

## Global MindShift User's Guide

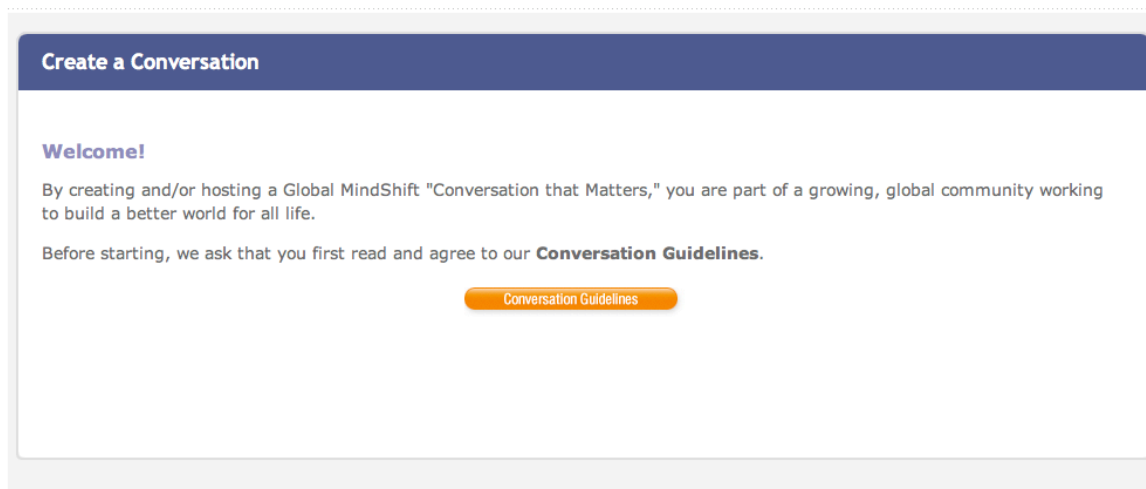
### *Creating a Conversation Template*

The following tutorial takes you through the process of creating a Conversation Template on the Global MindShift website.

A separate User's Guide takes you through the process of creating a *Conversation Session* based on your *Conversation Template*, which you can then offer to the Global MindShift Community at large. [Think of the *conversation template* as the “print master,” off of which “copies” (the *conversation sessions*) will later be created.]

### Creating a Conversation Template

Clicking on “Create a Conversation” from within the Global MindShift website brings us to this Welcome screen:



The first thing we're asked to do is to agree to some Conversation Guidelines. Clicking on the orange button, “Conversation Guidelines,” will bring up the guidelines in a pop-up window like this:

### Conversation Guidelines Close

To create or host a Global MindShift conversation, we ask that you agree to:

1. Offer a topic congruent with the Global MindShift mission: **"To help make the emergence of global community unstoppable"**.
2. Treat every conversation participant with respect.
3. Do your part to creatively resolve any conflicts that arise.

[I Agree](#)

[I Don't Wish to Create a Conversation at this Time](#)

After reading the guidelines, we indicate our agreement by clicking on the “I Agree” button. This brings up the next screen:

### Create a Conversation

**You are now ready to create and/or host your conversation.**

Select one of the following ways to get started:

- Host a conversation using one of our field-tested conversation modules
- Create your own "conversation that matters" by following a simple 5-step process.

