

PORTAL INSTRUCTIONS

PUBLIC PROFILE

Profile on the Website

Find a Counsellor Public Information

1. Qualifications

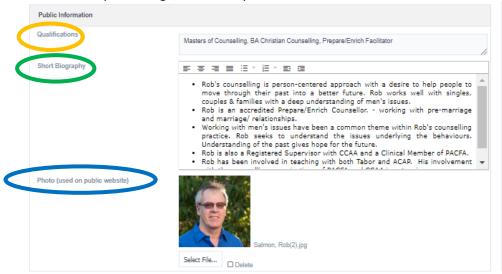
Put in relevant degrees etc.

2. Short Biography

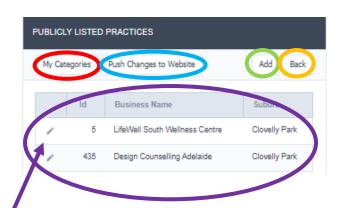
On your personal details page is a section to do a brief outline of yourself and your services. It is best to write in the third person (rather than 'I' use your name). Tying into a Word document first can help to pick up spelling and grammar areas and then paste into the site. Dot points can be very helpful in separating information.

3. Your photo

A photo can be uploaded here. Ensure it is a good quality photo, however not more than 500 pixels. It is best to use a square image, and usually of head and shoulders



- 4. Clicking on the 'Public Practices' at the top of the screen will open this box.
 - 1. **My categories** this opens a list of areas that people can search for areas of practice.
 - Push Changes to Website. Important to do after saving so details are updated on the site.
 - 3. Add (Save). Ensure you save any changes.
 - 4. Back return to main screen
 - Practice Locations list of the different sites you may work from. Click on pen on left to alter.



5. My Categories

- 1. Personal Counselling
- 2. Couples Counselling
- 3. Family Counselling
- 4. Counsellor's Gender
- 5. General Categories
- 6. Other Categories
- 7. Please tick the boxes that are relevant to you.
- 8. Ensure you are ethical in your promotion of yourself and ensure you Save

6. Practice Locations

- Practice Name initially this has been set with your name. Some have been updated with the Practice Name from your 2019 Renewals. Please enter details according.
- Google Map Pin Enter the full address that Google will use to find your practice. Click on 'Google Maps" and check that it has pinned it correctly – if not, move the pin to the correct spot.

3. Publicly Displayed Address

- a. Straight forward.
- b. Postcode —It is a required field and therefore important to enter the postcode.
- 4. Contact Details can be left blank.
 - a. Website ensure all details from the address bar are entered.
 - b. LinkedIn as above
 - Email this is the email clients will use to contact you.
 - d. Phone number to contact you.
 - e. Facebook as above
- Ensure you Save. You can also Add New to add another practice address.
- Press 'Exit' which will take you back to the Public Practices – click on 'Push Changes to Website', which will ensure any changes are made to your public entry.
- 7. Press 'Exit' again will return you to the main screen, where you can log out.

