

A step-by-step guide to creating or updating your Find a Therapist profile

Use the member's login to update your details in our database, amend your Find a Therapist profile or change your mailing preferences.

Getting started

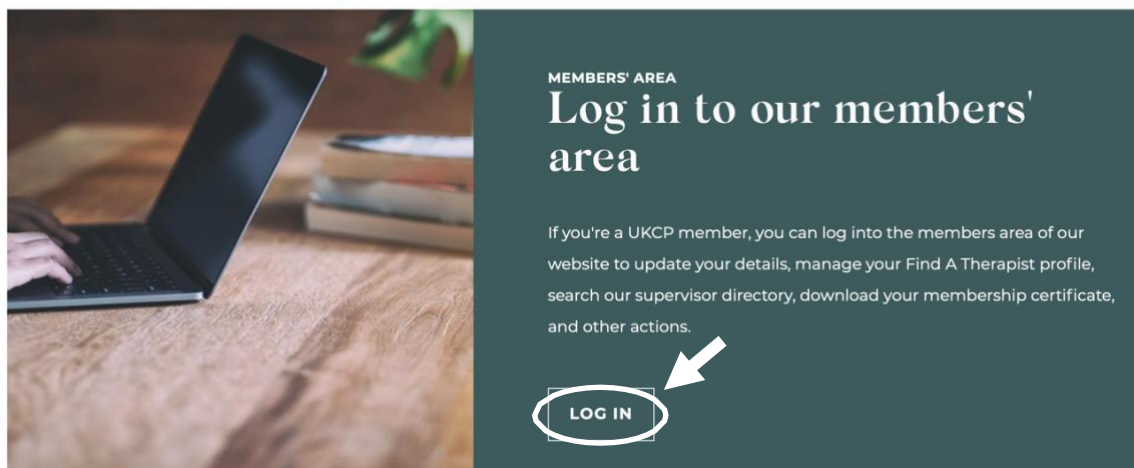
To log into the members' area of the website, click 'UKCP Members' at the top right corner of the website.



You will then be taken to the UKCP member's section of the website, here you can login into the members' area and find shortcuts to member related content like our standards, guidance and policy page.

[HOME](#) | [UKCP MEMBERS](#)

UKCP members



When you login you will need a username and password.

Your username is your email address.

If you can't remember your password, please use the 'Forgot Password?' link. You will be asked to submit your email address and a temporary password will be emailed to you.

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



Username

Password

[Login](#)

[Forgot Password?](#)

Tip!
Before you log in for the first time, you should receive an email from us with a link to create your password.

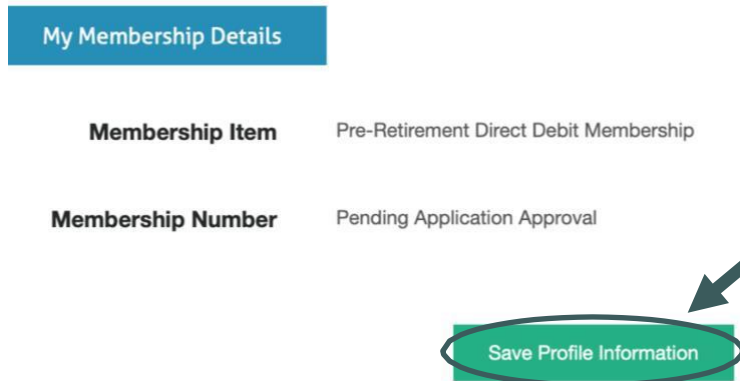
Amending your contact details

The screenshot shows the UKCP user interface. At the top left is the UKCP logo. To the right are navigation links: 'Our register', 'Find a therapist', 'UKCP Members', and social media icons for Facebook and Twitter. A search bar is also present. Below these are menu items: 'Seeking Therapy', 'Psychotherapy Training', 'Join us', 'Policy and Research', 'News and Events', and 'About UKCP'. A green 'Apply Now' button is visible. The main header area includes 'Covid-19 Online Working Guidance', 'Declarations', 'My Profile', 'Events', and 'Supervisor Directory'. The user's profile is shown with a placeholder for a profile picture and the name 'Jenna Rachid'. A 'Change Cover Photo' button is located at the bottom right of the profile area. The main content area has a sidebar with 'Profile', 'Address Book', 'My Transactions', and 'Reset Password'. The main section is titled 'My Personal Information - for use by UKCP only' and contains a 'Membership Message' section with 'No Messages' and a 'Title' input field.

