

How to add or edit your Therapists' Directory profile

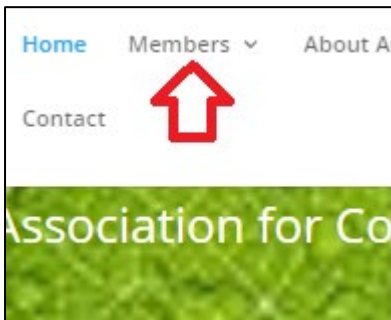
The ACTO administrator will register you as a member so you will not need to register, just login.

You can create your ACTO directory listing as soon as you have received your login username and password from our administrator. 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!

PLEASE NOTE: If you have paid for a place in both directories you will have to fill in two entries.

1. Logging in to the Members' Directory Area



Whether you are creating your profile 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

If you are a new member you will not see any listing below (as in the red which are included as an example).

As a new member you need to start by creating a new listing as a therapist. To do this you will click on **Submit new therapist**. (we will discuss supervisor listings later on, please ignore this for the moment even if you are a supervisor).

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

For existing members, 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. Therapist Directory Title – your name

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

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



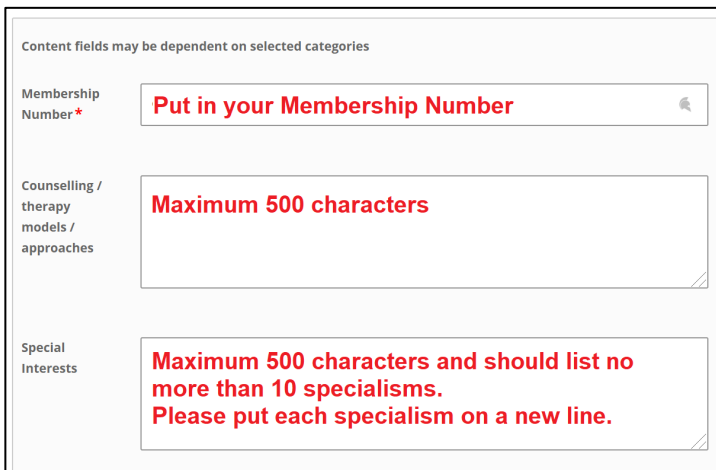
Only add an email address here if you want your contact email to be different email to the one you registered with. Usually this will be empty as you'll want to use the same email address everywhere.

6. Select the Therapists' or Supervisors' Directory



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

7. Completing the more detailed sections of your profile



The image to the left shows the first three of the content fields that make up the bulk of your profile. Please go through all of them and fill them out correctly. The fields should speak for themselves but you can always email webmaster@acto-org.uk if you have any questions.

Take care to only fill in those fields for the directory you choose. If you only choose the Therapist Directory you can ignore the supervision fields.

If you are also a supervisor you should fill in the general fields again and then just your supervisor information.

Face to face training

Maximum 1000 characters

Online training

Maximum 500 characters

Professional organisation memberships

Maximum 500 characters

Code of Ethics adhered to

Maximum 500 characters

1

Description of my therapy services

PLEASE LEAVE THIS BLANK

Experience of working online

Maximum 500 words

Media

Maximum 500 words
This means format used, video, text etc

What media do you work in

Fees

Maximum 500 words

What are your fees.

Description of my online supervision service

DO NOT USE THIS FIELD FOR THE THERAPISTS' DIRECTORY, jump to Phone field

Experience of supervising online

DO NOT USE THIS FIELD FOR THE THERAPISTS' DIRECTORY, jump to Phone field

2

Experience of supervising online

DO NOT USE THIS FIELD FOR THE THERAPISTS' DIRECTORY, jump to Phone field

Supervision model I mainly use

DO NOT USE THIS FIELD FOR THE THERAPISTS' DIRECTORY, jump to Phone field

Other models I am conversant with

DO NOT USE THIS FIELD FOR THE THERAPISTS' DIRECTORY, jump to Phone field

What media do you work with?

DO NOT USE THIS FIELD FOR THE THERAPISTS' DIRECTORY, jump to Phone field

Supervisor Fees

DO NOT USE THIS FIELD FOR THE THERAPISTS' DIRECTORY, jump to Phone field

3

Phone

Maximum 50 characters

Website

URL:

No maximum

Link text:

view our site No maximum

Email

No maximum

4

8. Adding your contact details

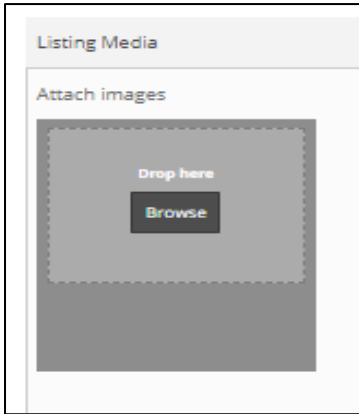
If you want your phone number displayed you can fill it in here, likewise for your website and email address.

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



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.

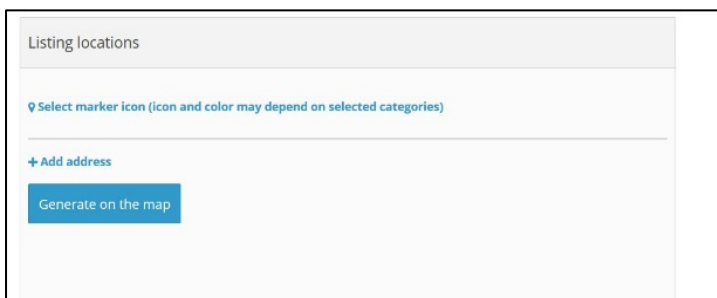
- All photos should be portrait format (taller rather than wider)
- All photos should be 255 pixels width x 300 pixels height and less than 100KB.
- All photos must be in one of the following formats: JPG, PNG, GIF
- The photo should be of your head, neck and beginning of your shoulders.
- You can edit 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 organization 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 therapist'** 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 THERAPIST PROFILE**”

13. Making changes to your entry later

Start by logging in as described in step 1. Then click on your name for the Therapists 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 THERAPIST 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 will see the hyperlink including your name. That's your own URL for your ACTO listing.