

COSRT Profile Update

COSRT.ORG.UK INFO@COSRT.ORG.UK TWITTER: @COSRTNEWS

Completing your profile on the COSRT website to appear on Find a Therapist

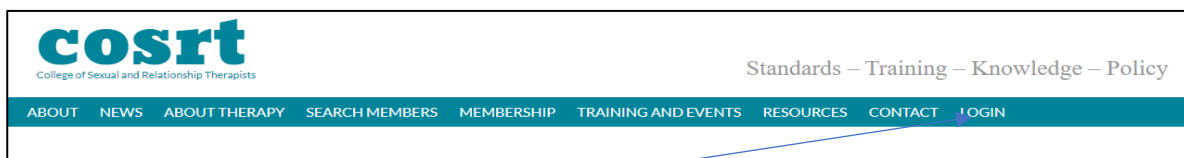
Find a therapist is a feature on the COSRT website that will provide search results based on those nearest to the search's location. Therapists who are Registered Members, Accredited Members or Senior Accredited Members are all eligible to have a profile that will appear on these listings.

For the search to work properly, members in these categories will need to complete their profile and include at least ONE Google location, or the search will not work properly for your listing.

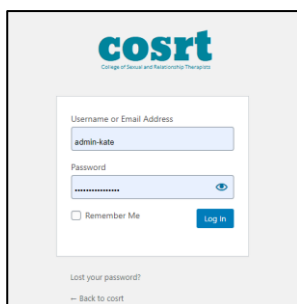
This is a guide to help you complete your profile.

Logging on to the COSRT website

Visit our website at cosrt.org.uk



From the above menu, click on MORE then MEMBER LOGIN. (Please note graphic needs updating but location is the same.)

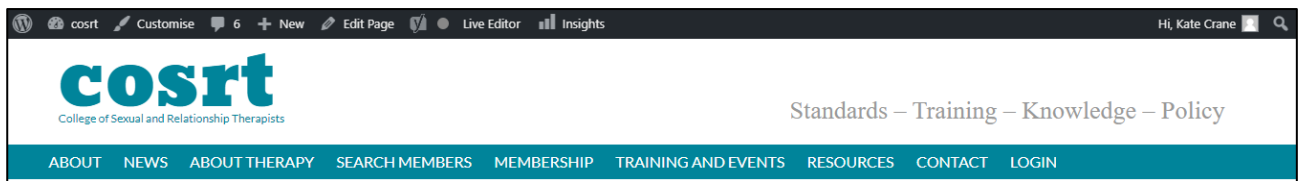


Here you will need to enter your username or email address. Your username would have been set up when you first became a COSRT member. The format is usually FirstName-LastName eg Kate-Crane. Alternatively, you can use the email address that we had on record when we added you as a member.

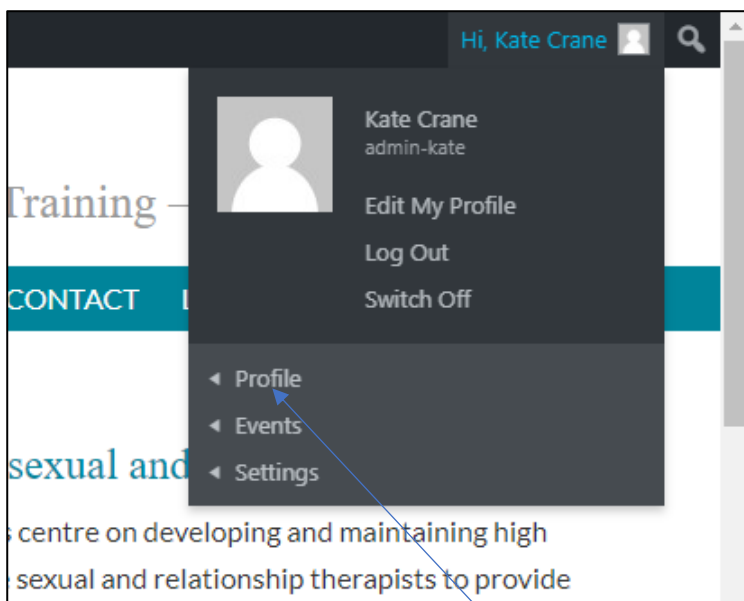
You would have been given a password when you were joined as a member, although you may have changed it. If you do not know your password, please click on the “Lost your password?” link. This should help you generate a new password to login. It will ask you to enter your username or email address. If you do not know one of these, please contact COSRT for further assistance.

