

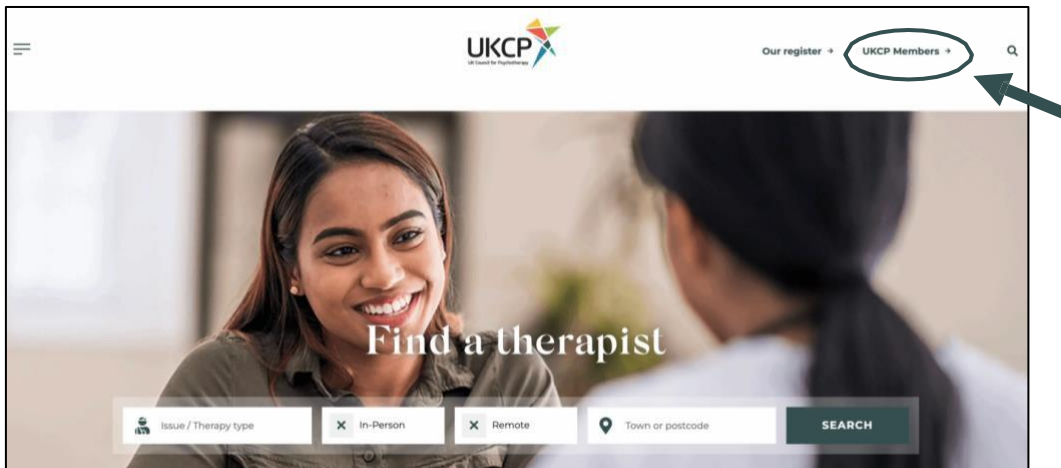
How to access and update your Find a Therapist profile

Contents

How to log in	2
Your member area landing page	3
Your membership details.....	4
Adding or changing your profile picture	4
Updating your mailing preferences	5
Changing your Find a Therapist details.....	6
The 'My profile' tab	7
Who you work with and your methods of practice.....	8
Special interests.....	8
Your website and social media	9
The 'My location' tab.....	9
Fees and concessions.....	11
The 'I can help with' tab	12

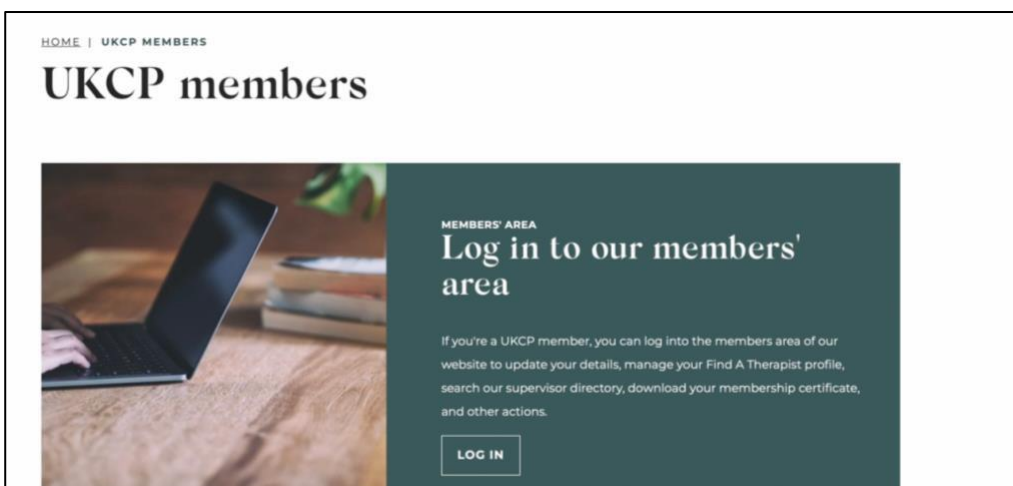
How to log in

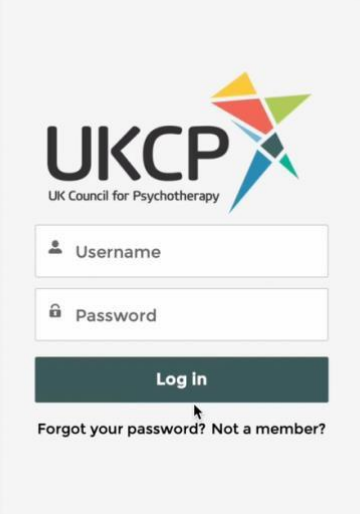
To get started go to our website psychotherapy.org.uk.