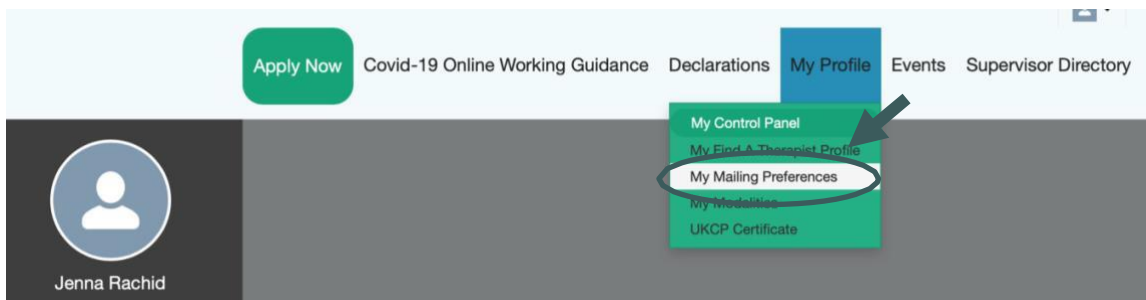
On your 'My profile' page, also known as 'My Control Panel', you will find the details that we use to contact you about your membership – your confidential details – plus information about your membership. These details will **not** be displayed on Find a Therapist.

Tip!

You can update your confidential contact details by entering new information, scrolling to the bottom of the page and clicking 'Save Profile Information'.



You can also update your mailing preferences at any time via your member's area by clicking on the 'My Profile' tab and selecting 'My Mailing Preferences'.



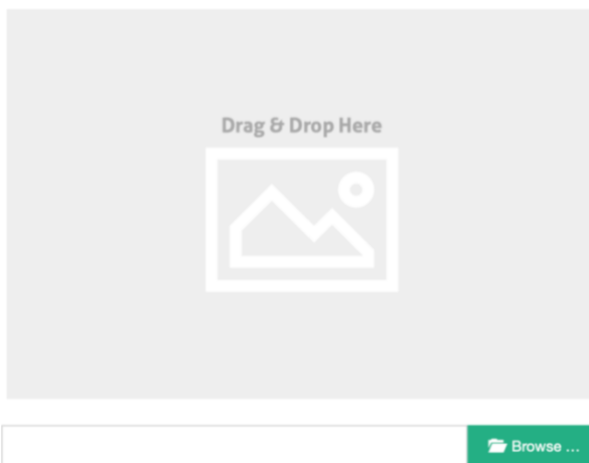
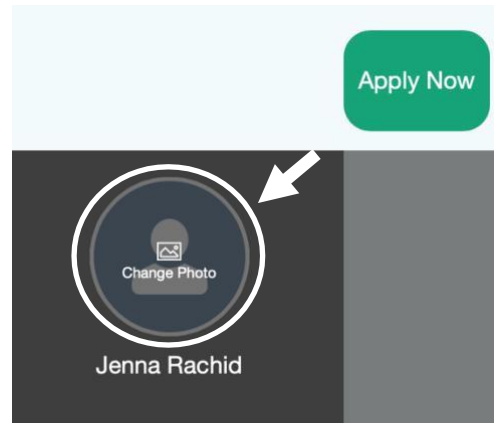
Adding or changing a profile picture

You can add a profile picture to your membership profile. This is the image that will also appear on your Find a Therapist profile. If you do not add an image your initials will automatically display on your public profile.

Tip!

Do make sure that you have permission of the copyright owner for any images that you add to the website.

You can add an image via the 'Profile' page also known as 'My Control Panel'. Hover over the circle, text saying 'Change Photo' should appear, click on this and an upload box should appear. Browse your photos and select the one you wish to appear as your Find a Therapist profile picture.



When you click on 'Change Photo', a dialogue box will appear. You can drag and drop an image from your computer into the box. Alternatively, click the browse button to navigate to an image on your computer.

What to do if you have problems uploading your image?

You may get a message saying that your picture is too large. If this happens, try saving your image as a smaller file.

If you have photo-editing software, your profile picture should be 200 pixels wide by 300 high.

If you are unable to add a photo to your profile, please send your image to communications@ukcp.org.uk.

Changing your Find a Therapist details

At the top of the page, under the 'My Profile' menu, you will find a link to 'My Find A Therapist Profile'.



On the 'My Find A Therapist Profile' page, you will be able to add yourself to, or remove yourself from, Find a Therapist.