Click the Login button when you have entered your username and password.

Locating the Edit Profile option

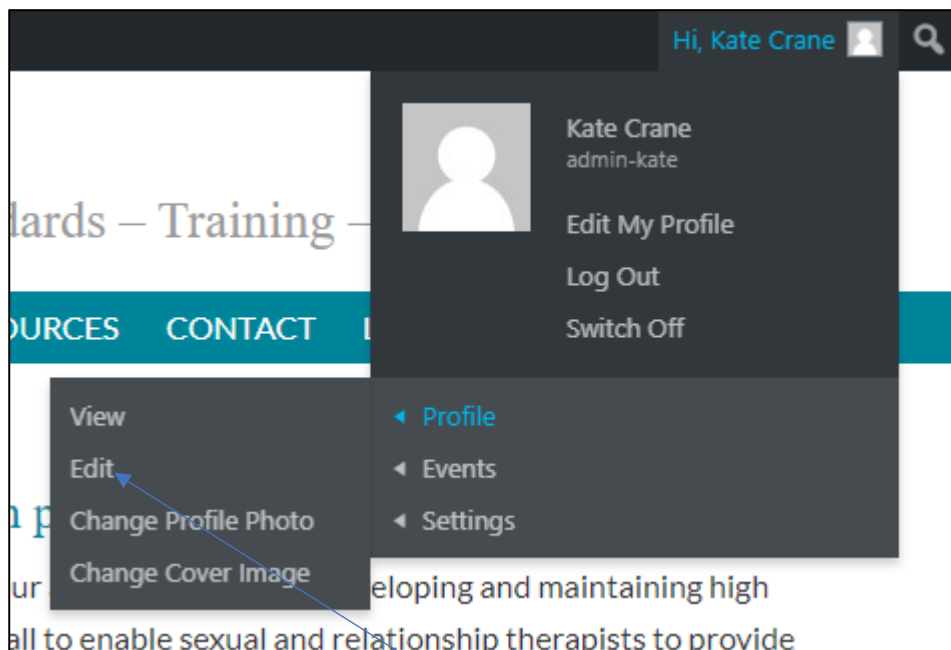


You will now see that top right, it says, “Hi” and your name. Move your mouse pointer to hover over this and a black menu will appear.

