

## Joining the Chacana Spiritual Center's Online Community

The Chacana Spiritual Center's Online Members Area is a dedicated space for support, announcements, and friendship. Whether you are a long-time student or just beginning your journey, we invite you to connect with our community.

### Why Join Our Online Community?

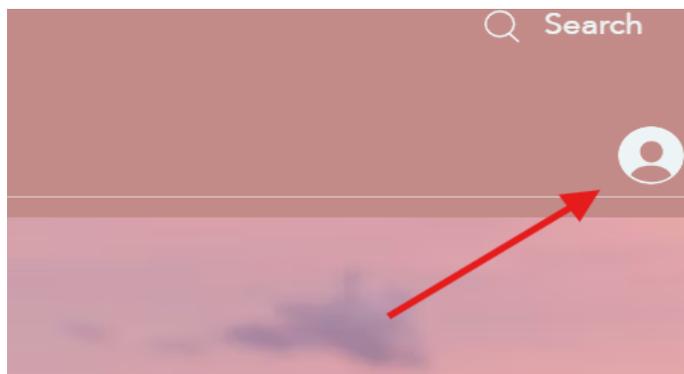
- **Exclusive Access:** Explore members-only groups and private web pages.
  - *Online Mesa Essentials*
  - *Online Shamanic Practitioner Only Videos*
  - *Student only hand-outs*
- **Convenience:** Securely store your information for faster, easier event purchases.
- **Tracking Classes:** When making purchases while logged into your profile you will have access to a list of classes you have taken.

**Note for Students:** Creating a profile is a requirement for all Shamanic Practitioner and Mesa Students. Please contact us directly if you have any questions regarding your student status.

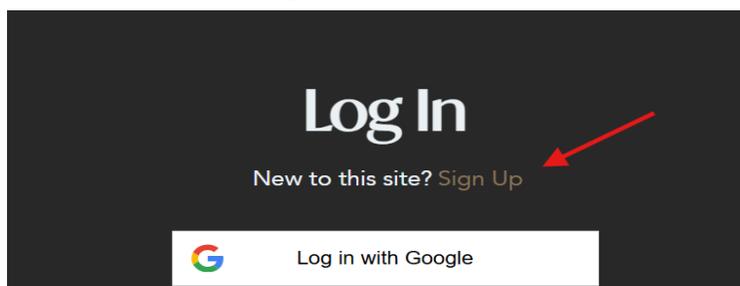
## Steps for Creating a Profile

### Step 1

1. **Visit our Website:** Navigate to the [chacanacenter.com](http://chacanacenter.com) web site.
2. **Create Your Profile:** Scroll to the top right corner and locate the icon of a circle with a person inside of it.
  - a. **Click (tap) this icon.**



- b. **Click Sign Up**



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## Step 2

### Create a User/Pass

#### Option 1: Social Media or Google Sync

- Facebook: Select this to automatically link your profile to your Facebook account.
- Google: Select this to automatically link your profile to your Google (Gmail) account.

*Benefit: This allows for a faster one-click login in the future.*

#### Option 2: Email Sign-Up

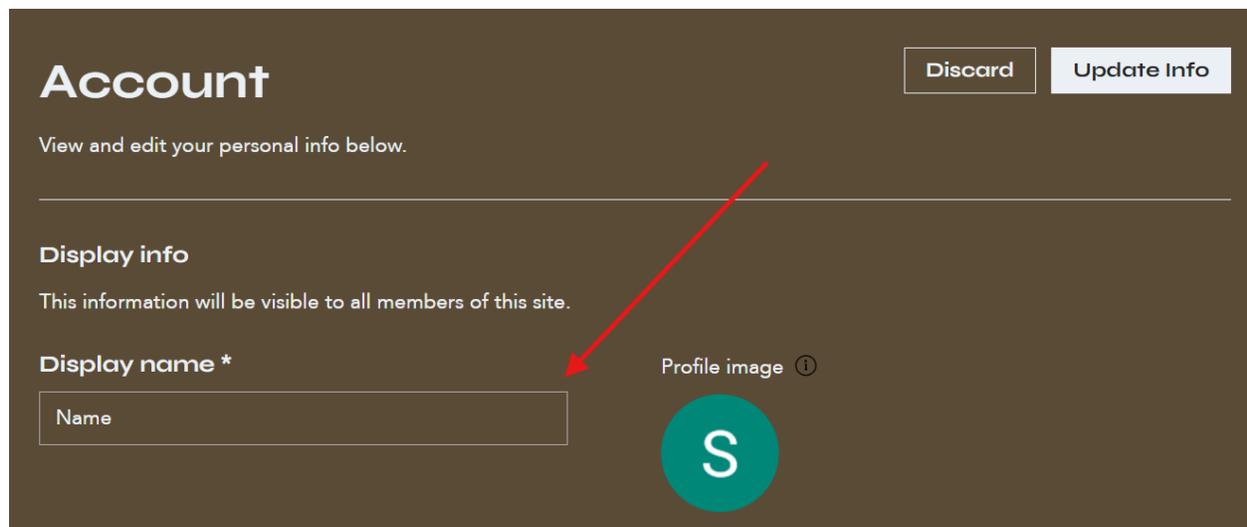
- Sign up with Email: Choose this if you prefer to keep your account separate from social media. You will be prompted to create a unique password specifically for the chacanacenter.com site.

## Step 3

After choosing your login method, you will be prompted to **enter your account information**.

*Please pay special attention to your Display Name.*

- **It is best to use your actual name**, so your tribe members recognize each other.
- Private Profiles: You are not required to make your account public. If you keep your profile private, your information remains hidden from others.