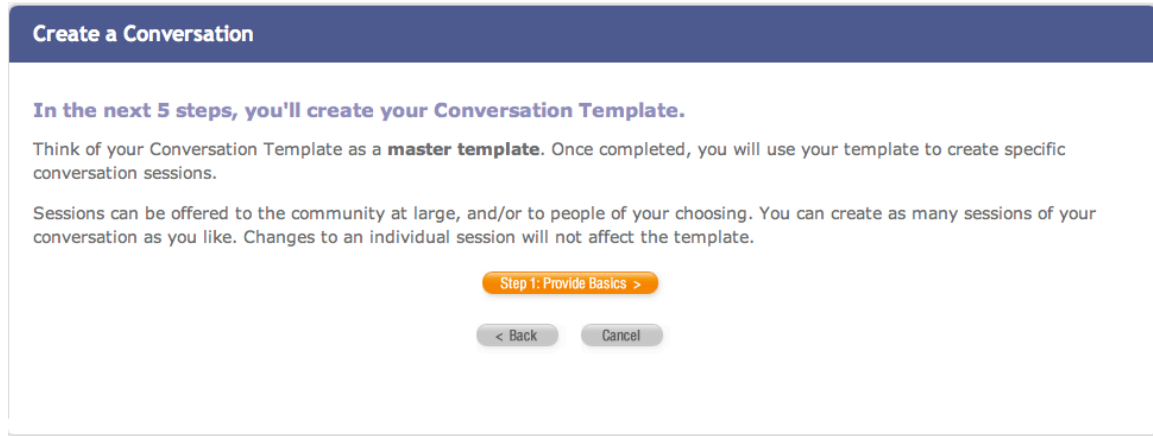
[Next >](#)

NOTE: All of these conversations are asynchronous, meaning that people are not online at the same time, but rather when their schedules permit. Among other benefits, this allows us to have people from around the world participate without worrying about different time zones.

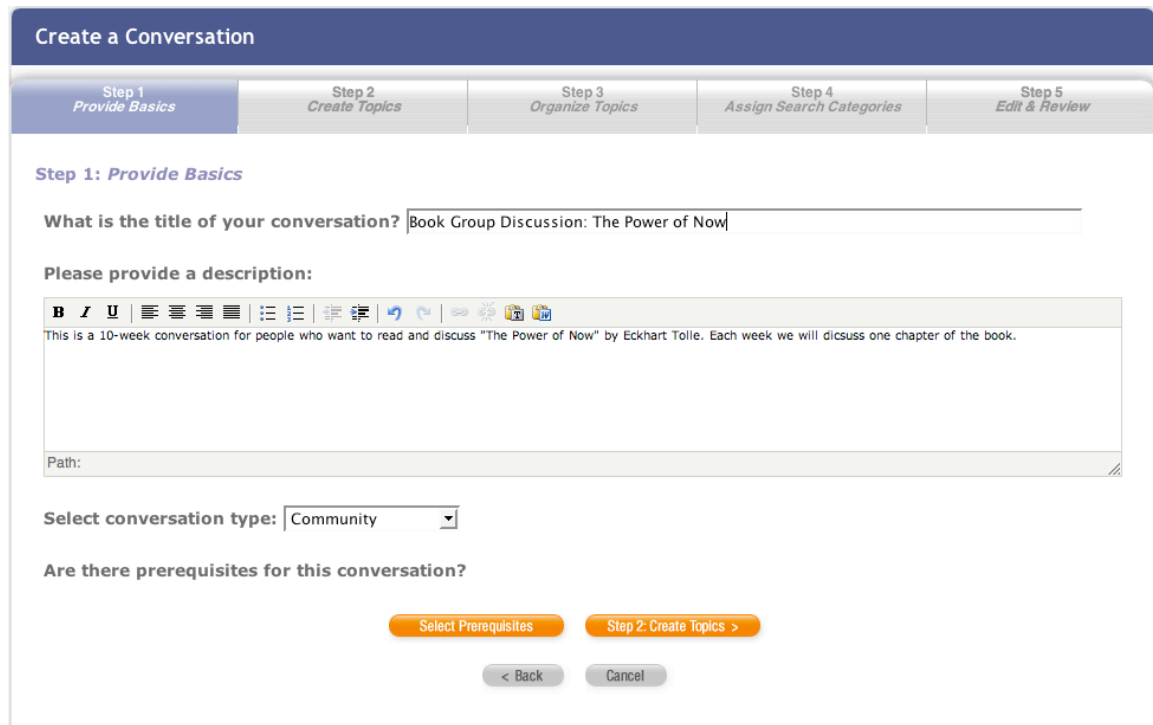
Here we're given two choices. We can choose to Host a conversation using one of the conversation modules (templates) created by Global MindShift, or we can create an entirely new conversation of our own.

In this User's Guide, we are going to create an entirely new conversation. We click on the radio button next to the words "Create your own conversation that matters..." and then on the orange "Next" button.

