Using the Healing Rooms Site

Table of Contents

1 Introduction

With the launch of the new Healing Rooms Ministries site, we want all our directors, volunteers, and visitors from around the world to have the best experience possible. The new site has been designed with accessibility and usability in mind, and we hope that that will be experienced through your usage of the site, whether it's searching for Healing Rooms, looking for testimonies, or managing your Healing Room.

This document will go through a few of the new features available to users, then give a walkthrough specific to directors.

For a full video walkthrough, click here

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

2 New Features / Changes

2.1 Store

The Healing Rooms Ministries has a new store experience. Sign up for the Journal of Healing to receive 10% off your first purchase.

2.2 Search

2.2.1 Search Bar

We have rebuilt the search bar to only support searching for Healing Rooms. Given the sheer size of the original website compared to the new version, a site-wide search function
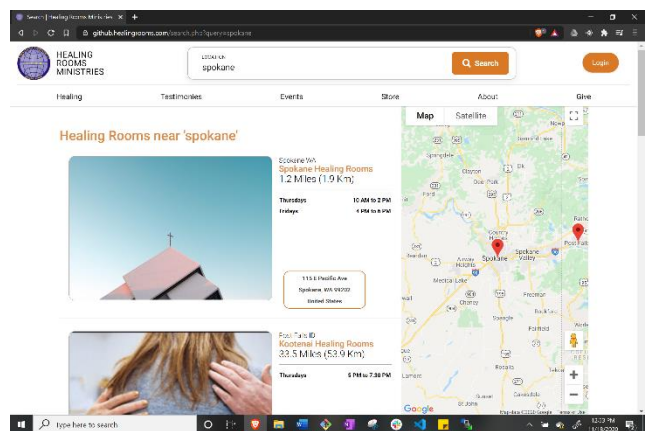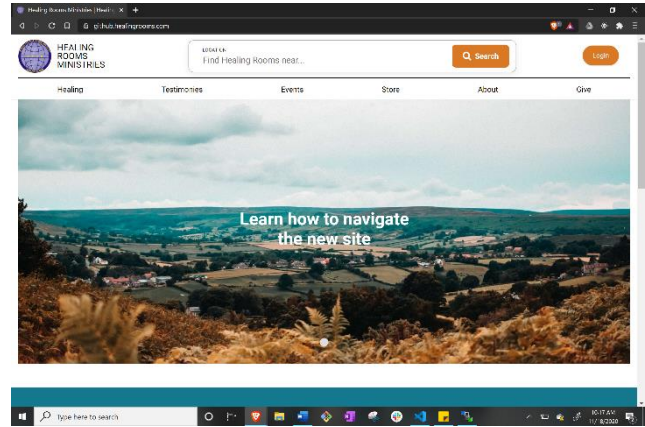
could not be justified. Instead, we have replaced the site-wide search with a Healing Rooms location search, covered below.

2.2.2 Searching for Healing Rooms

Replacing the old search bar is the new Healing Rooms Search, as featured to the right. The bar across the top of the screen and allows users to input a city, location, ZIP code, etc. to search for Healing Rooms near them.
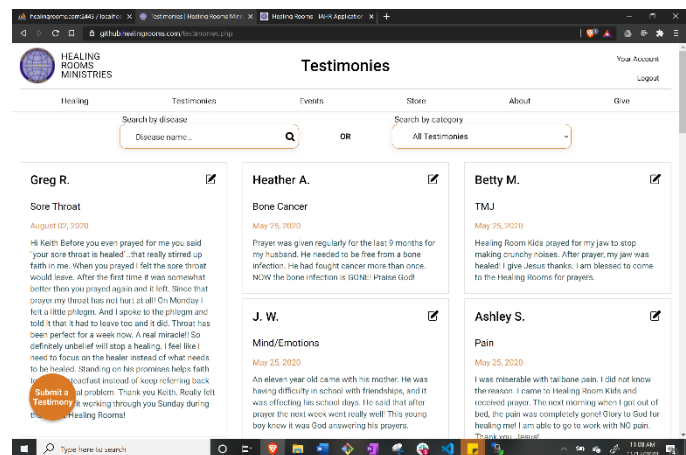
Upon searching, users will be greeted with the search panel, featuring a scrollable map as well as information about the respective Healing Rooms.