On our landing page, and every page of our website, you will see the 'UKCP members' link located in the top right-hand corner. Click the link.

You will then be taken to the UKCP members' landing page, where you will find shortcuts to information specifically for members such as our frequently asked questions; standards, guidance and policy page; and information on how to renew. You can log in to your member area using 'Log in' button in the first section towards the top of the page.





The login form features the UKCP logo at the top. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A dark green 'Log In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Not a member?'. A mouse cursor is shown hovering over the 'Log In' button.

To log in, you will need to enter your username and password. Your username is the email address that you have registered in our system. (Please note that if you have changed your email, this may not be the same as the email address we use to send messages to you.)

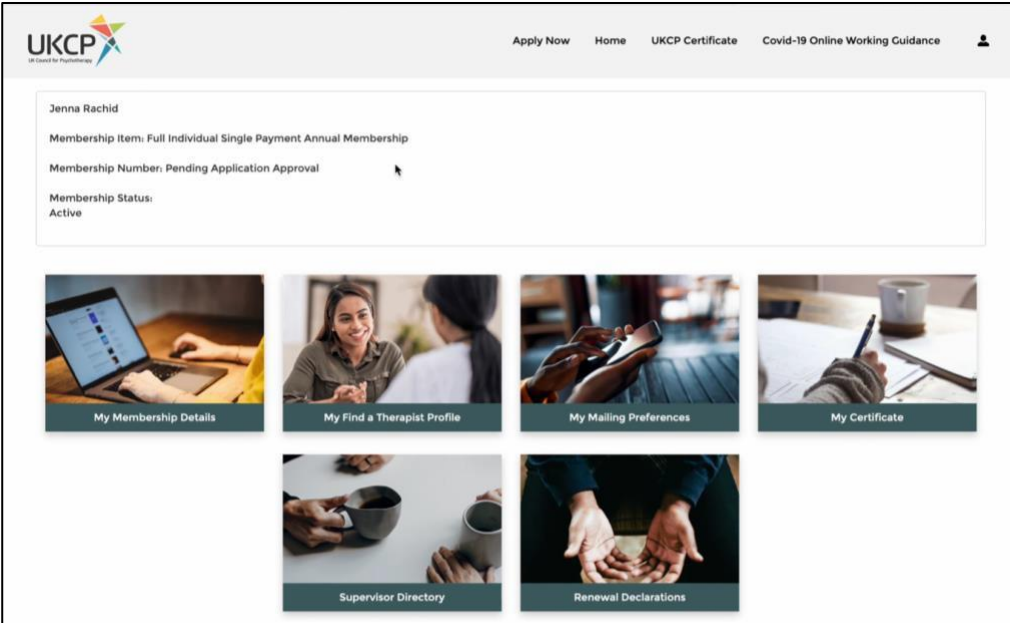
If this is your first time logging in, you should have received an email from us with a link to create your password.

If you can't remember your password, please use the 'Forgot Password?' link. You will be asked to submit the email address that you have registered with us. A temporary password will then be emailed to you.

If this doesn't work because, for example, we don't have your correct email address, you can contact the Membership Team (membership@ukcp.org.uk or 020 7014 9955, option 1).

Your member area landing page

Once you log in, you'll be presented with a landing page which acts as a menu. At the top of the page, you'll see your name and your membership category as well as your membership number.