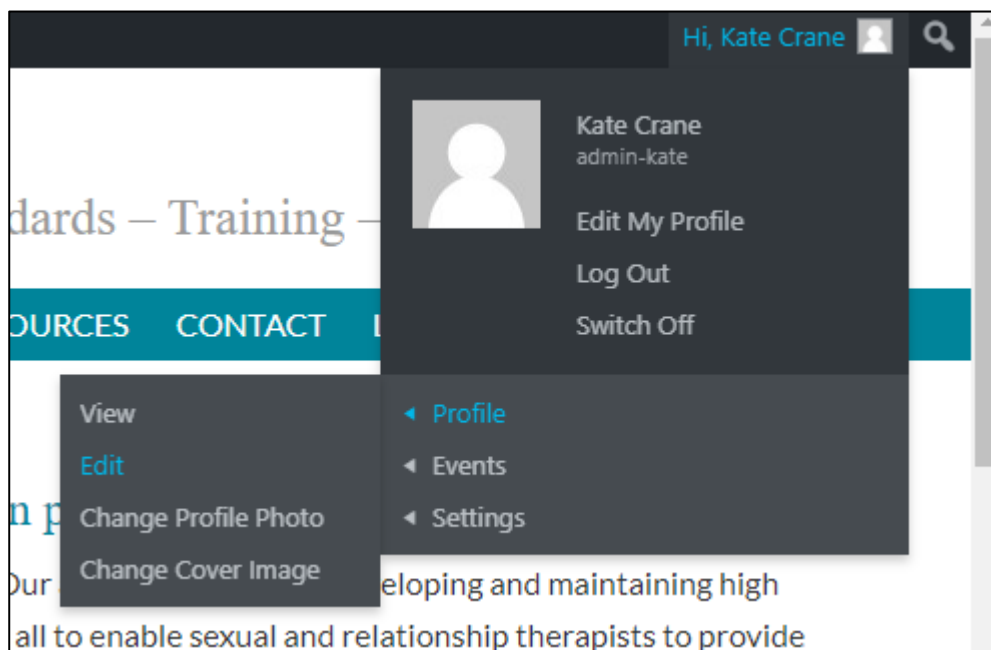


Move your mouse pointer to the word “Profile”

The menu will extend itself.



Move your mouse pointer over the word Edit.



The word Edit turns blue, click on this.

This will then load your profile.

Editing your profile part 1

Editing 'Basic Data' Profile Group

Name (required)

Your name as you want to see it displayed on the site eg Forename followed by Surname

This field can be seen by: **Everyone**

Registered (required)

Only Registered members will appear in the Therapists Listing, non-registered members (all the other options) do not but do get access to the members area.

This field can be seen by: **Everyone**

Registered Membership Level

Registered Membership Level (relevant only for Registered Members)

This field can be seen by: **Everyone**

Registration Number (required)

You are taken straight into editing your Basic Data.

As a member, you should not be able to amend the first few fields in the above screenshot. If any of the information within it is incorrect, please contact us and ask for it to be corrected.

Town/City

Town or City in which you are based - Change to one only. This will not be part of the search.

This field can be seen by: **Everyone**

County/Area

County or Area Covered eg North London or Hertfordshire and Bedfordshire - Change to one only. This will not be part of the search.

This field can be seen by: **Everyone**

Location

Primary Work Location - this is a geolocation field to allow "near me" searches. Type the postcode or part of the address and the field will automatically provide you with locations. BE SPECIFIC, general locations like a Town are not going to work well on the "near me" searches. Entering anything other than a known location also will mean your entry is ignored by the search.

This field can be seen by: **Everyone**

The town/city field is optional, and will not feature or display in the Find a Therapist search. However, it is good practice to enter this as this will enable your profile to show up in Google searches for terms such as "relationship therapists in <town name>".

Please enter ONE town or city here.

The county/area field works in the same way as town/city and will again assist with Google searches. Please also enter ONE county or area.

Beneath these fields is the first of 3 location fields. Please enter at least ONE location in the first field. The fields marked Location 2 and Location 3 are optional, but you may choose to enter them if you have practices in multiple locations.

Location should be your primary or work location. As noted on screen – BE SPECIFIC. Town or city locations will not work well, so ideally narrow it down to street level if you can but if you live in a location like a small village, you could use the village as your location.

The screenshot shows a form titled "Location" with a text input field containing "23 Coldhar". Below the input field is a list of suggestions, each preceded by a location pin icon:

- 23 Coldharbour Lane Frenchay, Bristol, UK
- 23 Coldharbour Lane Hayes, UK
- 23 Coldharbour Road Bristol, UK
- 23 Coldharbour Lane London, UK
- 23 Coldharbour Road Northfleet, Gravesend, UK

