

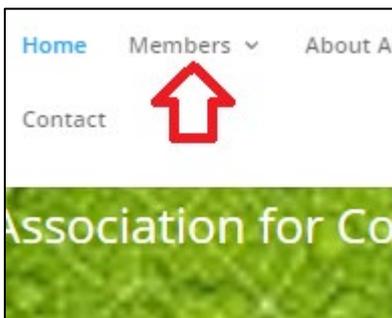
How to add or edit your Supervisors' Directory profile

We recommend that you begin by completing your Therapists' Directory entry. The Supervisors' Directory is very similar and also means you will be registered so will only need to login using your login username and password.

Please note, we check all listings before they go live.

The directory will be displayed in random order that rotates every time someone goes to the directory page. So you won't be disadvantaged if your surname starts with Z!

1. Logging in to the Members' Directory Area



Whether you are creating your profile AS A SUPERVISOR for the first time or wanting to edit it, the route is the same.

On the website <https://acto-org.uk/> go to Members and select **Members' Directory Login** from the drop-down selection.

You will then be guided to login on the next page which is also where you can access a copy of this document. The most up to date version of this document will always be here if you need to return to it.

If you can't remember your password please use the Lost your password facility to ask for a new password.

If you have lost your username please contact webmaster@acto-org.uk.

Association for Counselling and Therapy Online

Professional Membership Benefits

Core Net Assessed Mental Health Apps
<https://acto-org.uk/core-net/>

Professional Membership Benefits
<https://acto-hub.orcha.co.uk/>

2. Starting to create your profile

Create or change listing

[+ Submit new therapist](#)
[+ Submit new supervisor](#)
[Log out](#)

Listings (2)

ID	Title	Level/Directory	Status	Expiration date	
6652	Your name	Standard Supervisors	active	Eternal active period	
1526	Your name	Standard Therapists	active	Eternal active period	

you need to start by creating a new listing as a SUPERVISOR. To do this you will click on **Submit new supervisor**.

As an existing supervisor please do NOT **Submit new supervisor** or you will create multiple listings and chaos!

For existing supervisors, you will click on your name within the relevant directory currently in red on the demo screen included here. To edit you will click the left-hand

button of the five black buttons.

In the next sections we will discuss new entries. For editing you can skip to section number **13**.

3. Supervisors' Directory Title – your name

Listing title*

Put your name as you want it to appear on the directory|here

The title of this box is "Listing title", and is the beginning of your therapist directory entry.

Put your name as you would like it to appear in the directory.

4. Description

Description*

Paragraph

In this section you should draw attention to how you work.

Summary

Please leave this summary area blank

In this **Description** section you should draw attention to how you work AS A SUPERVISOR. It's the most important section and, in particular, the first **100** words are an introduction and are, as such, crucial and need to be inviting enough that those searching the directory will want to click through to read your fuller Description.

The 100 words introduction should be a paragraph of its own or you may find that your introduction ends mid-sentence which would not look professional.

Later on, you will find other boxes where you will want to put specific information, for example, training and pricing, so you may find you go back later to reduce what is in this text area. The maximum characters, including spaces, that you can have here are **2,500** but you may find we fall asleep if it is that long! (Another version of less is more).

The bottom Summary box should be left empty (boring technical reasons, sorry!).

5. Your contact email

Contact email

When field is empty contact messages from contact form will be sent directly to author email.

Only add an email address here if you want your contact email to be different email to the one you registered with. Usually this will be empty as you'll want to use the same email address everywhere.

6. Select the Supervisors' Directory

Categories

Expand All | Collapse All

Find a Supervisor

Find a Therapist

Please click on the box for the **Find a Supervisor** directory. This will then show a tick.

7. Completing the more detailed sections of your profile

Content fields may be dependent on selected categories

Membership Number *

Counselling / therapy models / approaches

Face to face training

Visual Text

Paragraph **B** *I* [List icons] [Quote icon] [Link icon] [Image icon]

The supervisor form begins with a number of fields that you will leave blank for the Supervisors' Directory.

Online training	PLEASE LEAVE BLANK	Fees	PLEASE LEAVE BLANK
Professional organisation memberships	PLEASE LEAVE BLANK	Online Supervision Qualification*	MAXIMUM 500 CHARACTERS <small>Please include the name of the course, training organisation and year of qualification.</small>
Description of my therapy services	PLEASE LEAVE BLANK	Face To Face Supervisor Training	MAXIMUM 500 CHARACTERS <small>Please specify if this is included in your online supervision qualification</small>
Experience of working online	PLEASE LEAVE BLANK	Professional Memberships Bodies Supervisors	MAXIMUM 500 CHARACTERS
Media	PLEASE LEAVE BLANK		

What media do you work in

Code of Ethics adhered to Supervisors	MAXIMUM 500 CHARACTERS	Other models I am conversant with	MAXIMUM 500 CHARACTERS
Supervision Special Interests	MAXIMUM 500 CHARACTERS	What media do you work with?	MAXIMUM 500 CHARACTERS <small>E.g. Video, text</small>
Description of my online supervision service*	PLEASE LEAVE BLANK	Supervisor Fees	MAXIMUM 500 CHARACTERS
Experience of supervising online	MAXIMUM 1000 CHARACTERS		
Supervision model I mainly use	MAXIMUM 1500 CHARACTERS		

8. Adding your contact details

Even though you filled this in for the Therapists' Directory you will need to complete all your contact details here again.