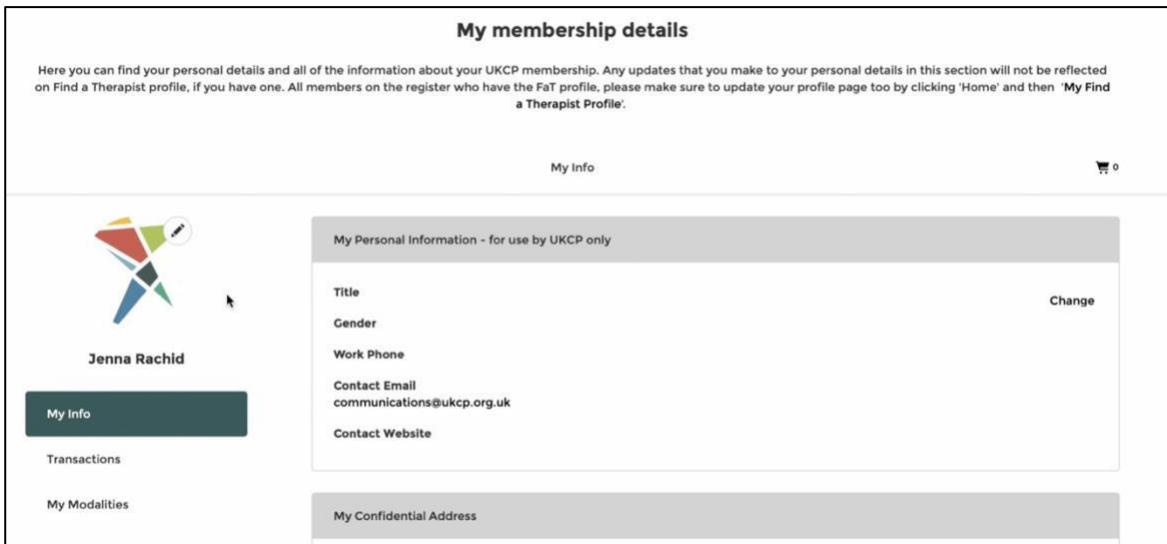
The member area landing page displays the user's name 'Jenna Rachid' and their membership details: 'Membership item: Full Individual Single Payment Annual Membership', 'Membership Number: Pending Application Approval', and 'Membership Status: Active'. Below this information is a grid of seven interactive tiles: 'My Membership Details', 'My Find a Therapist Profile', 'My Mailing Preferences', 'My Certificate', 'Supervisor Directory', and 'Renewal Declarations'. Each tile is accompanied by a small image representing its function. At the top right of the page, there is a navigation bar with links for 'Apply Now', 'Home', 'UKCP Certificate', and 'Covid-19 Online Working Guidance', along with a user profile icon.

From this page, you can go to your member details, your Find a Therapist information and mailing preferences, as well as your certificate, the supervisor directory and your renewal declaration.

Click on 'My Membership Details'.

Your membership details

The membership details page is where we hold confidential information about your membership. These details will **not** be displayed on Find a Therapist.



To amend these details, click 'Change', make your updates and then click 'Save'.

On the left-hand side of the page, you will see a box called 'Transactions'. Here you can download your receipts and invoices of your membership payments. Below you'll also see 'My Modalities', where you can view details of your organisational member, modality and college.

Adding or changing your profile picture

On the 'My membership details' page you can add or edit your profile image. If you have a Find a Therapist entry, your profile picture is the image that will be displayed.



Adding an image to your Find a Therapist profile increases the likelihood that potential clients will click on your entry. Research shows that people tend to favour profiles with pictures – so much so that there is a filter option on Find a Therapist allowing potential clients to hide profiles without images in their search results.

If you do not wish to add an image, your initials will automatically display on your public profile.

To add your image, click the pencil icon, find your image from your computer and upload it. To replace a photo, follow the same process.

