



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). Typing 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

The screenshot shows a 'Public Information' form. The 'Qualifications' field is circled in yellow and contains the text 'Masters of Counselling, BA Christian Counselling, Prepare/Enrich Facilitator'. The 'Short Biography' field is circled in green and contains a bulleted list of professional details. The 'Photo (used on public website)' field is circled in blue and shows a photo of a man with glasses, with the filename 'Salmon, Rob(2).jpg' and a 'Delete' button below it.

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.
2. **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
5. **Practice Locations** – list of the different sites you may work from. Click on **pen** on left to alter.

The screenshot shows a table titled 'PUBLICLY LISTED PRACTICES'. At the top, there are buttons for 'My Categories' (circled in red), 'Push Changes to Website' (circled in blue), 'Add' (circled in green), and 'Back' (circled in yellow). The table has columns for 'Id', 'Business Name', and 'Subur'. Two rows are visible, each with a pencil icon in the first column. A purple oval highlights the entire table area.

	Id	Business Name	Subur
	5	LifeWell South Wellness Centre	Clovelly Park
	435	Design Counselling Adelaide	Clovelly Park

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

1. **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.
2. **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
 - c. Email – this is the email clients will use to contact you.
 - d. Phone number to contact you.
 - e. Facebook – as above
5. Ensure you **Save**. You can also **Add New** to add another practice address.
6. 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.

CATEGORIES FOR PUBLIC PRACTICES

Save
Exit

<p>Personal Counselling</p> <p>Couples Counselling</p> <p>Family Counselling</p> <p>Counsellor's Gender</p> <p>General Categories</p> <p>Other Categories</p>	<p><input checked="" type="checkbox"/> Addictions</p> <p><input checked="" type="checkbox"/> Childhood Abuse</p> <p><input checked="" type="checkbox"/> Emotional Crisis</p> <p><input checked="" type="checkbox"/> Life Transitions</p> <p><input checked="" type="checkbox"/> Sexual Issues</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Affairs, Trust Issues</p> <p><input checked="" type="checkbox"/> Pre-Marriage</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Adolescents</p> <p><input checked="" type="checkbox"/> Conflict</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Female Counsellor</p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Counsellor</p> <p><input checked="" type="checkbox"/> Supervisor</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Bupa/Medibank private</p> <p><input type="checkbox"/> Medicare</p> <p><input type="checkbox"/> NDIS</p> <p><input checked="" type="checkbox"/> Skype</p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Anger Management</p> <p><input checked="" type="checkbox"/> Depression</p> <p><input checked="" type="checkbox"/> Grief, Loss, Trauma</p> <p><input checked="" type="checkbox"/> Relationships</p> <p><input checked="" type="checkbox"/> Stress Management</p> <p><input checked="" type="checkbox"/> Emotional Crisis</p> <p><input checked="" type="checkbox"/> Separation / Mediation</p> <p><input type="checkbox"/> Children</p> <p><input checked="" type="checkbox"/> Communication</p> <p><input checked="" type="checkbox"/> Conflict</p> <p><input checked="" type="checkbox"/> Mediation</p> <p><input checked="" type="checkbox"/> Parenting</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Male Counsellor</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Life Coach</p> <p><input checked="" type="checkbox"/> Psychotherapist</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Anxiety</p> <p><input checked="" type="checkbox"/> Emotional & Physical Abuse</p> <p><input checked="" type="checkbox"/> Healthy Boundaries</p> <p><input checked="" type="checkbox"/> Self Esteem</p> <p><input checked="" type="checkbox"/> Family Conflict</p>
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FIND A COUNSELLOR LOCATION

Delete
Add New
Save
Exit

Practice Name

LifeWell South Wellness Centre

Google Maps Pin

Google Maps Pin Address * 1204 South Road Clovelly Park SA 5042

Pin Latitude -34.9995756

Pin Longitude 138.5751645

Check Google Maps Location

Publicly Displayed Address

Street Address 1204 South Road

Suburb * Clovelly Park

State * SA

Postcode * 5042

Contact Details

Website <https://lifewell.org.au/south.html>

LinkedIn <https://www.linkedin.com/in/rob-simon-25514536>

Email rob@lswc.com.au

Phone 04 0989 7977

Facebook <https://www.facebook.com/markzuckerberg>

* Required field(s)

PUBLICLY LISTED PRACTICES

My Categories
Push Changes to Website
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