



## Portal Instructions

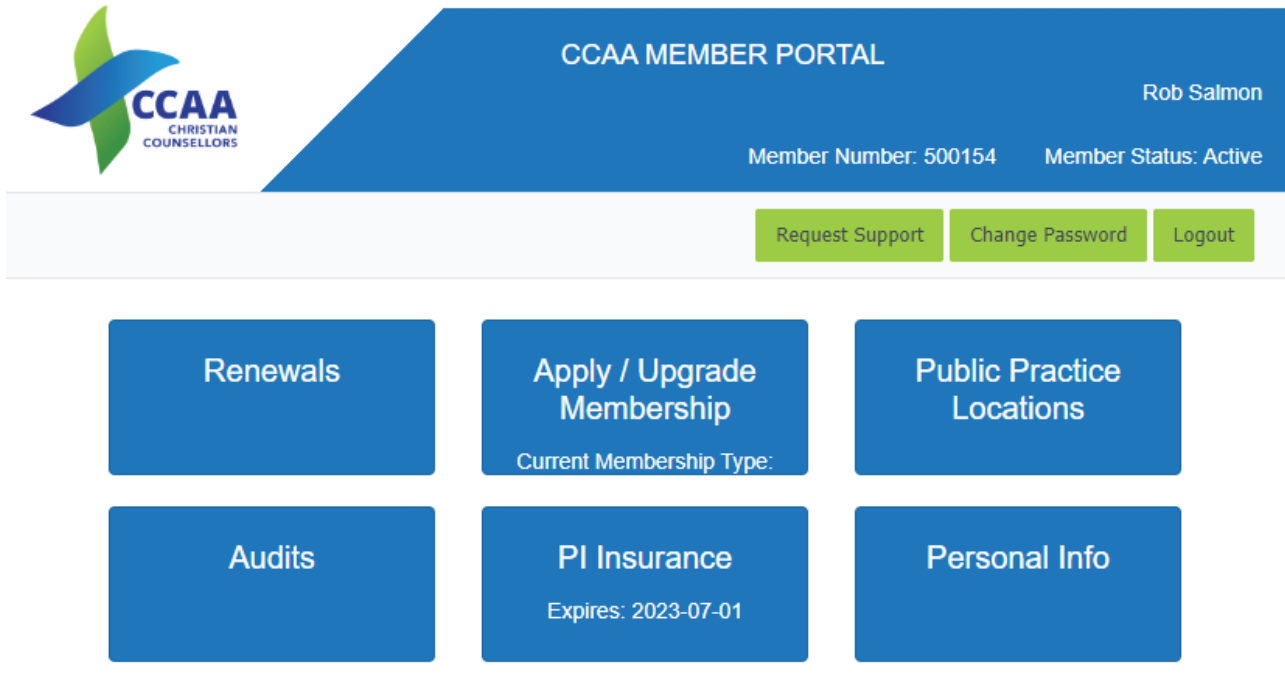
## FIND A COUNSELLOR

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## Setting up a new profile on the Portal

- Login to your portal profile – using your email and password.
- You will now see the Dashboard as shown below. Not all items will be shown if you have not used some areas yet (i.e., Audits or Renewals)
- Public Practice Locations is only available to Active Registered Members (Advanced Diploma and above).

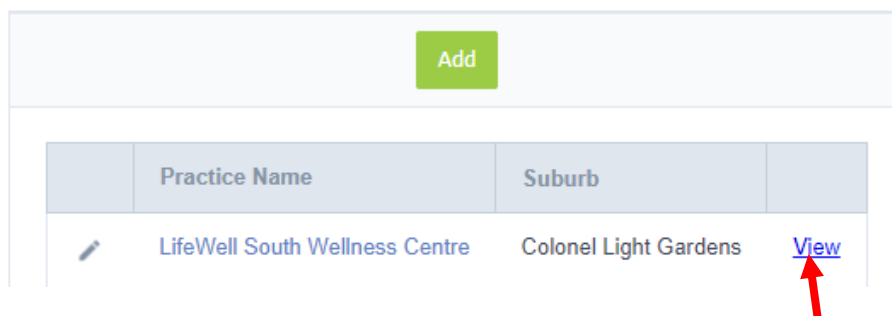



### 1. Click on Public Practice Locations

Your CCAA Membership allows you to promote your practice publicly through the CCAA website, which lets you take advantage of our top search engine ranking. Below are 3 sections to help you set this up.

Practices are based on geographic locations to allow people to search for counsellors near to them. If you practice from more than one location, you can add multiple locations which will all show up in the search results.

Personal Information & Categories are shared between all practices.



	Practice Name	Suburb	
	LifeWell South Wellness Centre	Colonel Light Gardens	<a href="#">View</a>

**Note:** Once you have done step 3 and set up your Practice details, you can use the [View](#) link to view what your profile on the Find a Counsellor looks like. You can at any stage update accordingly by clicking on the pencil on the left hand side.