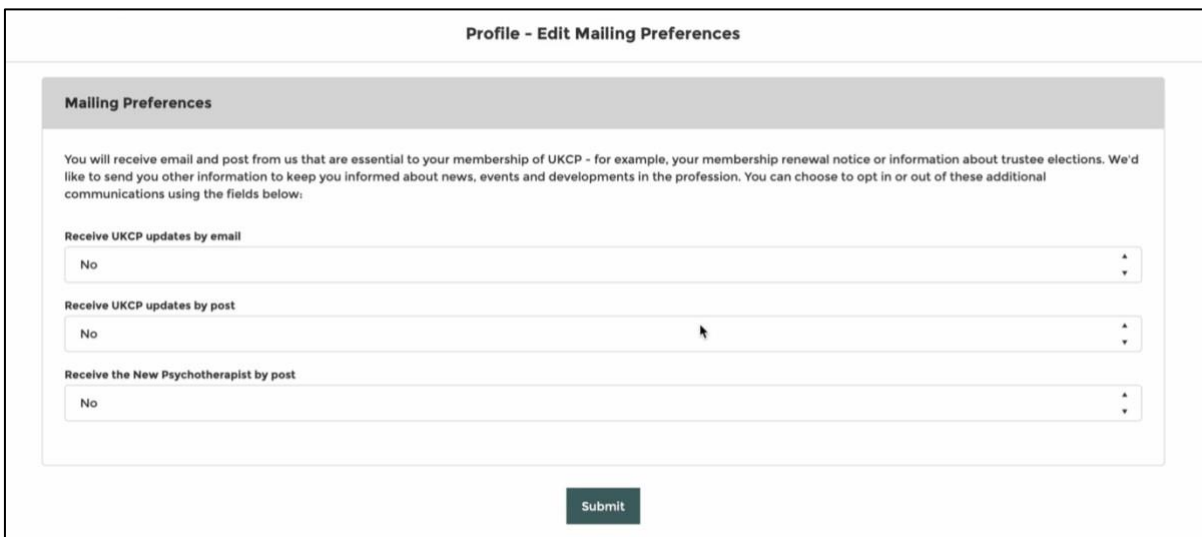
Images should be 200 by 300 pixels. If you have any issues resizing or uploading your image, please do get in touch with our Communications Team by emailing communications@ukcp.org.uk.

If you are adding an image that is not your own, make sure that you have permission of the copyright owner for the image you add to your profile.

To get back to the landing page click 'Home'.

Updating your mailing preferences

To update your mailing preferences, click on the 'My Mailing Preferences' box which you will find on the landing page of your member area.



Here you can opt in or out of our emails and choose whether or not to receive postal copies of our magazine.

If you are not receiving the New Psychotherapist, it is worth checking your mailing preferences.

If you have any issues, please contact membership@ukcp.org.uk or communications@ukcp.org.uk for support.

When you have made your changes, remember to click 'Submit'. To get back to the landing page click 'Home'.

Changing your Find a Therapist details

If you are a registrant, you will see the 'My Find a Therapist Profile' box on your member area landing page. This is where you can add yourself to, or remove yourself from, Find a Therapist. You can edit what appears in your Find a Therapist profile in this section, except your profile image (see above).

If you make any changes to your 'My Find a Therapist Profile' page, please remember to click 'Save' at the top or bottom of the page, otherwise your updates will not be saved.



The screenshot shows a web form titled "My Find a Therapist Profile". At the top, it says "Update your Find a Therapist profile details by completing the form below. We have created detailed [instructions](#) to help you if needed." Below this, it says "When you're finished, click 'Submit'. Please allow up to 24 hours for your changes to be reflected in your public Find a Therapist profile." A note follows: "Please note: only members who are on the UKCP Child Register or have the UKCP Child and Adolescent Proficiency Marker can select 'Children and Young People' from the list of client groups that they work with. If you have a question about our Child Register, please contact the Membership team at membership@ukcp.org.uk".

The form has three tabs: "My profile" (selected), "Locations", and "I can help with". Under "My profile", there is a "Profile Details" section. On the left side of this section, there is a "Save" button with a green arrow pointing to it. Below the "Save" button, there is a section titled "Show my profile on Find a Therapist" with two radio buttons: "Show my profile" (selected) and "Hide my profile".

Your Find a Therapist profile allows you to include information about you, your practice, your fees, your location and other details about yourself. The information you include here will help you connect with clients and clients connect with you.



Just above the box for entering details, you'll find three tabs: 'My profile', 'Locations' and 'I can help with'.