Clicking on the map will open Google Maps, while clicking on the image or information of a Healing Room will open their respective Healing Room Page.
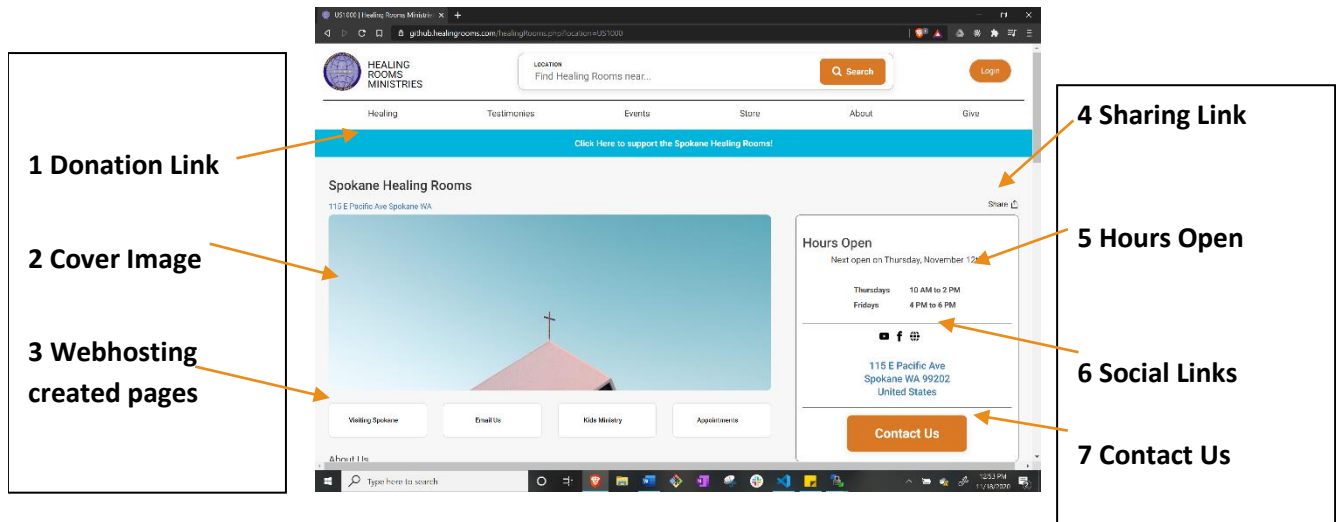
2.3 Testimonies

Given the sheer amount of testimonies the Healing Rooms Ministries has garnered over the years, we implemented a method to binge read testimonies. Found under the 'testimonies' tab, users can now scroll infinitely through testimonies submitted across the world, searching by keyword or by category.

2.4 Healing Room Pages

2.4.1 Display:

To better facilitate accessibility, we created a format to display information for every Healing Room. Important points are listed below:

2.4.2 Key:

1. **Donation Link:**
   Clicking this will open whatever URL is set by the Directors to a donation portal of their choice. Individual Healing Rooms will now be able to take donations online.
   THIS BAR WILL NOT SHOW UP IF NO LINK HAS BEEN SET.

2. **Cover Image:**
   Featured on every Healing Room site. A default image has been set for all Healing Rooms.

3. **Webhosting Pages:**
   Some Healing Rooms have created additional content that they wish to display to the public. These pages are featured here, with panels linking to created content.

4. **Sharing Links**
   Clicking this icon will invoke the native sharing function of your device. Depending on your browser (below), the share feature will either invoke sharing to other apps (mobile) or copy the link to your clipboard (desktop browsers).

	Chrome	Edge	Firefox	Internet Explorer	Opera	Safari	Android webview	Chrome for Android	Firefox for Android	Opera for Android	Safari on iOS	Samsung Internet
share	No	81	No	No	No	12.1	No	61	No	48	12.2	8.0