The screenshot shows a dark-themed 'Account' settings page. At the top right, there are two buttons: 'Discard' and 'Update Info'. Below the title, a subtitle reads 'View and edit your personal info below.' The main section is titled 'Display info' with a sub-note: 'This information will be visible to all members of this site.' There are two fields: 'Display name \*' and 'Profile image'. The 'Display name \*' field is a text input box with the placeholder text 'Name'. A red arrow points from the top right towards the 'Display name \*' field. The 'Profile image' field shows a circular profile picture with a white letter 'S' on a teal background.

## Completing Your Contact Details

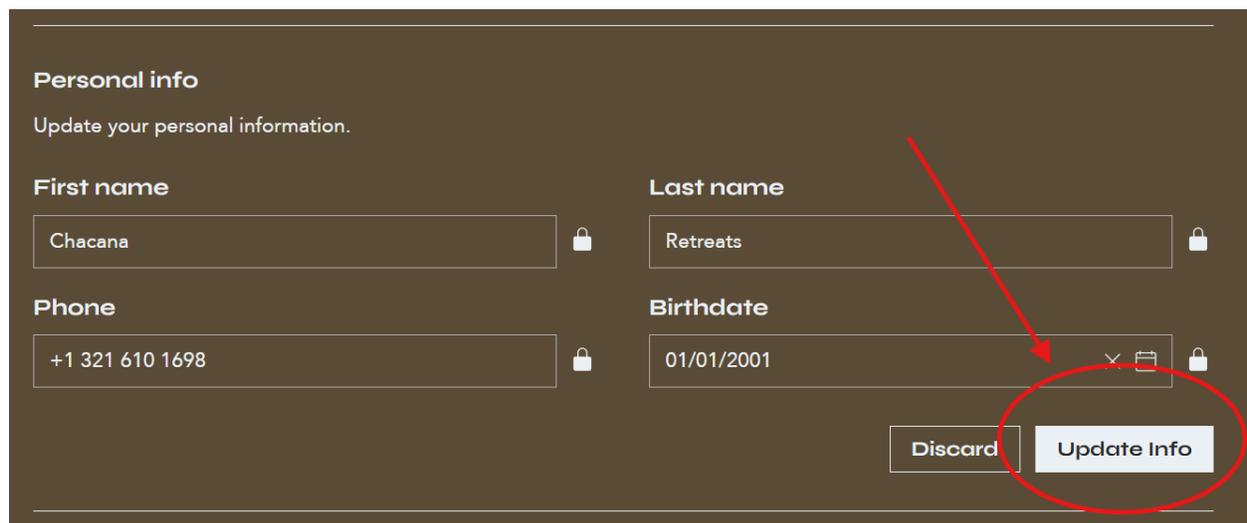
To ensure we stay in touch and provide you with the best experience, please take a moment to fill out your contact information:

- **Staying Connected:** Your personal details are used primarily so the Chacana Spiritual Center can reach out with important updates or support if you need it.
- **Phone Number Formatting:** To ensure our system recognizes your number correctly, please use the international format:
  - Format: + [Country Code] [Area Code] [Phone Number]
  - Example (USA): +1 555 123 4567

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## Step 4

Click the Update Info button. You are now a member!



The screenshot shows a dark-themed user profile update form. At the top, it says "Personal info" and "Update your personal information." Below this are four input fields: "First name" (containing "Chacana"), "Last name" (containing "Retreats"), "Phone" (containing "+1 321 610 1698"), and "Birthdate" (containing "01/01/2001"). Each field has a lock icon to its right. At the bottom right of the form, there are two buttons: "Discard" and "Update Info". The "Update Info" button is circled in red, and a red arrow points from the top right towards it.

## What to do Next

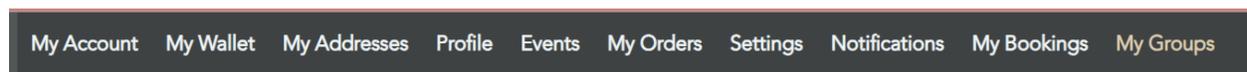
### Obtain a Badge if Needed

How to Request: Email [chacanaemployee@gmail.com](mailto:chacanaemployee@gmail.com) and let us know which of the following categories apply to you:

- **Munay Ki:** For past or current Munay Ki students.
- **Mesa Student:** For past or current Shamanic Practitioner students.
- **Teachers:** For our current teaching staff.
- **Assistant:** For our current community assistants.
- **Specialized Certifications:** The following badges are for students who completed their training at the Chacana Spiritual Center:
  - Reiki
  - Death Doula
  - Mediumship

\*Note: If you received your certification elsewhere but would like to request a badge, please contact us directly for special approval.

## Additional Member's Area Options



- **My Wallet:** store credit card information to make ticket purchases quicker and more efficient.
- **My Addresses:** Add your address so you don't need to type it in when making purchases.
- **Profile:** Write a bio about yourself.

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- **Events:** List of classes you've taken.
- **My Orders:** purchases.
- **Settings:** Adjust account and notification settings.
- **Notifications:** Group notifications. *\*Note: this is where you would adjust your notification settings. (email, Spaces app notifications, etc.)*
- **Bookings:** Healing or other one-on-one appointments.
- **My Groups:** Groups you've joined, including your Shamanic Practitioner (Mesa) tribe.

### ***Spaces Member's App***

The Spaces Member's App is a dedicated member app designed to help clients and community members stay connected. You can utilize all the membership features on the app. It's easier to utilize than the mobile web site because it is specifically built for a phone.

Download the app by typing in the web address below or scanning the QR code.

[https://www.mobileapp.app/to/kSLN8o9?ref=m\\_so](https://www.mobileapp.app/to/kSLN8o9?ref=m_so)