The 'My profile' tab

On your 'My profile' page you will see two boxes listed under 'your bio'. An 'About me' box where you can tell clients about you, your experience, your career and perhaps some aspects of your life that pertain to your psychotherapeutic work. You can also add information about your approach to psychotherapy sessions in the 'My Approach' box.

Profile Details

Save

Show my profile on Find a Therapist

☒ Show my profile
☐ Hide my profile

Your Bio

About Me

My Approach

I work with

☐ Companies
☐ Couples
☐ Families
☐ Groups
☐ Individuals
☐ Private healthcare referrals

Method of Practice

☐ Home Visits
☐ Face to Face - Short Term
☐ Face to Face - Long Term
☐ Online Therapy
☐ Telephone Therapy

Special Interests

Your profile will include a full list of attributes which you can help clients with under 'What I can help with', see instructions above for how to edit this. But you can also choose to highlight up to five areas in which you have a special interest or additional experience, and say a little about them here.

Special Interest

Addiction

Description

I can help...

The information you enter in the 'About me' and 'My approach' sections are fully searchable in Find a Therapist, so these boxes are a great space to add keywords relevant to how you work that are not listed in

the special interest section. Make sure to add expressions which prospective clients use, as they're likely to be the ones typed in the search field.

For example, if a potential client puts 'prison' into the keyword search, then it will find any profiles which include to this word.

When updating your special interests, please delete any outdated ones and add new ones separately. Avoid overwriting existing entries, as this may prevent the system from registering the change.

The first 25-30 words of your 'About me' description will appear in the search results page so the first couple of sentences are a great space to encourage a potential client to click on your profile.

Once you have finished, click the 'save' button.

Who you work with and your methods of practice

In this section you can let potential clients know what client groups you work with, as well as your method of practice. You can tick multiple boxes if applicable.

I work with	Method of Practice
<input type="checkbox"/> Companies	<input type="checkbox"/> Home Visits
<input type="checkbox"/> Couples	<input type="checkbox"/> Face to Face - Short Term
<input type="checkbox"/> Families	<input type="checkbox"/> Face to Face - Long Term
<input type="checkbox"/> Groups	<input type="checkbox"/> Online Therapy
<input type="checkbox"/> Individuals	<input type="checkbox"/> Telephone Therapy
<input type="checkbox"/> Private healthcare referrals	

Please note: only members who are on the UKCP Child Register or have the UKCP Child and Adolescent Proficiency Marker can select 'Children and Young People' from the list of client groups that they work with. If you have a question about our Child Register, please contact the Membership Team at membership@ukcp.org.uk.

Once you have finished, click the 'save' button.

Special interests

You can select issues that you can help with to add to your profile using the 'I can help with' tab. However, you can now also choose to highlight up to five areas in which you have a special interest or additional experience and say a little about them here.

Special Interest	--None--
Description	
Special Interest	--None--
Description	
Special Interest	--None--
Description	

Tag words for these five issues will appear in the search results page so these are a great way to encourage a potential client to click on your profile.

Once you have finished, click the 'save' button.


Your website and social media


At the bottom of the page, you can add links to your website, LinkedIn and Twitter. Just add the website URL to the relevant box for it to appear on your profile. Don't forget to click 'save'.

Website & Social Media	
Website	
LinkedIn	
Twitter	
<div>Save</div>	

The 'My location' tab

To update your locations, go to the top of the 'My Find a Therapist' page and click on the 'Locations' tab. This is one of the most important parts of your Find a Therapist profile because our research shows that clients almost always search by location first when looking for a therapist. You must have a location to appear in location-based search results.



[Apply Now](#)
[Home](#)
[UKCP Certificate](#)
[Covid-19 Online Working Guidance](#)


My Find a Therapist Profile

Update your Find a Therapist profile details by completing the form below. We have created detailed [instructions](#) to help you if needed.

When you're finished, click 'Submit'. Please allow up to 24 hours for your changes to be reflected in your public Find a Therapist profile.

Please note: only members who are on the UKCP Child Register or have the UKCP Child and Adolescent Proficiency Marker can select 'Children and Young People' from the list of client groups that they work with. If you have a question about our Child Register, please contact the Membership team at membership@ukcp.org.uk

[My profile](#)
[Locations](#)
[I can help with](#)

Show: 10 of 1 records

Search...