5. **Hours Open**
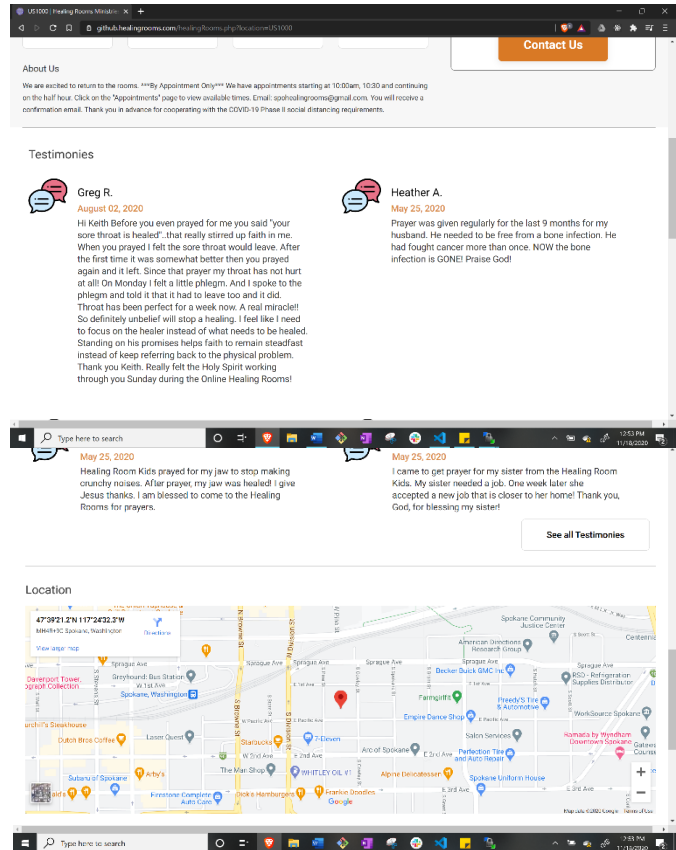   Display for all hours open for any Healing Rooms Ministry.

6. **Social Links**

Links to Facebook, YouTube, Instagram, and External Websites will open if a Director has set valid links. **THESE ICONS WILL NOT SHOW UP IF NO LINK HAS BEEN SET**.

7. **Contact Us**
   This will open a form allowing users / guests to directly send an email to a specific location.

The remainder of the Healing Rooms page features the last 4 testimonies submitted at the given location, and Events the location is hosting, as well as a map of the location and its surroundings.
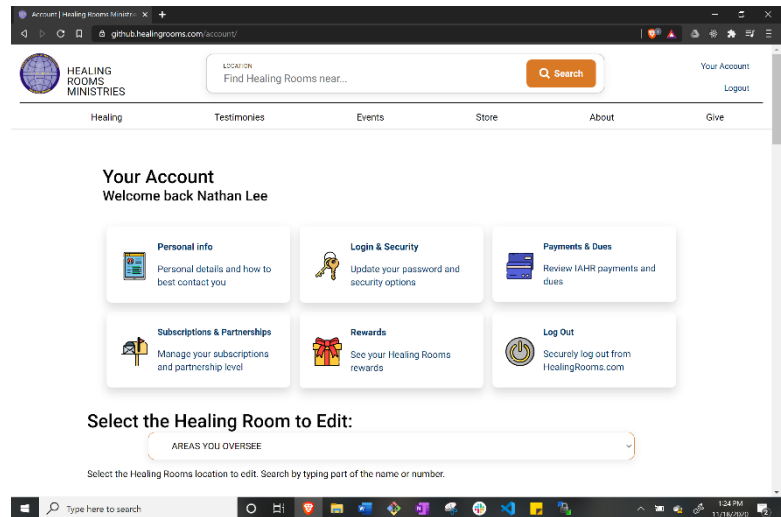

2.5 School of Transformation

The school of transformation has currently been removed from the site. If you are a current or former student of the program and wish to access the program, please contact iahrsot@healingrooms.com for the full list of videos and content that is available to you.
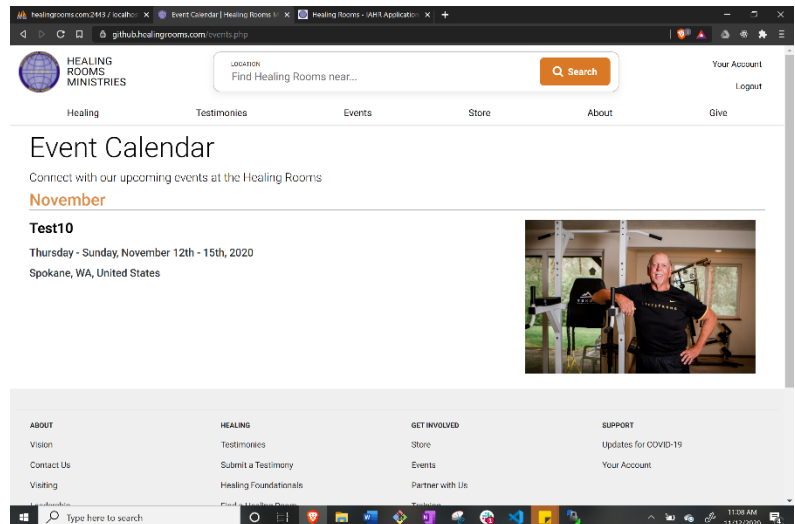
2.6 User Portal

Users who are logged in can access all their location under the 'Account' tab. This includes items such as changing your personal information, password, reviewing payments (Directors), rewards, and logging out. Directors have more affordances in this section, documented below.