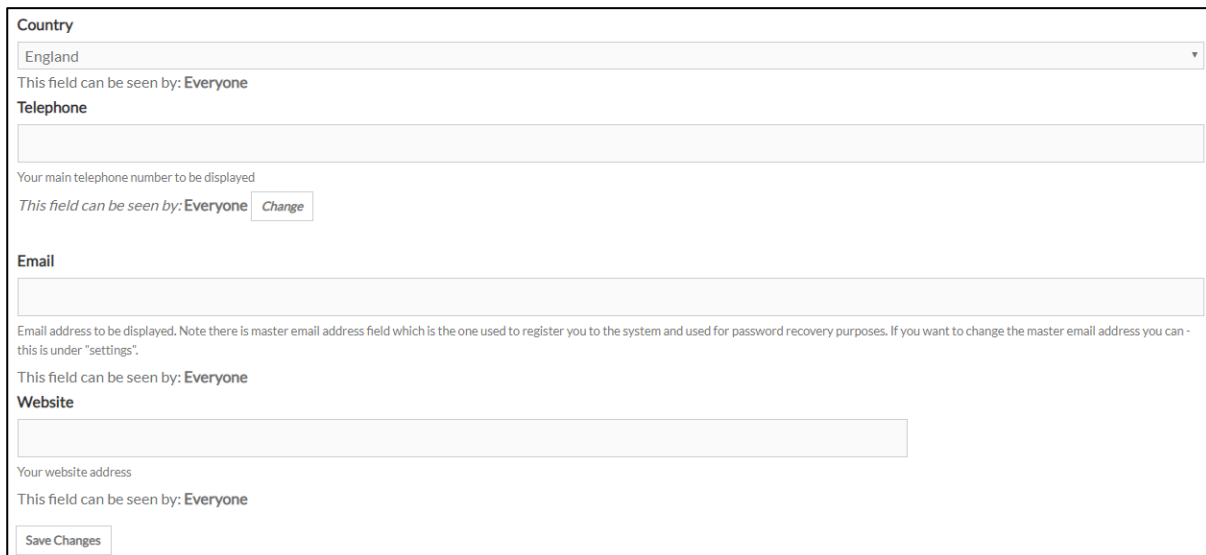
To the right of the suggestions, there is a small text box that says: "locations. BE SPECIFIC, general locations like a Town". Below the suggestions, there is a small text box that says: "powered by Google". At the bottom of the form, there is a text box that says: "This field can be seen by: Everyone" and a "Change" button.

Start typing in the location field, and Google will start to suggest locations. If your location has a common street name like High Street, keep typing information. Here I have started typing "23 Coldharbour Lane, and the list of options includes the location I want in London. Click on your item in the list to enter it in that field.

The screenshot shows the same "Location" form, but now the text input field contains "23 Coldharbour Lane, London, UK". Below the input field, there is a small text box that says: "Primary Work Location - this is a geolocation field to allow 'near me' searches. Type the postcode or part of the address and the field will automatically provide you with locations. BE SPECIFIC, general locations like a Town are not going to work well on the 'near me' searches. Entering anything other than a known location also will mean your entry is ignored by the search." At the bottom of the form, there is a text box that says: "This field can be seen by: Everyone" and a "Change" button.

This has now stored that specific location in that field.

Repeat the same in Location 2 and Location 3 if you wish but ONLY if you have more than one location where you carry out your practice.



Country

England

This field can be seen by: **Everyone**

Telephone

Your main telephone number to be displayed

This field can be seen by: **Everyone** [Change](#)

Email

Email address to be displayed. Note there is master email address field which is the one used to register you to the system and used for password recovery purposes. If you want to change the master email address you can - this is under "settings".

This field can be seen by: **Everyone**

Website

Your website address

This field can be seen by: **Everyone**

[Save Changes](#)

The country field is optional, much like the town and county fields above. This is however a drop-down list. If your country is not showing, please contact us for assistance.

The telephone field requires a valid telephone number only. This will create a clickable link that will be displayed to allow people searching on a mobile phone to make calls directly from your profile. If you add text, this will not work.

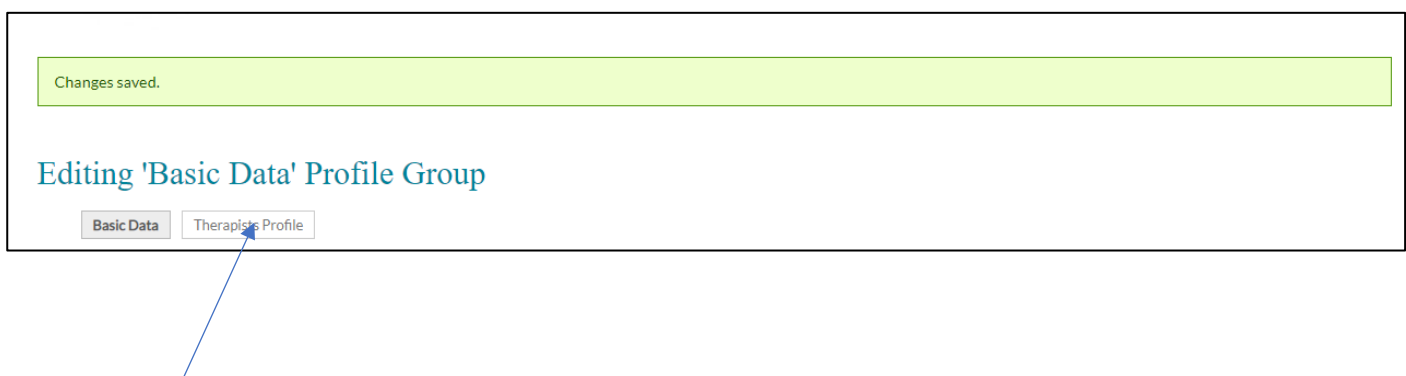
The email field must contain a valid email address, so it looks to see that there is an @ sign in the middle of the text.