Page: of 1

New Location

Address Line 1	County	Town	Post Code	Country	Do Not Display ...	view	delete
					<input type="checkbox"/>	View	Delete

Location Details

Location ID
LO-040036

Primary Address
☐

Do Not Display Address
☐

Address Line 1

Address Line 2

Address Line 3

Town

County

Post Code

Country

Telephone 1

Email

Fee
£75

Concession: £40

You can also specify whether the location should be visible or hidden on your profile by selecting the 'Hide Location' tick box. If hidden, someone searching for a therapist in this location will not pull up your profile.

If you wish to have a partial postcode or just the town/city listed on your profile, please enter this basic information in the relevant fields of the location entry. You can add up to three locations to Find a Therapist. The first location should be your primary address (use the primary location tick box to signify which address is your primary location). The contact details associated with this address are the ones that will be displayed at the top of your profile page. If you only have one address listed, all information displayed on your profile will be pulled from this address.

Fees and concessions

Location Details	
Do Not Display Address	<input type="checkbox"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>
Telephone 1	<input type="text"/>
Email	<input type="text"/>
Fee	<input type="text" value="£75"/>
Concession: £40	<input type="text"/>
Concessions	<input type="text"/>
Wheelchair Accessible	<input type="text"/>

When adding your location, you can also include information about your fees. Please include the pound sign when entering your fees as this symbol will highlight them on your public profile. You can also include information about any concessions you offer in this section.

You can enter your fees and concessions for each of the locations you have listed if they differ. However, if you hide a location, the associated fee information will also be hidden. If you want to display fee information but keep your location hidden, add a new location in which all the fields are empty except for fees and concessions.

The locations section is also where you add the contact email and telephone number that you wish to be listed on your profile, the details listed for your primary location will be pulled through onto your profile. You can also let potential clients know whether your practice location is wheelchair

accessible in this section.

Like most websites that use maps, UKCP uses Google Maps to generate map links on Find a Therapist. If your map does not appear correctly, it is because there is something about the address that Google has not recognised.

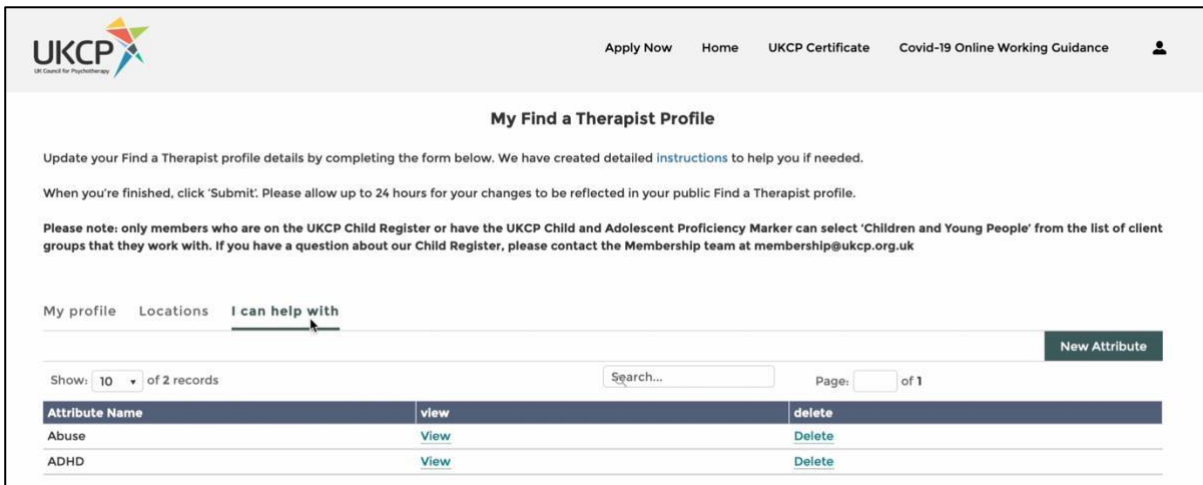
This could be because you:

- used a house name rather than a number
- used a room number or the name of a smaller building within a larger complex, such as a hospital
- included the county rather than London for metropolitan towns, such as Croydon or Bromley.