2.7 Events

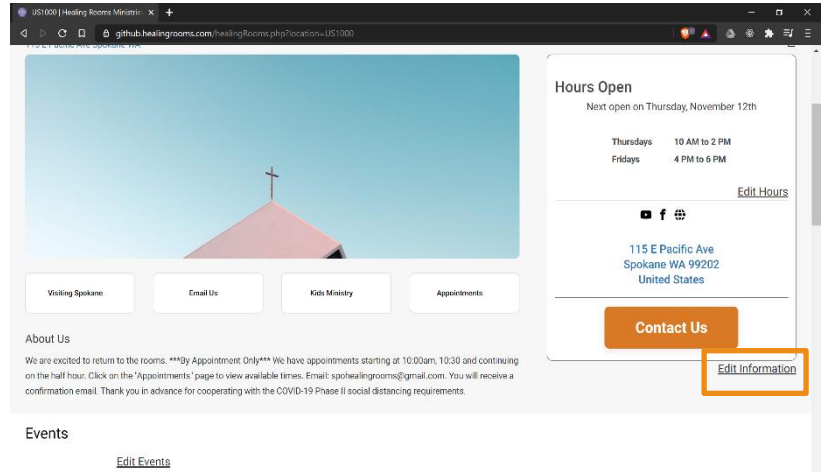The 'Events' tab now features all scheduled events from all Healing Rooms across the world.

3 Directors

This section of documentation is written specifically for directors as they navigate the new site. The primary focus will be on the administration of their respective Healing Rooms: changing your information, hours, creating/managing events, and webhosting.
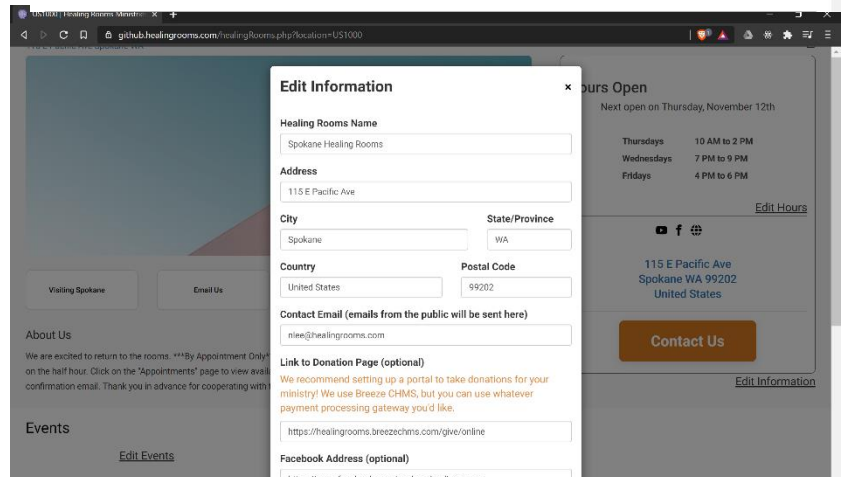
3.1 Changing Your Information

When logged in on your page, click the 'Edit Information' text at the bottom of your 'Hours Open' panel.
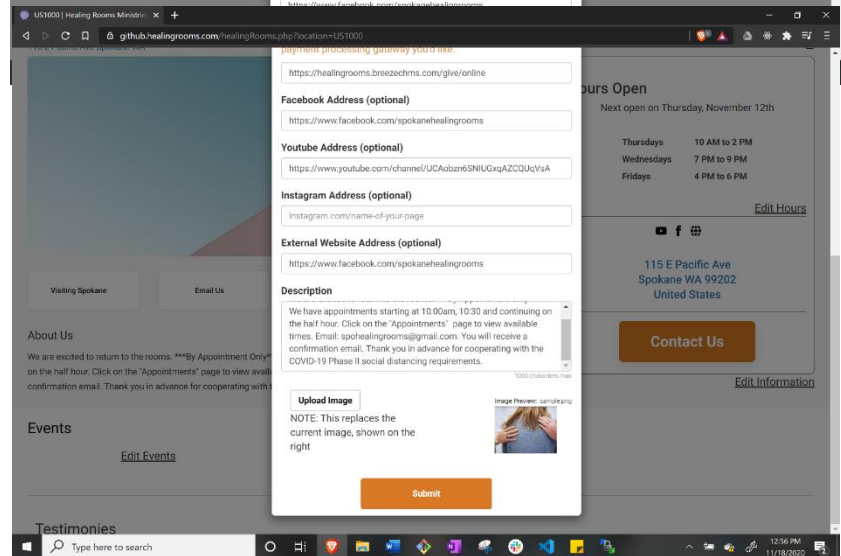