The website field must contain a website address.

Telephone, email and website fields can be left blank, but it is recommended that you provide at least one contact method otherwise people will not be able to get in touch with you.

At the bottom of the page, there is a Save changes button. You **MUST** click on this before you leave this page, or your changes will be lost. If you don't save, you will probably get a warning pop up reminding you that changes may not be saved so pay careful attention if this does pop up.

Editing your profile part 2



Changes saved.

Editing 'Basic Data' Profile Group

[Basic Data](#) [Therapist Profile](#)

Scroll back up the screen, you will see the “Changes saved” message in green. You now need to click on the Therapists Profile button.

Basic Data

Therapists Profile

Languages Spoken

Languages other than English that you can provide therapy in

This field can be seen by: **Everyone**

Psychosexual Therapy Qualifications

List your relevant psychosexual therapy qualifications

This field can be seen by: **Everyone**

Biography

The first couple of lines of this Bio will be displayed on the search results list - so make them relevant to the searcher. The full Bio will appear on your individual page.

This section of your profile is down to you! All of the fields on this page are optional, and all except one are free text so you can enter what you like in them, so use them to sell your services to people viewing your profile.

In your biography field, the first few lines will be displayed in search results, so it's important to put as much information in here as possible to attract attention. If a person then clicks onto your profile, they will then see your full biography.

Types of Therapy Used

Briefly list types of therapy you use

This field can be seen by: **Everyone**

Issues Dealt With

Briefly list issues you deal with

This field can be seen by: **Everyone**

Type of Client

Briefly list the types of clients you deal with

This field can be seen by: **Everyone** [Change](#)

Rates and Discounts

Briefly lists your rates and discounts

This field can be seen by: **Everyone** [Change](#)

All this information is optional but completed fields will give a more accurate picture to those who look at your full profile.

Supervisor

No

Are you a supervisor or a cosrt accredited supervisor

This field can be seen by: **Everyone**

Save Changes

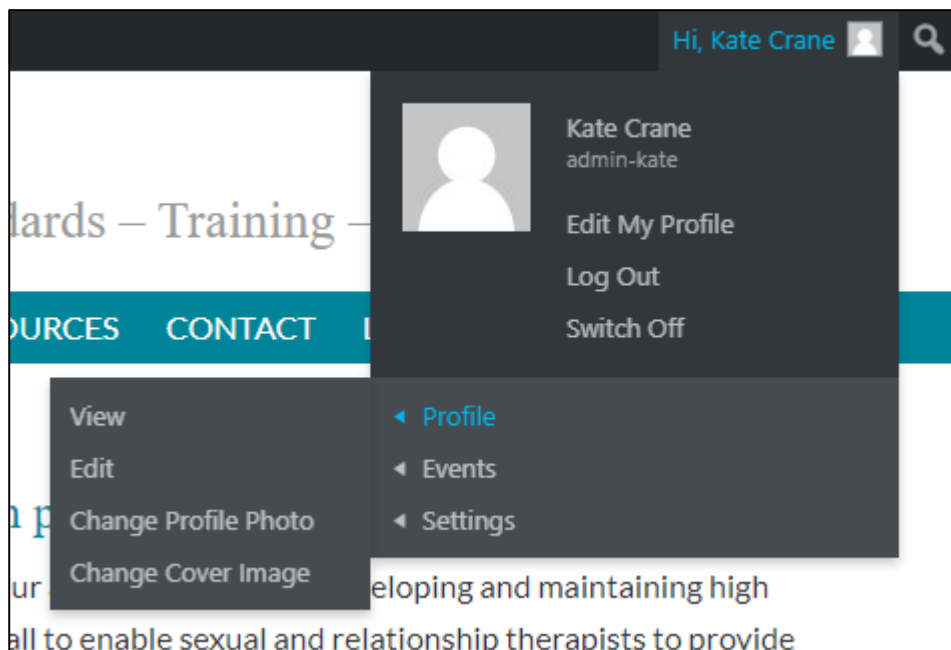
The supervisor field is a drop-down list.