## 2. Personal Information

- **Preferred First Name:** Enter your first name
- **Family Name:** Your family name.
- **Qualifications:** Please only list your actual qualifications!
- **Professional Bio:** Please enter details to let your clients know about you and your practice. It is best to do this in the third person. It is often beneficial to type up your details in Word, which helps with spelling and grammar. Ensure it is professional. If you speak another language, please list this in here – it can be search for!
- **Photo:** You can either select a picture or Drag and Drop. Although this is shown in circle – normally will be a square photo. Crop to square as well as one with good pixels.
- When completed – Press **Save**, then **Back**.

Public Information

Preferred First Name \*

Family Name \*

Qualifications


Professional Bio

• Rob's counselling is person-centered approach with a desire to help people to move through their past into a better future. Rob works well with singles, couples & families with a deep understanding of men's issues.

• Rob is an accredited Prepare/Enrich Counsellor. - working with pre-marriage and marriage/ relationships.

• Working with men's issues have been a common theme within

Photo  
This photo will be cropped square



Salmon, Rob 3.jpg

Delete

Drag a file and drop it here

## 3. Categories

- This section helps to guild prospective clients on the areas that you are proficient in your practice. When clients are looking for help in certain areas, they can use these field to search for you.
- These are pre-set areas that CCAA has deemed as areas that they allow to be searched on. If you want to promote other areas – then please add these to your Professional Bio. Clients can use the word search for these items.

These categories apply to ALL public practices shown on the public Find a Counsellor website.

They are displayed as filters that the general public can search by, as well as being displayed at the bottom of your public profile.

**Personal Counselling**  Select All  Unselect All

Addictions  Anger Management  Anxiety  
 Childhood Abuse  Depression  Emotional & Physical Abuse  
 Emotional Crisis  Grief, Loss, Trauma  Healthy Boundaries  
 Life Transitions  Relationships  Self Esteem  
 Sexual Issues  Stress Management

**Couples Counselling**  Select All  Unselect All

Affairs, Trust Issues  Emotional Crisis  Family Conflict  
 Pre-Marriage  Separation / Mediation

**Family Counselling**  Select All  Unselect All

Adolescents  Children  Communication  
 Conflict  Mediation  Parenting

**Counsellor's Gender**  Select All  Unselect All

Female Counsellor  Male Counsellor

**General Categories**  Select All  Unselect All

Counsellor  Life Coach  Psychotherapist  
 Supervisor

**Other Categories**  Select All  Unselect All

Bupa/Medibank private  Medicare  NDIS  
 Online

#### 4. Practice Places

- Initially you will not have any practices listed.
- Click on the Add button
- **Practice Name** – you may have a practice name or may just use your name – i.e., John Citizen Counselling
- **Publicly Displayed Address** – Put in details of the address you practice from. If you do not want the actual street address to show for some reason – just put in the Suburb, State & Postcode. This will show on your Public Profile.
- **Google Maps Pin** - Put the total address in here including State and Postcode - the search engine will use this (often your computer may automatically put it in from the above. You can adjust this as well by using the **Fine tune Google map pin** button.
- **Contact details** (these are not required, good to have so clients can contact you.
  - **Website:** If you have a website, copy and paste the address from your search bar – it is important that it matches exactly.
  - **LinkedIn:** Having a LinkedIn account can help in your practice. If you have, copy and paste the address from your search bar – it is important that it matches exactly.
  - **Email:** Type in your email address you want used by client.
  - **Phone:** Your phone number for client contact
  - **Facebook:** If you have a business Facebook account – copy and paste from your search bar.
- Press **Save**. Your profile on the website is now showing. You can add other addresses.
- When you click on **Back**, you will return to the Find a Counsellor - Practice Configuration page. Use the **View** link to see how your practice details look – please check that all your hyperlinks (website, LinkedIn & Facebook) are working and that your location on the map is correct. If requiring adjusting, click on the pencil and do any necessary changes and **Save**.

The screenshot shows a web form titled "FIND A COUNSELLOR LOCATION". At the top right is a green "Save" button. The form is divided into several sections:

- Practice Name:** A text input field containing "John Citizen Counselling".
- Publicly Displayed Address:** Fields for "Street Address" (8 Bedford Square), "Suburb \*" (Colonel Light Gardens), "State \*" (SA), and "Postcode \*" (5041).
- Google Maps Pin:** A "Google Maps Pin Address \*" field containing "8 Bedford Square Colonel Light Gardens 5041" and a "Check Google Pin Location" button with a "Fine tune Google map pin" link.
- Contact Details:** Fields for "Website" (https://www.mycompany.com.au), "LinkedIn" (https://www.linkedin.com/in/jeffweiner), "Email" (john@email.com.au with a green checkmark), "Phone" (04 0404 0404), and "Facebook" (https://www.facebook.com/markzuckerberg).