This brings up the following screen, introducing the first of 5 major steps we'll follow to create our conversation template:



We click on "Step 1: Provide Basics" to bring up the next page:



Here is where we enter the title of our conversation, and a brief description.

The title for our conversation is “Book Group Discussion: The Power of Now.”

The description is “This is a 10-week conversation for people who want to read and discuss ‘The Power of Now’ by Eckhart Tolle.”

Since this is a conversation offered by a Global MindShift Community member, the “Conversation Type” is listed as “Community.”

The final task on this page is to select any prerequisite conversations. If there were no prerequisites for our conversation, we would go straight to “Step 2: Create Topics.”

But we do have some prerequisites, so we’ll click on “Select Prerequisites,” which brings up the following screen:

**Select Prerequisites** Close

Assigning prerequisites for participating in your conversation is optional, but doing so can help ensure you get the people you are looking for.

Below is a list of the Global MindShift core conversations, and all of the conversations you have participated in or may have hosted. If any of these conversations are prerequisites for your conversation, click the box next to the conversation title.

NOTE: Only participants of these required conversations, and not auditors, will be allowed to sign up for your conversation.

Global MindShift Introductory Series Conversations		
Conversation Title	Required	Recommended
test conversation	<input type="checkbox"/>	<input type="checkbox"/>
Power of Story - An Introduction	<input type="checkbox"/>	<input type="checkbox"/>
Our Common Journey	<input type="checkbox"/>	<input type="checkbox"/>
Our Highest Nature	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Cycle of Emergence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
bombo	<input type="checkbox"/>	<input type="checkbox"/>

My Conversations Show

Conversation Title	Required	Recommended
Our Current Moment	<input type="checkbox"/>	<input type="checkbox"/>

**Assign Prerequisites**

Cancel

We're going to select two prerequisites – “Our Highest Nature” and “The Cycle of Emergence” – because we think these would be helpful to have as context to the current conversation. Both of these conversations are part of the Global MindShift Introductory Conversation Series.

Once finished with selecting the prerequisites, we click on the orange button, “Assign Prerequisites.”

This brings up the confirmation screen below, which looks a lot like the previous screen:

**Select Prerequisites** Close

Below are the conversations you have selected as prerequisites. You can modify your selections by checking or un-checking the appropriate box.

When you are finished assigning prerequisites, click on "Step 2: Create Topics".

Global MindShift Introductory Series Conversations		
Conversation Title	Required	Recommended
test conversation	<input type="checkbox"/>	<input type="checkbox"/>
Power of Story - An Introduction	<input type="checkbox"/>	<input type="checkbox"/>
Our Common Journey	<input type="checkbox"/>	<input type="checkbox"/>
Our Highest Nature	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Cycle of Emergence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
bombo	<input type="checkbox"/>	<input type="checkbox"/>

My Conversations <span>Show All</span>		
Conversation Title	Required	Recommended
Our Current Moment	<input type="checkbox"/>	<input type="checkbox"/>

[Assign Prerequisites](#) [Step 2: Create Topics >](#)

[Cancel](#)

If we are satisfied with our pre-requisites, we click on “Step 2: Create Topics,” which brings up this screen:

**Create a Conversation: Book Group Discussion: *The Power of Now***

Step 1  
Provide Basics

**Step 2  
Create Topics**

Step 3  
Organize Topics

Step 4  
Assign Search Categories

Step 5  
Edit & Review

**Step 2: Create Topics**

**Your conversation** will consist of one or more **Topics**. A topic is the subject matter that you will address in your conversation.

Each topic requires a title, description, and any instructions you would like each participant to follow (for example, view a video, respond to questions, etc.).

To begin, click "Create a Topic".

Create a Topic

< Back   Cancel

Our *topics* are the specific discussion points for our conversation. For our ten-week conversation on *The Power of Now*, we're going to create a different topic for each week, one for each chapter of the book.

To start, we click the orange button, "Create a Topic," which brings up a form that looks like this:

Create a Topic Close

**What is the topic title?**

Chapter 1: You are Not Your Mind

**Please provide a description of this topic**

**B I U** | [List Icons] | [Link Icon] | [Image Icon] | [Video Icon]

Every week in our conversation we will discuss one chapter from "The Power of Now."In this first week together, we'll also take some time to introduce ourselves to the rest of the group.