When you have finished entering all the information that you want to include, click on the Save Changes button before you leave the page, or your changes will be lost.

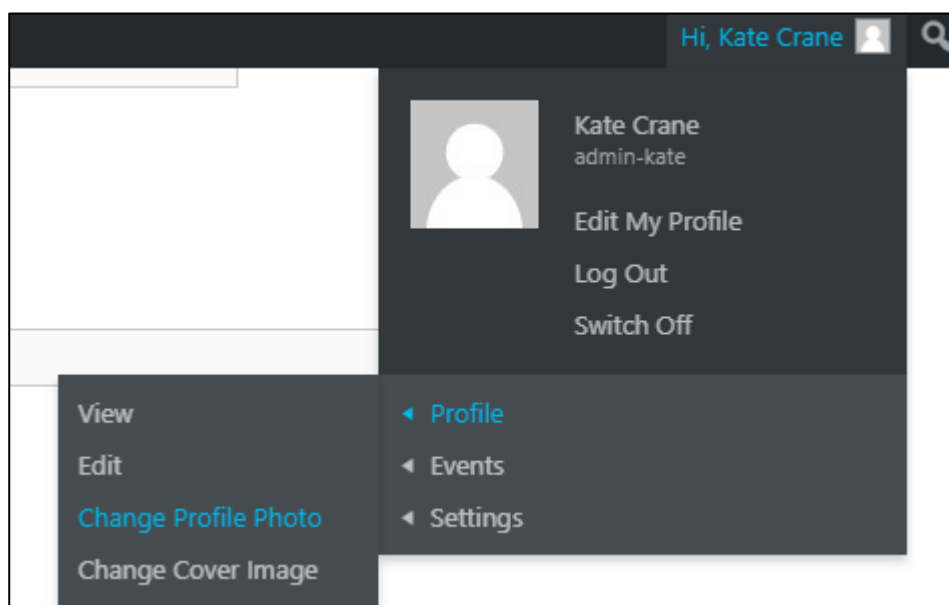
Optional step – adding a profile photo

If you would like to add a profile photo that is displayed in search results and your full profile, please follow these steps.

This assumes you're already logged into the COSRT website.



Move your mouse pointer as before to reveal the menu, and then move it to Profile to reveal the submenu.



Move your mouse to hover over "Change Profile Photo" until it turns blue then click on it.