This will open up a form called 'Edit Information'. This tab allows you to change your information directly from your page.
This includes editing your address, name, public contact email, description, cover image, and more.

We also have added support for your social pages: Facebook, YouTube, Involved, and a Donation Page.
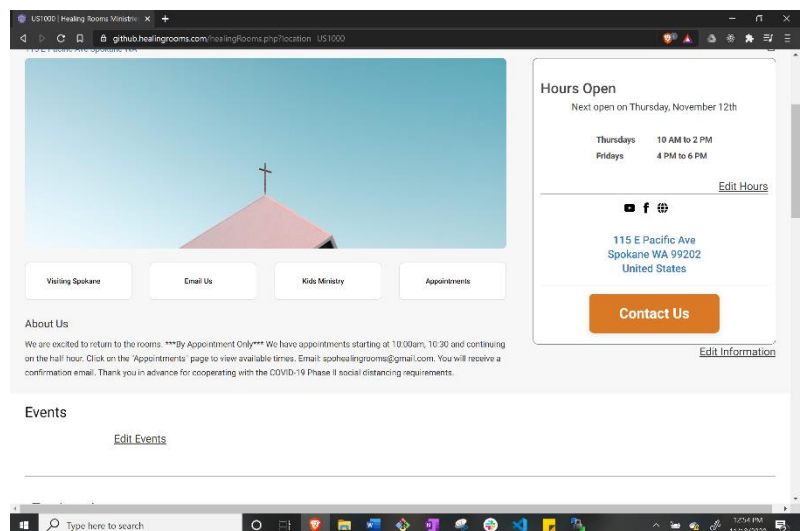
[IMPORTANT] Notes on changing your page:

There are a few things to note while you edit your page:

1. **If left blank, the corresponding buttons/banner will not appear on your page.**
   Your social links (Facebook, YouTube, etc) and Donation link are <u>optional</u> fields.
2. **Healing Rooms Ministries will not provide you with donation service provider.**
   The donation link is merely a way to direct traffic from your site to your donation portal. You will have to set up your own service. Healing Rooms Ministries (HQ) uses <u>Breeze CHMS</u>, but there are hundreds of different options for you to choose from.
3. **There is no way to reverse changing your cover photo.**
   Uploading a new cover photo does change your default/uploaded image and there is no way to reload.
4. **When you upload an image, your page might not show it right away.**
   Your browser will probably cache (save) the previous image so the page loads faster. So when you refresh, you may not see the new image. It has been uploaded, but if you want to see, you can open up an <u>incognito tab</u> and go to your healing room page.
5. **We highly recommend compressing your image** (<u>read about it here</u>) **before uploading it.**
   Compressing your image removes lossy data without affecting your image resolution much. This will the page to load faster, meaning that guests will be able to view your page sooner.

