

TFTP Event Listing Protocols

Certified Embodied Masculine™ TFTP Level 1 and Level 2 Facilitators are permitted to publish their own offerings on the Embodied Masculine website, provided they meet the requirements outlined below.

If you are eligible, your profile can be granted TFTP Facilitator access, allowing you to submit and manage events on our public calendar using the same login you already use for circles or events.

Access Links

- Submit an event:
<https://embodiedmasculine.com/submit-events/>
- Manage your events:
<https://embodiedmasculine.com/my-events/>

1. Log In

1. Go to: <https://embodiedmasculine.com/wp-login.php>
2. Log in using your existing username and password.
3. If you do not yet have an account, create one on that page. Once registered, facilitator access will be approved on our end, typically within a few hours.
4. If you are unable to log in or need assistance, email tftp@embodiedmasculine.com with the subject:
“TFTP password reset for event listing.”

You must be logged in and assigned the facilitator role to access the submission form.

2. Open the Submission Page

- Visit: <https://embodiedmasculine.com/submit-events/>
- You should see a brief message for facilitators followed by the submission form.
- If the form does not appear, you are either:
 - Not logged in, or
 - Your facilitator role has not yet been applied.

If needed, log out and back in after approval, or contact tftp@embodiedmasculine.com.

3. Complete the Event Form

Please complete all fields with clarity and accuracy.

- Event Title
Clear and specific.
Examples: Men's Sharing Circle, Breath and Sound Journey, Initiation Prep for Men.
 - Date and Time
Select the correct date, start time, and end time.
End time is required. Confirm the correct time zone.
 - Location
Select an existing location or create a new one if needed.
 - Description
Provide a complete and grounded description, including all relevant details a participant would need.
 - Image (Optional)
Use a small file size.
 - Category
Automatically assigned as Non Embodied Masculine Offerings.
No action required.
 - Registration Link
Paste the direct signup or ticket link and confirm that it functions correctly.
 - Submit
Click Submit when complete.
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4. After Submission

- Your event will be saved under Non Embodied Masculine Offerings.
 - Some events may require approval before appearing on the public calendar:
<https://embodiedmasculine.com/events/>
 - You may edit your event at any time.
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5. Edit or Manage Your Events

1. Log in.

2. Go to: <https://embodiedmasculine.com/my-events/>
3. You will see a list of events you have created.
4. Select an event to edit and save changes.

You will only have access to events created under your own account.

6. Posting Guidelines and Requirements

To publish events, you must meet all of the following:

- Be a certified TFTP facilitator in good standing and adhere to the Facilitator Code of Ethics.
 - Maintain a public lineage page that:
 - Clearly cites your training with Embodied Masculine™, and
 - Includes a visible link back to embodiedmasculine.com.
 - Only list offerings that you personally host or that have been explicitly approved for sharing.
 - Keep titles, descriptions, and overall tone aligned with Embodied Masculine values.
 - Do not alter locations created by other facilitators.
 - Do not change the assigned category. The system manages this automatically.
 - To remove or correct a published event, edit it directly or contact the team.
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7. Troubleshooting

- Submission form not visible
Confirm you are logged in and that facilitator access has been approved.
- Event not appearing on the public calendar
It may be pending approval.
- Unable to edit an event
Ensure you are logged in using the same account that created the event, then return to:
<https://embodiedmasculine.com/my-events/>

For support, reply to this email or contact:

tftp@embodiedmasculine.com

In service,
Amir Khalighi
Founder, Embodied Masculine™