To maximize our conversation time, try to read each week's chapter BEFORE that week's conversation has begun.

Also, you may want to take a moment to remind yourself of our Conversation Agreements. There is a link to our Agreements at the top of this page.

Path: p » strong

**If you have any instructions for the participants that pertain to this topic, write them here (for example, you may want them to view a specific video, or address particular questions, etc.).**

**B I U** | [List Icons] | [Link Icon] | [Image Icon] | [Video Icon]

This week please:

- Introduce yourself to the group and share what drew you to this conversation
- Read the Introduction and Chapter 1 of "The Power of Now"
- Post your thoughts and questions
- Read and respond to others

Path: ul » li

Submit  
Cancel

In this example, our first topic is the first chapter in *The Power of Now*, “Chapter 1: You are Not Your Mind.”

We’ve also provided a brief description of our topic, and outlined the specific instructions for the week.

When we’re satisfied with our first topic, we click on “Submit.” That brings us to this screen:

**Create a Conversation: Book Group Discussion: *The Power of Now***

Step 1 Provide Basics | **Step 2 Create Topics** | Step 3 Organize Topics | Step 4 Assign Search Categories | Step 5 Edit & Review

**Step 2: Create Topics**

You have created one or more topics (listed below). To create an additional topic, click "Create a Topic".

To locate memes, click on the "Assign Memes" link next to each topic.

If you are finished assigning memes, click on "Step 3: Organize Topics".

Topic Title (Expand All)	Memes	
Chapter 1: You are Not Your Mind	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

[Create a Topic](#)
[Step 3: Organize Topics >](#)

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[Cancel](#)

This screen shows the first created topic, “Chapter 1: You are Not Your Mind.”

To the right of the topic title are actions we can take with regard to this topic. We can delete it, edit it, and assign one or more “memes” to it. (A “meme,” if you remember, is a video, article, website or other resource. )

We are not going to assign any memes yet to our conversation. First we are going to create the rest of our topics.

We do this by clicking on the orange button, “Create a Topic,” which again brings up the form we saw earlier. We continue in this manner until all of our topics have been created.

Below is what our screen looks like after we have created all 10 topics for our conversation on *The Power of Now*.

**Create a Conversation: Book Group Discussion: The Power of Now**

Step 1 Provide Basics | **Step 2 Create Topics** | Step 3 Organize Topics | Step 4 Assign Search Categories | Step 5 Edit & Review

**Step 2: Create Topics**

You have created one or more topics (listed below). To create an additional topic, click "Create a Topic".

To locate memes, click on the "Assign Memes" link next to each topic.

If you are finished assigning memes, click on "Step 3: Organize Topics".

Topic Title (Expand All)	Memes	
Chapter 1: You are Not Your Mind	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 2: Consciousness: The Way Out of Pain	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 3: Moving Deeply into the Now	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 4: Mind Strategies for Avoiding the Now	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 5: The State of Presence	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 6: The Inner Body	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 7: Portals into the Unmanifested	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 8: Enlightened Relationship	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 9: behind Happiness and Unhappiness There is Peace	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Chapter 10: The Meaning of Surrender	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

[Create a Topic](#)    [Step 3: Organize Topics >](#)  
[< Back](#)    [Cancel](#)

We have now created all of our topics for our conversation.

Since this conversation is based on a book that everyone is expected to have, we do not need to associate any memes, with one exception:

There is a nice meditation on what it means to “Be Present” that we are going to associate with the topic called “Chapter 5: The State of Presence.”

To do this, we click on the words “Assign Meme” right across from this topic, which brings up the following Screen:

**Create a Conversation**  
Book Group Discussion: The Power of Now — Chapter 5: The State of Presence

Step 1 Provide Basics | **Step 2 Create Topics** | Step 3 Organize Topics | Step 4 Assign Search Categories | Step 5 Edit & Review

**Step 2: Create Topics**

**Search for Memes to Assign**

To assign a meme from the Global MindShift MEMEbase, enter one or more keywords. For more options, click on [Advanced Search](#).