3.2 Editing Your Hours

To begin editing your hours, click the '<u>Edit Hours</u>' text under your hour display.
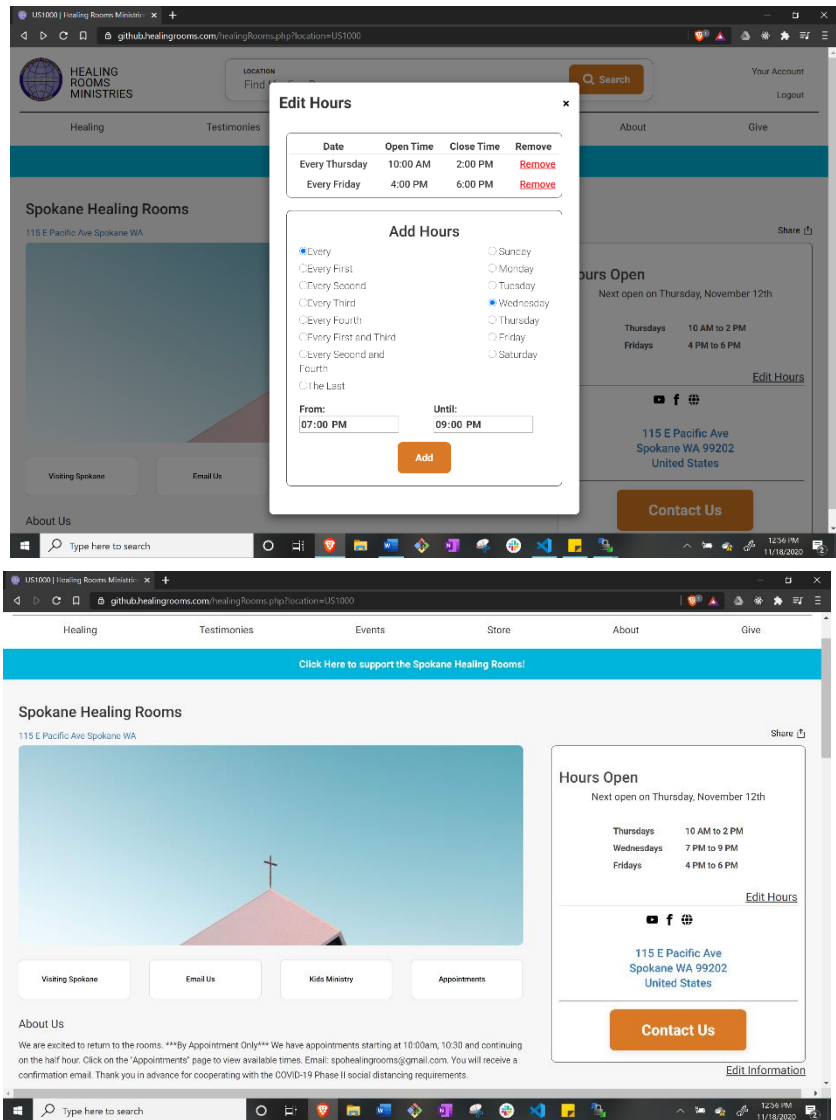
From here, you can see your current hours open as well as a panel for editing your hours.

To remove any current time slots, simply hit the 'Remove' text next to the timeslot. To add your hours, select the occurrence of your event along with the day, and click 'Add'. For the sake of example, we'll add a timeslot every Wednesday

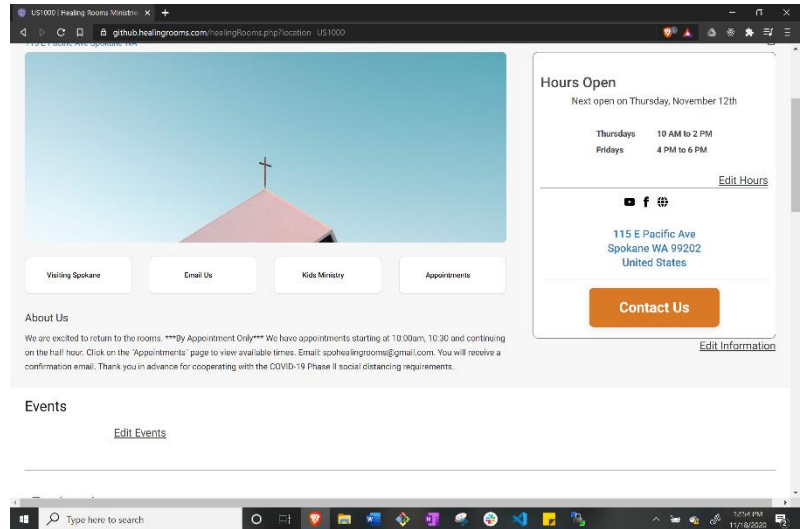Congrats! With that your new hours have been uploaded/deleted.