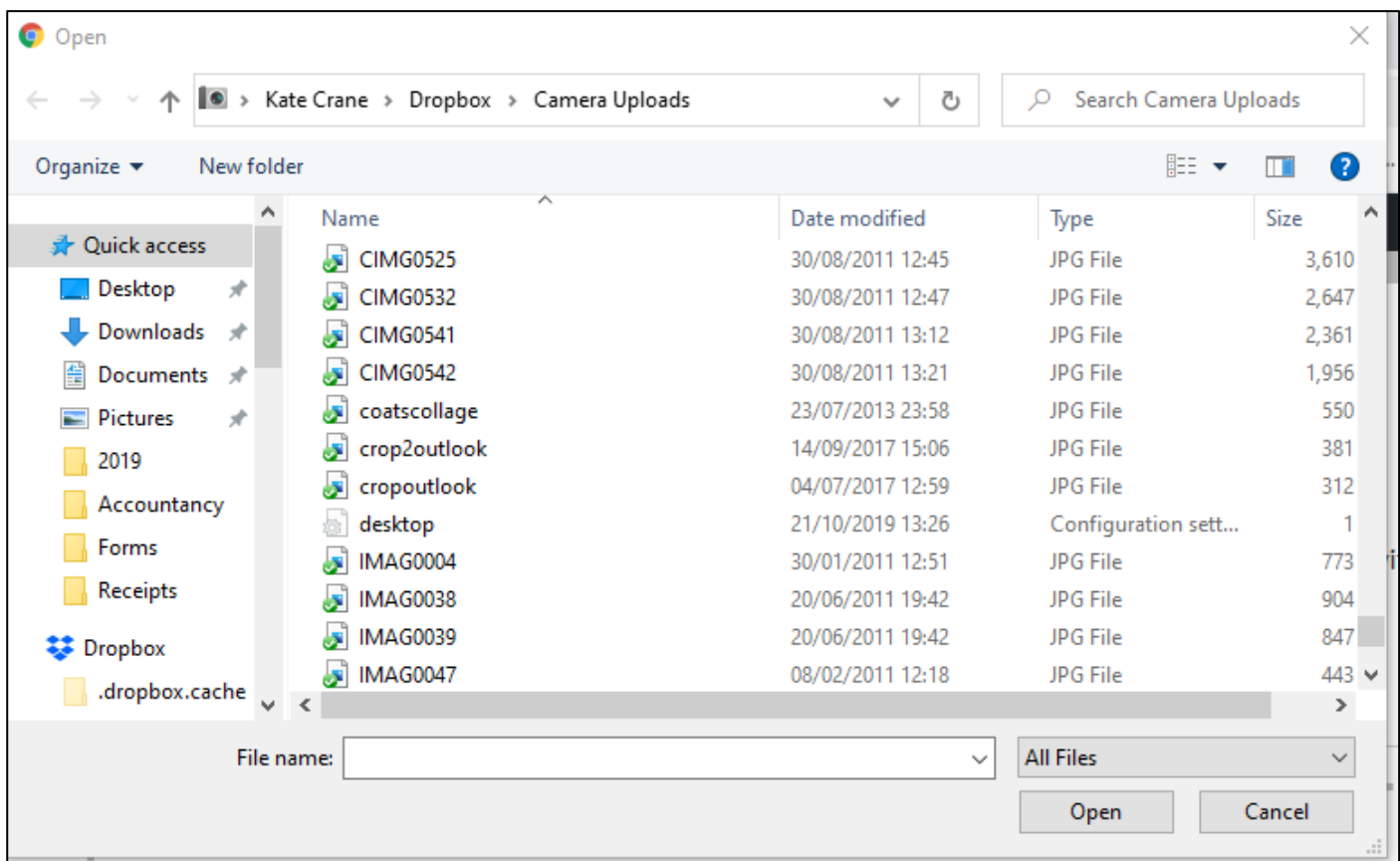
Change Profile Photo

Your profile photo will be used on your profile and throughout the site. If there is a [Gravatar](#) associated with your account email we will use that, or you can upload an image from your computer.

Drop your file here

or

Here, we are assuming you already have a photo that you simply wish to upload. You can drag this file from wherever it is located, or you can select your file by clicking here.



This will then display a dialog box for you to locate your file, so you will need to navigate to wherever it is stored on your hard drive or on cloud storage. Click on the file you want to upload, then click open.

It will take a few seconds to upload the file and then the picture will be displayed. We recommend this is a head and shoulders photo.

Upload

Take Photo





It will then take you to a screen where you can adjust the amount of the photo that you want to be displayed. The dotted lines can all be moved, although the shape will remain a square. If you hover your mouse pointer over the middle, you can click and move the square up and down. The image on the right is how you will appear. When you are happy with how your image appears, click on the right-hand box.

After a few seconds, you will see this -

Upload

Take Photo

Delete

Your new profile photo was uploaded successfully.

You should follow the same steps to change your cover image, selecting the “change your cover image” option instead on the submenu. Please note the cover image needs to be at least 1250px wide by 250px tall. This just provides a background to the top of your profile.