Keyword(s):  [\(Advanced Search\)](#)

[Search](#)  
[< Back](#)    [Cancel](#)

From this page we are going to Search the Global MindShift Memebase for the meme we are looking for. We're not sure of the exact title, so we type in "being present" to see what comes up, and then click on Search.

The Search Results are presented on the next screen:

**Create a Conversation**  
*Book Group Discussion: The Power of Now — Chapter 5: The State of Presence*



Step 1 *Provide Basics* | **Step 2 *Create Topics*** | Step 3 *Organize Topics* | Step 4 *Assign Search Categories* | Step 5 *Edit & Review*

**Step 2: Manage Topics**

**MEMEbase Search Results**

To assign one or more of these memes to your topic, click the check box next to each meme, under the "Assign" column. Then click on "Assign Memes" at the bottom of the page.

Total: 1 memes found | Page 1 | 10 per page

#	Title	Media	Rating	Views	Select
1.	 <b>Being Present: A Meditation</b> United States		●●●●○ (14)	4004	<input checked="" type="checkbox"/>

[New Search](#) [Assign Memes](#)

[< Back](#) [Cancel](#)

We can see listed in the Search Results the meme we are looking for. (If we had not found the meme we wanted, we click on "New Search.")

Since this is the meme we want, we click in the box at right under the word "select." We then click on Assign Meme, which brings up the following confirmation screen:

**Create a Conversation**  
*Book Group Discussion: The Power of Now — Chapter 5: The State of Presence*

Step 1 *Provide Basics* | **Step 2 *Create Topics*** | Step 3 *Organize Topics* | Step 4 *Assign Search Categories* | Step 5 *Edit & Review*



**Step 2: Create Topics**

**Below are the memes you selected.**

If you are finished, click on "Finish Assigning Memes".

To select more memes, click on "New Search".

Assigned Memes for the topic

#	Title	Media	Rating	Views	Delete
1.	 <b>Being Present: A Meditation</b> United States 10/2/2006 10:50:10 PM		●●●●○ (14)	4004	<a href="#">Delete</a>

[New Search](#) [Finish Assigning Memes](#)

[< Back](#) [Cancel](#)

If we wanted to find more memes to associate to this topic, we would click on “New Search.” But we’re done for this topic, so we click on “Finish Assigning Memes.”

This takes us back to the screen listing all our topics:

### Create a Conversation: Book Group Discussion: The Power of Now

Step 1 Provide Basics | **Step 2 Create Topics** | Step 3 Organize Topics | Step 4 Assign Search Categories | Step 5 Edit & Review

#### Step 2: Create Topics

You have created one or more topics (listed below). To create an additional topic, click "Create a Topic".

To locate memes, click on the "Assign Memes" link next to each topic.

If you are finished assigning memes, click on "Step 3: Organize Topics".

Topic Title (Expand All)	Memes	
<input type="checkbox"/> Chapter 1: You are Not Your Mind	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 2: Consciousness: The Way Out of Pain	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 3: Moving Deeply into the Now	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 4: Mind Strategies for Avoiding the Now	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 5: The State of Presence	- Being Present: A Meditation	<a href="#">Manage Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 6: The Inner Body	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 7: Portals into the Unmanifested	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 8: Enlightened Relationship	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 9: behind Happiness and Unhappiness There is Peace	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/> Chapter 10: The Meaning of Surrender	None	<a href="#">Assign Meme</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

[Create a Topic](#) [Step 3: Organize Topics >](#)

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Notice that now, to the right of the topic called “Chapter 5: The State of Presence” is the title of the meme “Being Present: A Meditation.”