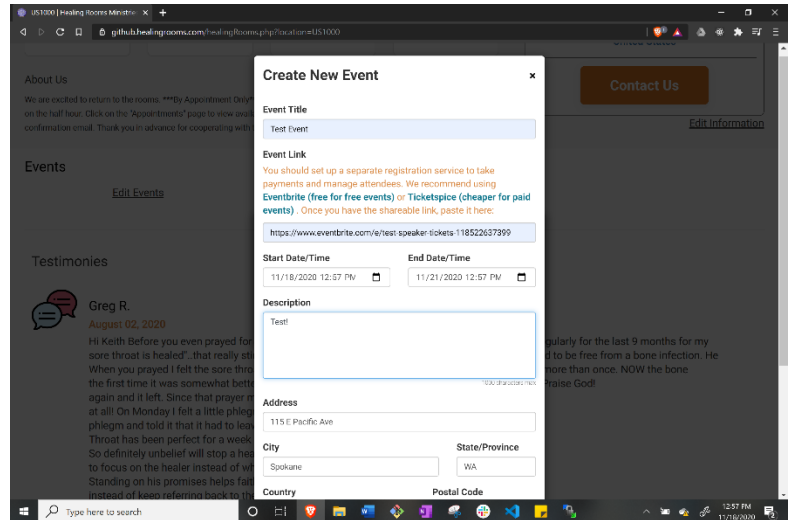Use this portal to manage all your timeslots.

3.3 Events

With the launch of the new site, we want Directors to have more functionality to both interfaces directly with the site while promoting their own events (conferences, trainings, etc). **This allows Directors to run their own events and charge admission for them.**
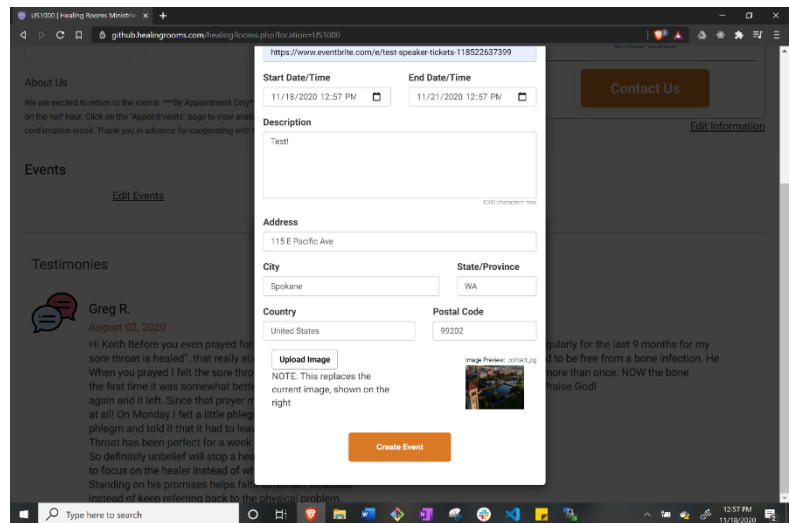
To begin editing your hours, click the 'Edit Events text under your hour display.
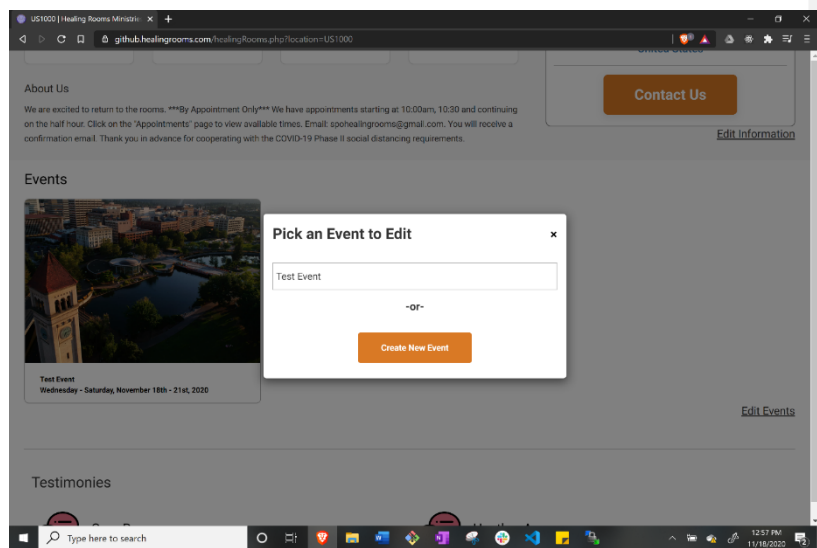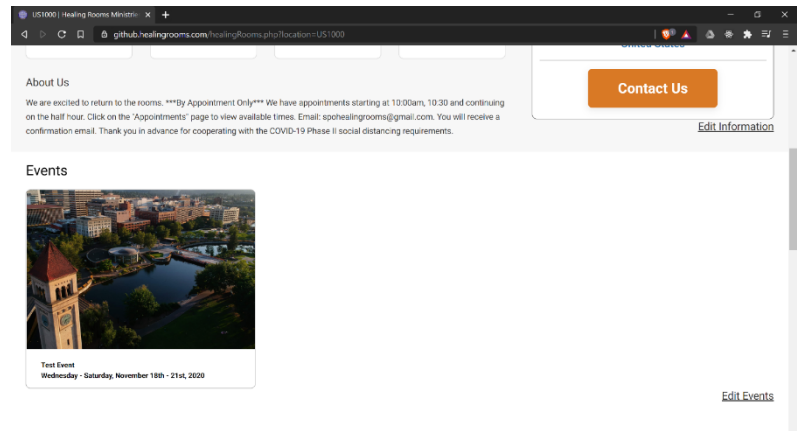

