courses Attended | CEUs | Conferences | **Workshops** | Resources

View Workshops Create New Workshop Purchase Workshop Material View Purchase History

Please select your country:
United States

Choose the country you'll be shipping the materials to and select Proceed to Quantity Selection to continue.

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Next, choose which materials you'd like to order and how many. The screen will look like this:

Profile | Addresses | Roles | Membership | Courses Attended | CEUs | Conferences | **Workshops** | Resources

View Workshops Create New Workshop Purchase Workshop Material View Purchase History

Price	Product Name	Quantity
\$60.00	"Keeping The Love You Find" singles workshop manual (101002)	<input type="text"/>
\$60.00	"Getting The Love You Want" couples workshop manual (101049)	<input type="text"/>
\$24.00	Start Right, Stay Connected - Leader Guide (101098)	<input type="text"/>
\$15.00	Start Right, Stay Connected - Participant's Guide (101097)	<input type="text"/>
\$30.00	ImagoConnects - 3 hour intro seminar - Leaders Guide (101080)	<input type="text"/>
\$15.00	ImagoConnects - 3 hour intro seminar - Participant's Guide (101081)	<input type="text"/>
\$15.00	ImagoConnects - 3 hour intro seminar - Powerpoint CD (101086)	<input type="text"/>
\$95.00	ImagoConnects - Kit - all guides - includes "Through Conflict" DVD (101090)	<input type="text"/>

Return to Country Selection

Find the product(s) you want and fill in the quantity you'd like in the boxes on the right.

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When you've finished making your selections, you can click on the Proceed to Shipping Information button.

It will take you to the next page:

The screenshot shows a web interface for purchasing workshop materials. At the top, there are navigation tabs: Profile, Addresses, Roles, Membership, Courses Attended, CEUs, Conferences, Workshops, and Resources. Below these are buttons for 'View Workshops', 'Create New Workshop', 'Purchase Workshop Material', and 'View Purchase History'. The main content is divided into two columns: 'Shipping Information (required)' and 'Order Preview'. The shipping information section includes fields for First Name, Last Name, Email, Address 1, Address 2, City, State/Province, Zip Code, and Country (set to United States). At the bottom of this section are buttons for 'Return to Quantity Selection' and 'Proceed to Billing Information'. The order preview section lists items: 'Keeping The Love You Find' singles workshop manual (10 @ \$60.00), 'Getting The Love You Want' couples workshop manual (10 @ \$60.00), 'Start Right, Stay Connected - Leader Guide' (1 @ \$24.00), and 'Start Right, Stay Connected - Participants Guide' (5 @ \$15.00). A blue callout box on the right contains the text: 'On the right hand side, you'll what you just ordered. On the left, you'll fill out the shipping information. If everything looks correct, just click on the Proceed to Billing Information button.' The 'Proceed to Billing Information' button is circled in red.

On the right hand side, you'll what you just ordered. On the left, you'll fill out the shipping information. If everything looks correct, just click on the Proceed to Billing Information button.

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After clicking **Proceed to Billing Information**, you'll be taken to this screen:

The screenshot shows the 'Billing (required)' page. It has the same navigation tabs and buttons as the previous page. The main content is divided into two columns: 'Billing (required)' and 'Order Preview'. The billing section includes a checkbox for 'Same as Shipping:' which is checked. Below this are fields for First Name, Last Name, Email, Address 1, Address 2, City, State/Province, Zip Code, and Country. There is also a 'Shipping Method*' dropdown menu. At the bottom of the billing section are buttons for 'Return to Shipping Information' and 'Proceed to Confirm Information'. The order preview section is identical to the previous page. A blue callout box on the right contains the text: 'If your billing information is the same as you're shipping information, click this box. If not, enter your billing information.' An arrow points from this text to the 'Same as Shipping:' checkbox. Another arrow points from the text 'Click Proceed to Confirm Information to advance to the next page...' to the 'Proceed to Confirm Information' button. The 'Proceed to Confirm Information' button is circled in red.

If your billing information is the same as you're shipping information, click this box. If not, enter your billing information.

Click **Proceed to Confirm Information** to advance to the next page...

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The next screen displays your complete order information.

This is the last page, here you can

Profile | Addresses | Roles | Membership | Courses Attended | CEUs | Conferences | **Workshops** | Resources

[View Workshops](#) | [Create New Workshop](#) | [Purchase Workshop Material](#) | [View Purchase History](#)

Confirm Your Order

Item	Quantity	Unit Price	Total
"Keeping The Love You Find" singles workshop manual (101002)	10	\$60.00	\$600.00
"Getting The Love You Want" couples workshop manual (101049)	10	\$60.00	\$600.00
Start Right, Stay Connected - Leader Guide (101096)	1	\$24.00	\$24.00
Start Right, Stay Connected - Participants Guide (101097)	5	\$15.00	\$75.00
Shipping: FedEx Ground			\$20.00
TOTAL			\$1319.00

[Return to Quantity Selection](#)

Confirm Your Shipping Address	Confirm Your Billing Information
First Name: Eugene	First Name: Eugene
Last Name: Shelly	Last Name: Shelly
Email: gshelly@aol.com	Email: gshelly@aol.com
Address 1: 3234 Irwin Ave	Address 1: 3234 Irwin Ave
City: Bronx	City: Bronx
State: New York	State: New York
Zip Code: 10463	Zip Code: 10463
Country: United States	Country: us
Return to Shipping Information	Credit Card: 1111222233334444
	Expiration Date: 08/2009
	CVV: 555
	Return to Billing Information

[Complete Purchase](#)

But there's more...