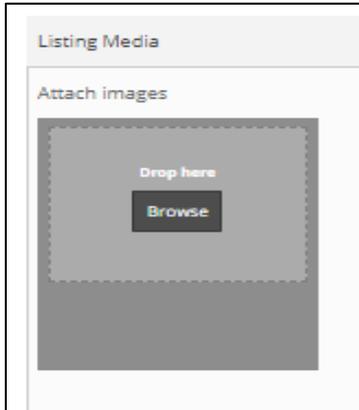
If you want your phone number displayed you can fill it in here, likewise for your website and email address.

For the Phone numbers please use international standard format e.g. +44 (0)1111 123456

Please put your principle phone number first and identify whether mobile, office, home etc.

Under URL, view our site you can give this a more user-friendly name: this can be your website name or text like 'visit my website'.

9. Adding your photo



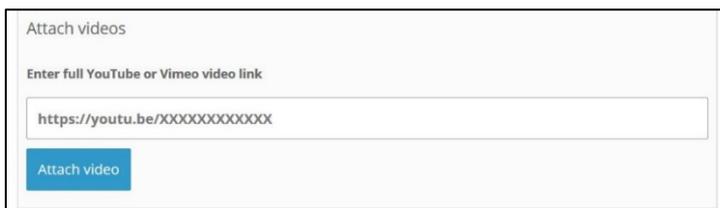
Even though you filled this in for the Therapists' Directory you will need to complete all your contact details here again.

We ask you to upload only one photo. This has to be in portrait format. Your photo is as important as the profile you write. You have no more than a split second for someone to decide whether to go further in looking at your profile. The photo is critically important.

Here are some guidelines for how to put up your photo.

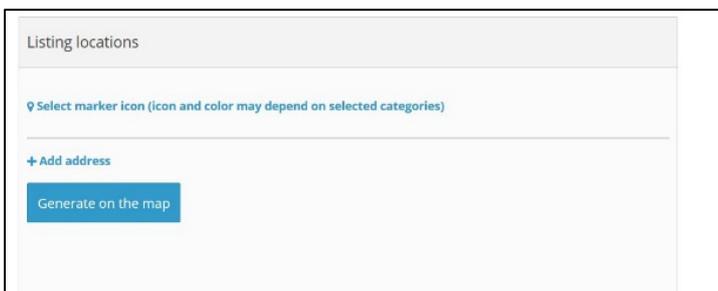
- We will not accept any photos that are blurred or pixilated. In these instances, we will put the ACTO logo pending the arrival of a good quality photo. ACTO reserved the right to make the final decision regarding suitable quality.
- Please ensure all photos are against a plain or patterned background using ambient lighting. Please avoid plants sticking out of your head etc. and ensure the contrast between you and the background is sufficient. Avoid bright sunlight and shadows. Ensure you look professional.
- All photos should be portrait format (taller rather than wider)
- All photos should be 255 pixels width x 300 pixels height and less than 100KB.
- All photos must be in one of the following formats: JPG, PNG, GIF
- The photo should be of your head, neck and beginning of your shoulders.
- You can edit any photo in Paint. Amend any dimensions using pixels not percentages in the resize facility.
- If you would prefer us to edit your photo for you this is a service we can offer at £25.00 per photo.

10. Adding a video



Feel free to upload one video. You don't have to if you don't want to but it can be a powerful tool for you to market yourself.

11. Listing locations



You can ignore this section. As we are an online organisation we will not be showing a map on the directory.



12. Completing your profile

When you have completed your profile do not forget to save your listing by clicking on the '**submit new supervisor**' button. Your listing will not go live straight away. It will be reviewed by a member of the ACTO board and then made live after that. If there are any questions, you will be contacted.

Please send an email to webmaster@ACTO-org.uk requesting acceptance of your profile.

You should put your **Name** and **Membership number** in the subject field and "**REQUEST ACCEPTANCE OF SUPERVISOR PROFILE**".

13. Making changes to your entry later

Start by logging in as described in step 1. Then click on your name for the Supervisors' Directory and you can then go and edit all the fields. Don't forget to go to the bottom of the page and save your changes. It will go Pending whilst the webmaster or another member of the ACTO management review your entry and make it live. Please send an email to webmaster@ACTO-org.uk requesting acceptance of these changes.

You should put your **Name** and **Membership number** in the subject field and "**REQUEST ACCEPTANCE OF SUPERVISOR PROFILE UPDATE**".

14. Using your ACTO details to market yourself

You now also have a URL that you can give to interested people and you can use in your marketing.

You can find this by going to your profile in the directory. Once your profile is open look to the top of the screen and you see the hyperlink including your name. That's your own URL for your ACTO listing.