We are now done assigning memes, so we will click on the orange button, “Step 3: Organize Topics,” which brings us to this screen:

**Create a Conversation: Book Group Discussion: The Power of Now**

Step 1 Provide Basics    Step 2 Create Topics    **Step 3 Organize Topics**    Step 4 Assign Search Categories    Step 5 Edit & Review

**Step 3: Organize Topics**

Now that you created the topics and assigned memes for your conversation, select how you would like to discuss your topics:

Discuss topics **one at a time** (serially one after the other)

Discuss topics **all at the same time** (all in parallel)

[Next >](#)

Topic Title	(Expand All)
<input type="checkbox"/>	Chapter 1: You are Not Your Mind
<input type="checkbox"/>	Chapter 2: Consciousness: The Way Out of Pain
<input type="checkbox"/>	Chapter 3: Moving Deeply into the Now
<input type="checkbox"/>	Chapter 4: Mind Strategies for Avoiding the Now
<input type="checkbox"/>	Chapter 5: The State of Presence
<input type="checkbox"/>	Chapter 6: The Inner Body
<input type="checkbox"/>	Chapter 7: Portals into the Unmanifested
<input type="checkbox"/>	Chapter 8: Enlightened Relationship
<input type="checkbox"/>	Chapter 9: behind Happiness and Unhappiness There is Peace
<input type="checkbox"/>	Chapter 10: The Meaning of Surrender

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On this screen, all we need to do is decide if we want to discuss all our topics at once, or one at a time (for example, one topic each week).

Since we are discussing a book as we read it, it makes sense to discuss each topic one week at a time. So we click the radio button next to the words, “Discuss topics one at a time”. Then we click on the orange button “Next” which brings us to the screen below, “Step 3: Organize Topics.”

## Create a Conversation: Book Group Discussion: The Power of Now

Step 1  
Provide Basics

Step 2  
Create Topics

Step 3  
Organize Topics

Step 4  
Assign Search Categories

Step 5  
Edit & Review

### Step 3: Organize Topics

Here is a list of the topics you created.

The default setting for the duration of each topic is one week. You can change the duration of each topic using the pull-down menus below. You may also change the order in which your topics are discussed using the up/down arrows, as well as manage and/or assign new memes.

When you have no further changes, click on "Step 4: Assign Search Categories".

**Conversation Title:** Book Group Discussion: The Power of Now

**Topics to be discussed:**

**Duration:** 10 weeks

Order		Topic Title (Expand All)		Duration (in week)	Memes	
1		Chapter 1: You are Not Your Mind	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
2		Chapter 2: Consciousness: The Way Out of Pain	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
3		Chapter 3: Moving Deeply into the Now	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
4		Chapter 4: Mind Strategies for Avoiding the Now	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
5		Chapter 5: The State of Presence	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	- Being Present: A Meditation	<a href="#">Manage Meme</a>
6		Chapter 6: The Inner Body	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
7		Chapter 7: Portals into the Unmanifested	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
8		Chapter 8: Enlightened Relationship	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
9		Chapter 9: behind Happiness and Unhappiness There is Peace	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>
10		Chapter 10: The Meaning of Surrender	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="text" value="1"/>	None	<a href="#">Assign Meme</a>

[Step 4: Assign Search Categories](#)

[< Back](#)   [Cancel](#)

Looking at this page, and starting from the top, we see our conversation title, how our topics are to be discussed (one at a time or all at once), and how long our conversation is (in weeks).

In the table below this information, we see the order in which we will be discussing each topic. We can change the order if we wish using the up/down arrows in the second column.

In the third column are the topic titles. Clicking on the expansion icon to the left of the topic titles [+ ] let's us review the description for each topic. We can edit this description by clicking on the word "edit" in the next column. We can also delete an entire topic if we wish.

To the right of the Edit/Delete column is the Duration column, which lists, in weeks, how long each topic will be discussed. Right now, each topic will be discussed for one week.

Next is the meme column. We have only one meme assigned, and that is for topic #5.

In the final column to the far right, we can still add or delete memes for each topic, if we so desire.

We are happy with how everything looks, with one exception: We want to change the number of weeks devoted to the last chapter, “The Meaning of Surrender,” since we will also want some time to wrap up our conversation.

So rather than giving this topic only one week, we are going to make it two weeks.

Using the pull-down menu next to the final topic, we change the “1” to a “2,” as shown on the screen below:

**Create a Conversation: Book Group Discussion: The Power of Now**

Step 1 Provide Basics    Step 2 Create Topics    **Step 3 Organize Topics**    Step 4 Assign Search Categories    Step 5 Edit & Review

**Step 3: Organize Topics**

Here is a list of the topics you created.