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Scheduling a Workshop

(selling it with description too)

Stay in the workshop tab to schedule a workshop. Just click on...

Create New Workshop

The screenshot shows the 'Imago Dashboard' for a user named John Doe, Ph.D. The profile information includes: Name: John Doe, Ph.D.; Email: johndoe@gmail.com; Website: (blank); Receive announcements: Yes; Receive newsletters: No; Directory Views: 6; Directory Contacts: 5; Membership Status: Current. Specialties listed are: - Addiction, - Infertility, - Bilingual (Spanish), and - Hearing Impaired. There is a 'No Photo' placeholder with a 'Browse...' button and an 'upload new photo' button. Below the profile is a navigation menu with tabs: Profile, Addresses, Roles, Courses, CEs/Is, Conferences, Workshops, Resources, and Membership. The 'Workshops' tab is selected. Below the navigation menu are three buttons: 'View Workshops', 'Create New Workshop', 'Purchase Workshop Material', and 'View Purchase History'. A table below shows a scheduled workshop:

Type	From	To	Location
Couples Weekend	02/02/10	02/04/10	Studio 4 160 Broadway, Ste1001 New York City, New York 10038 (Un

Once a workshop is schedule it will appear right here. You can change a workshop's **status** (if you need to cancel it for instance or to make it active so it displays on the wensite) but we ask that you do not delete it so records of past workshops can be saved in the IRI database... thanks.

This is a close-up of the workshop table row from the screenshot above. It shows the following columns: 'Attended', 'Status', and a column containing 'edit' and 'delete' buttons. The row data is: '18 (United States)', 'Active', and the buttons.

Attended	Status	
18 (United States)	Active	<input type="button" value="edit"/> <input type="button" value="delete"/>

Don't forget to go back in and list the number of attendees.

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Fill out the fields below:

The screenshot shows a web form titled "Create/Edit Workshop" with several tabs: "View Workshops", "Create/Edit Workshop", "Purchase Workshop Material", and "View Purchase". The form contains the following fields and annotations:

- Workshop Type:** "Couples Weekend" (dropdown menu)
- Status:** "Active" (dropdown menu) with an arrow pointing to it and the text: "Make sure it is active or it won't be displayed on the website."
- Presenter:** "John Doe"
- Additional Presenters:** Two "Select..." dropdown menus
- Start Date:** "02/02/10 12:00:00 PM" (text input)
- End Date:** "02/04/10 04:00:00 PM" (text input) with an arrow pointing to it and the text: "The date must be entered in a specific way, along with time." Below the input is a small example: "Ex: '03/17/2009' or '2009-03-17 7:30 PM'".
- Attended:** An empty text input field with an arrow pointing to it and the text: "This you can fill out this field later."
- Cost:** "\$700.00" (text input)
- Country:** "United States" (dropdown menu)
- State / Province:** "New York" (dropdown menu)
- City:** "New York City" (text input)
- Zip Code:** "10038" (text input)
- Venue Name:** "Studio 4" (text input)
- Venue Address:** "160 Broadway, Ste1001" (text input)
- Link Name:** (empty text input)
- Link URL:** "www.JohnDoeWorkshops.com" (text input)
- Description:** A text area containing a paragraph: "This venue is fantastic and fun. It has views of the Empire State Building and much of lower Manhattan. We will begin the workshop on Friday evening with relaxation exercises and an intro from your presenter. Saturday begins with an introduction to Imago Relationship Theory and the Imago Dialogue. We'll practice the dialogue Saturday afternoon and..." with an arrow pointing to it.

At the bottom of the form are two buttons: "Save Workshop" and "Cancel".

This part is **IMPORTANT**. You only have one paragraph to **sell** your workshop so make it count. Here are a few suggestions:

- 1) Mention the venue. What makes your venue stand out? This one has great views.
- 2) Briefly describe what the participants can expect. How long is the workshop? What happens when they arrive? You may be thinking: "This is information I give them when they call me, why list it here?" Well, the more informed they are, the more intrigued they may become- it's about **selling** the workshop. Don't make them **work** for information.
- 3) Give them **FOOD**! Any food...or beverage will do. Cookies, soft drinks, coffee, tea etc. Free food & drink is a powerful **selling** point!

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Here's what John Doe wrote:

This venue is beautiful. It has views of the Empire State Building and much of lower Manhattan. We will begin the workshop on Friday evening with relaxation exercises and an intro from your presenter (me). Saturday begins with an introduction to Imago Relationship Theory and the Imago Dialogue. We'll practice the dialogue Saturday afternoon and learn some exercises that will help you connect to each other and avoid negativity. Group and individual exercises continue Sunday morning and into the afternoon. The workshop ends at 4pm on Sunday. Coffee, tea, and soft drinks will be served each morning and there are inexpensive places to eat nearby. Lunch breaks will last approx. one hour. Call me for more information.

And here's some general suggestions:

- 1) Don't be afraid to list cost. They're going to find out sooner or later. It's better for you if they already know the cost when they call you for more information.
- 2) Don't give potential attendees the venue's phone number instead of your own. Whoever answers the phone at a venue isn't likely to have specific information and certainly isn't going to **sell** your workshop. Give potential attendees personal attention from beginning to end.

Don't forget to save your new workshop or changes. You can also cancel changes.

Save Workshop

Cancel

Check to see how you're workshop displays on the website. Make sure everything looks good. Check for spelling/gramatical errors.

Couples Weekend	02/02/10 - 02/04/10	More...	New York City New York	John Doe, Ph.D. 212-240-7433 Contact	\$700.00
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That's all there is to it!

**Stay Informed. Read the ImagoWorld weekly
announcements for members.**

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