Any changes that you make to Find a Therapist can take up to 24 hours to show on the website.

The 'I can help with' tab

To select or update the issues you can help with go to the top of the 'My Find a Therapist' page and click on the 'I can help with' tab. Here you can add to, edit or delete from a list of attributes that appears in the Find a Therapist filter under 'I want help with'.



My Find a Therapist Profile

Update your Find a Therapist profile details by completing the form below. We have created detailed [instructions](#) to help you if needed.

When you're finished, click 'Submit'. Please allow up to 24 hours for your changes to be reflected in your public Find a Therapist profile.

Please note: only members who are on the UKCP Child Register or have the UKCP Child and Adolescent Proficiency Marker can select 'Children and Young People' from the list of client groups that they work with. If you have a question about our Child Register, please contact the Membership team at membership@ukcp.org.uk

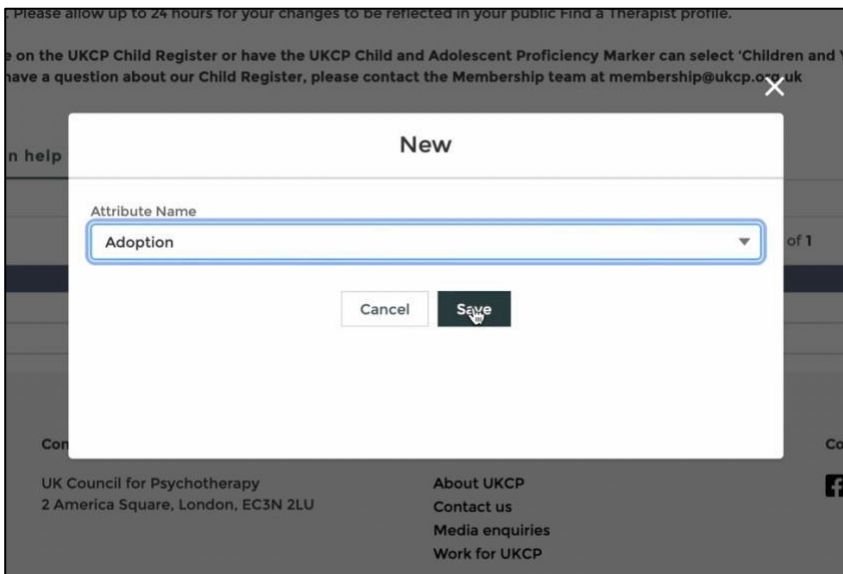
My profile Locations **I can help with**

Show: 10 of 2 records Search... Page: 1 of 1

Attribute Name	view	delete
Abuse	View	Delete
ADHD	View	Delete

[New Attribute](#)

Just click 'New attribute' and select from the list, then click 'Save' for the attribute to be listed on your profile. Once you have saved the attribute, you can close the pop-up by clicking the X at the top right of the box. You can add multiple attributes and delete them at any time.



Please allow up to 24 hours for your changes to be reflected in your public Find a Therapist profile.

on the UKCP Child Register or have the UKCP Child and Adolescent Proficiency Marker can select 'Children and Young People' from the list of client groups that they work with. If you have a question about our Child Register, please contact the Membership team at membership@ukcp.org.uk

New

Attribute Name

Adoption

[Cancel](#) [Save](#)

UK Council for Psychotherapy
2 America Square, London, EC3N 2LU

About UKCP
Contact us
Media enquiries
Work for UKCP

Your list of 'types of therapy offered', also known as your modality, are based on your UKCP accredited training/s, which have been approved by your organisational member. If you wish to update this list, or what appears is incorrect, please contact our membership team at membership@ukcp.org.uk.

Before closing the member area, please make sure that you have saved your changes. Any changes you have made should show on the UKCP website within 24 hours.

If you are having issues with updating your information or need some assistance, please contact our Membership Team at membership@ukcp.org.uk or our Communications Team at communications@ukcp.org.uk.