The default setting for the duration of each topic is one week. You can change the duration of each topic using the pull-down menus below. You may also change the order in which your topics are discussed using the up/down arrows, as well as manage and/or assign new memes.

When you have no further changes, click on "Step 4: Assign Search Categories".

---

**Conversation Title:** Book Group Discussion: The Power of Now  
**Topics to be discussed:**   
**Duration:** 11 weeks

Order	Topic Title (Expand All)	Duration (in week)	Memes
1	Chapter 1: You are Not Your Mind	1	None
2	Chapter 2: Consciousness: The Way Out of Pain	1	None
3	Chapter 3: Moving Deeply into the Now	1	None
4	Chapter 4: Mind Strategies for Avoiding the Now	1	None
5	Chapter 5: The State of Presence	1	- Being Present: A Meditation
6	Chapter 6: The Inner Body	1	None
7	Chapter 7: Portals into the Unmanifested	1	None
8	Chapter 8: Enlightened Relationship	1	None
9	Chapter 9: behind Happiness and Unhappiness There is Peace	1	None
10	Chapter 10: The Meaning of Surrender	2	None

**Step 4: Assign Search Categories**

< Back    Cancel

Notice that the final topic is now listed as 2 weeks, rather than 1, and that the overall Duration of our conversation is listed as 11 weeks, rather than 10.

Now we need to do one more thing. We need to edit the Description of the final topic so that it says it will last two weeks, rather than one.

We click on the word “Edit” next to the final topic, “Chapter 10: The Meaning of Surrender.”

This brings us back to the screen where we first created this topic:

**Edit Topic** Close

**What is the topic title?**

Chapter 10: The Meaning of Surrender

**Please provide a description of this topic**

**B I U** | [List Icons] | [Link Icon] | [Image Icon] | [Video Icon]

**This topic lasts two weeks rather than one so that we have time to do some assimilating of the whole book.**

**We'll use the first week to discuss Chapter 10 of "The Power of Now."**

**We'll use the second week for some overall assimilation of our time together.**

Path: p » strong

**If you have any instructions for the participants that pertain to this topic, write them here (for example, you may want them to view a specific video, or address particular questions, etc.).**

**B I U** | [List Icons] | [Link Icon] | [Image Icon] | [Video Icon]

During the first week of this topic please:

- Read Chapter 10 of "The Power of Now"
- Post your thoughts and questions
- Read and respond to others

During the second week

- Post any thoughts you have about the book as a whole and our time together.
- Consider taking time also to express any feeling or thoughts of gratitude

Path: ul » li

**Submit**

Cancel

We make our edits and then click on the orange Submit button. This takes us back to the screen listing all our topics:

**Create a Conversation: Book Group Discussion: The Power of Now**

Step 1 Provide Basics    Step 2 Create Topics    **Step 3 Organize Topics**    Step 4 Assign Search Categories    Step 5 Edit & Review

**Step 3: Organize Topics**

Here is a list of the topics you created.

The default setting for the duration of each topic is one week. You can change the duration of each topic using the pull-down menus below. You may also change the order in which your topics are discussed using the up/down arrows, as well as manage and/or assign new memes.

When you have no further changes, click on "Step 4: Assign Search Categories".

---

**Conversation Title:** Book Group Discussion: The Power of Now  
**Topics to be discussed:**   
**Duration:** 11 weeks

Order	Topic Title (Expand All)	Duration (in week)	Memes
1	Chapter 1: You are Not Your Mind	1	None
2	Chapter 2: Consciousness: The Way Out of Pain	1	None
3	Chapter 3: Moving Deeply into the Now	1	None
4	Chapter 4: Mind Strategies for Avoiding the Now	1	None
5	Chapter 5: The State of Presence	1	- Being Present: A Meditation
6	Chapter 6: The Inner Body	1	None
7	Chapter 7: Portals into the Unmanifested	1	None
8	Chapter 8: Enlightened Relationship	1	None
9	Chapter 9: behind Happiness and Unhappiness There is Peace	1	None
10	Chapter 10: The Meaning of Surrender	2	None

**Step 4: Assign Search Categories**

< Back    Cancel

Everything looks good, so we click on the orange button labeled “Step 4: Assign Search Categories,” which bring us to this screen:

**Create a Conversation: Book Group Discussion: The Power of Now**

Step 1 Provide Basics    Step 2 Create Topics    Step 3 Organize Topics    **Step 4 Assign Search Categories**    Step 5 Edit & Review

**Step 4: Assign Search Categories**

To make it easy for people to find your conversation, please select the relevant interest categories.