From there, enter in your information and hosting link for your event. You must run/manage your event on a different platform, whether it be Eventbrite, TicketSpice, or Facebook.
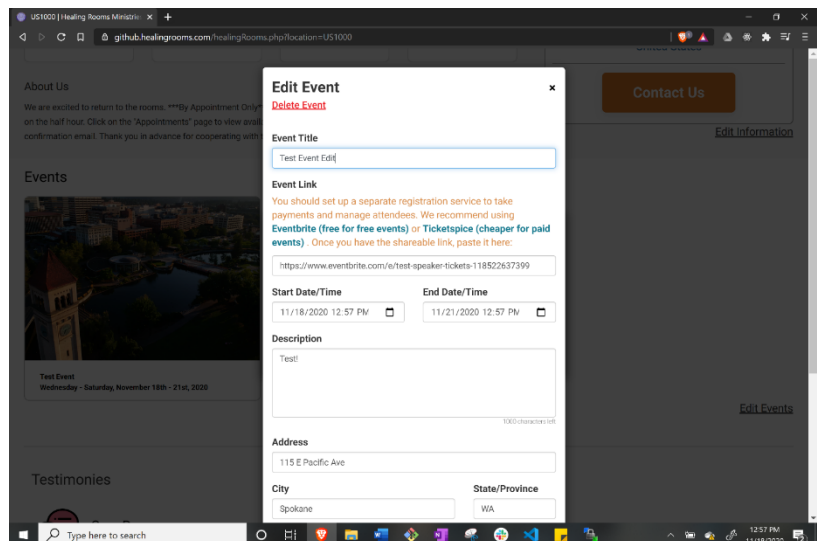

Once you're finished, click 'Create Event' to create the event.

To edit or delete the event, click the same 'Edit Events' link. Select the Event from the list.

Change your event's information, or click 'Delete Event' to remove your event. **THIS IS NOT REVERSIBLE.**

There are a few things to note while you create/edit your events:

1. **You must have a separate event service to run/manage your events.**
   We recommend using event management services such as [TicketSpice](#) or [Eventbrite](#). Healing Rooms Ministries (HQ) uses TicketSpice (as it's a little bit cheaper) but both provide excellent functionality. If you are looking to run free events only, we recommend using Eventbrite. However, TicketSpice allows you to run free events after you run a paid event.

2. **Create high impact events (don't use the event feature for everything)**
   We recommend having no more than 3 events displayed on your site at a time. Having more than 3 events at a time:
   1) Confuses users
   2) Crowds space on the main event page for all other directors and
   It is also usually is a sign that your events have too low granularity… **these are publicly hosted events that you are inviting the public to join you in. Team-specific events should not be displayed with this feature.**

3.4 Webhosting

With the launch of the new site, the **Executive IAHR team has decided to allow all Healing Rooms to have webhosting functionality for free.**

Webhosting allows Healing Rooms Directors to create and manage additional content on their site in addition to the standard set of information (above).

Webhosting can be found on Your Account -> My Healing Rooms -> Webhosting.

[IMPORTANT] Notes on Webhosting:
There are a few things to note while you create content for your page:

3. **We do not recommend having more than 4 created pages as it confuses new users.**
   Webhosting is meant to add on the highly important, must know information for people (e.g., you have a hard-to-find entrance or need to make appointments). Plus, it will not look very pretty.

4. **Healing Rooms Ministries is not responsible for maintaining, updating, or deleting webhosting content that you have made.**
   Webhosting content is designed and owned by you and therefore any content or information one posts is their responsibility to own.
5. **Healing Rooms Ministries is not responsible for styling your page.**
   The Healing Rooms Ministries staff team has worked hard to create a page with style and layout we think you will love! We think you will have all the functionality you will need in your base page. We also have no control over the content you upload. If the style of the content you create does not match that of the website, that is for you to fix.

3.5 Dues