When finished, click on "Step 5: Review and Edit".

**Interest Categories** (select up to 5)

<input type="checkbox"/> Business/Economics	<input type="checkbox"/> Food/Agriculture	<input type="checkbox"/> Human Rights	<input type="checkbox"/> Science/Technology
<input type="checkbox"/> Communications	<input type="checkbox"/> Fundraising/Philanthropy	<input type="checkbox"/> Literacy	<input checked="" type="checkbox"/> Spirituality/Personal Dev
<input type="checkbox"/> Eco-Tourism	<input type="checkbox"/> Global Community Building	<input type="checkbox"/> Local Community Building	<input type="checkbox"/> Sustainability
<input type="checkbox"/> Education	<input type="checkbox"/> Governance	<input type="checkbox"/> Marriage/Parenting	<input type="checkbox"/> Volunteerism
<input type="checkbox"/> Energy	<input type="checkbox"/> Health	<input type="checkbox"/> Peace/Conflict Resolution	<input type="checkbox"/> Women's Issues
<input type="checkbox"/> Environment/Natural Resources	<input type="checkbox"/> Housing	<input type="checkbox"/> Poverty	<input type="checkbox"/> Youth/Children

[Step 5: Edit & Review >](#)

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Here we select the appropriate Search categories, so that anyone searching for a conversation such as ours will be able to find it.

We can choose as many categories as we like. For this conversation, we select only one category, "Spirituality/Personal Development."

Next we click on the orange button labeled "Step 5: Edit and Review." This brings up a Summary of all the elements of our conversation. From this screen we can make any other changes to our conversation we wish.

**Create a Conversation: Book Group Discussion: The Power of Now**


Step 1 Provide Basics    Step 2 Create Topics    Step 3 Organize Topics    Step 4 Assign Search Categories    **Step 5 Edit & Review**

**Step 5: Edit & Review**

**Below is a summary** of your conversation. All elements of your conversation can be edited from this page.

Once you are satisfied with your conversation, click "Save Conversation Template". You will then be given an opportunity to create a **session of your conversation** and invite others to join.

---

**Conversation Title:** Book Group Discussion: The Power of Now 

[Select Prerequisites](#)

**Topics to be discussed:**

**Duration:** 11 weeks

Order	Topic Title (Expand All  Add Topic)	Duration (in week)	Memes
1	Chapter 1: You are Not Your Mind	1	None
2	Chapter 2: Consciousness: The Way Out of Pain	1	None
3	Chapter 3: Moving Deeply into the Now	1	None
4	Chapter 4: Mind Strategies for Avoiding the Now	1	None
5	Chapter 5: The State of Presence	1	- Being Present: A Meditation
6	Chapter 6: The Inner Body	1	None
7	Chapter 7: Portals into the Unmanifested	1	None
8	Chapter 8: Enlightened Relationship	1	None
9	Chapter 9: behind Happiness and Unhappiness There is Peace	1	None
10	Chapter 10: The Meaning of Surrender	2	None

[Save Conversation Template](#)

[< Back](#)    [Cancel](#)

Again, everything looks fine, so we click on the orange button labeled “Save Conversation Template.”

This brings us to our final page in creating a conversation template:

## Create a Conversation: *Book Group Discussion: The Power of Now*

### **Congratulations!**

You have created your conversation template for ***Book Group Discussion: The Power of Now***. You can now go to the next step and offer a session of your conversation to the global community.

Create a Session Later

Create a Session Now

We are now ready to create a session of our conversation and share it with the world.

For a tutorial on creating a conversation session, see the “**User’s Guide: Creating a Conversation Session.**”