What appears on your Find a Therapist profile is editable in this section, except your profile image, which can be edited in the 'My Control Panel' section of your member's area, instructions on how to do this can be found on pages three to four.

Tip!

If you make any changes to your 'My Find a Therapist Profile' page, please remember to click 'Submit' at the end otherwise your updates will **not** be saved.

Your bio

Your bio is where you can add details about how you approach your psychotherapeutic work, as well as provide some insight about you. It is also a great space to add keywords that are relevant to how you work that is not listed in the special interest section. So, for example if a potential client puts into the keyword search 'prison', then it will find any reference to this in a Find a Therapist profile.

Your Bio

My Approach

About Me

I work with and method of practice

You can also now select the clients you work with and your method of practice. You can tick multiple boxes if necessary.

I Work With

- Children and young people
- 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

Tip!

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.

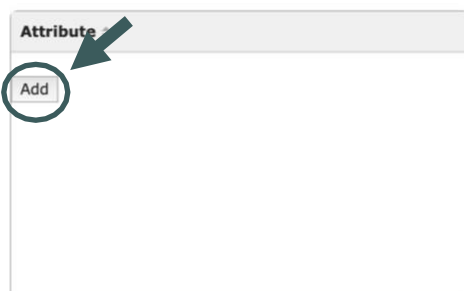
Once you have finished, click the 'Submit' button at the bottom of the page.

I can help with

Here you can add, edit or delete an attribute that appears in the Find a Therapist filter under 'I want help with'.

I Can Help With

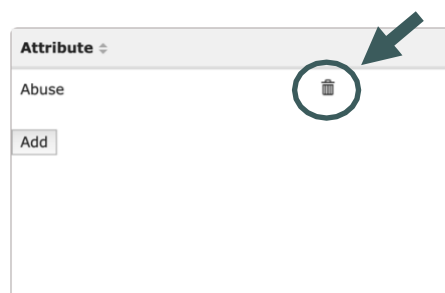
You can add attributes that will appear on your public Find a Therapist profile under 'I can help with'.



The screenshot shows a form titled 'Attribute' with a dropdown arrow. Below the title is a large empty text area. At the bottom left of the text area, there is a small button labeled 'Add', which is circled in red. A black arrow points from the top right towards the 'Add' button.

Just click 'Add' and select from the list of attributes, then click 'Add' again for it to be listed on your profile.

You can add multiple attributes here and delete any at any time by clicking on the trash icon.



The screenshot shows the 'Attribute' form with a dropdown arrow. The text area now contains the word 'Abuse'. Below 'Abuse' is an 'Add' button. At the top right of the text area, there is a trash icon (a circle with a diagonal line and a trash can symbol), which is circled in red. A black arrow points from the top right towards the trash icon.

Website and social media

Here you can add links to your website, LinkedIn and Twitter. Just add the URL for it to appear on your profile eg https://twitter.com/ukcp_updates

Website & Social Media

Website

LinkedIn

Twitter

Special interests

Your profile will include a full list of issues and attribute which you can help clients with. 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

select

- none--
- Abuse
- Addiction
- ADHD
- Adoption
- Age-related Issues
- AIDS/HIV
- Anger Management
- Anorexia
- Anxiety

Description

Once you have finished, click the 'Submit' button at the bottom of the page.

My location

This is an important section to fill out because many clients are looking for local therapists, and a location will be needed for you to appear in their search results.

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

Address <input type="text"/>	Town <input type="text"/>	Postcode <input type="text"/>	Primary Address <input type="checkbox"/>	Hide Location <input type="checkbox"/>
<input type="button" value="Add"/>				

Submit

The image shows a web form titled 'Add' with a close button (X) in the top right corner. The form contains the following fields:

- Address Line 1: Text input field
- Address Line 2: Text input field
- Address Line 3: Text input field
- Town: Text input field
- County: Text input field
- Postcode: Text input field
- Country: Text input field
- Fee: Text area
- Email: Text input field
- Telephone 1: Text input field
- Wheelchair Accessible: Dropdown menu with three options
- Primary Address: Checkbox
- Hide Location: Checkbox

At the bottom of the form are two buttons: 'Add' and 'Cancel'.

You can add up to three locations to Find a Therapist. The first location that you add 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.

If you have additional contact information you would like to display, please include it in your 'About me' section.

You can also indicate whether the location should be visible or hidden on your profile by selecting the 'Hide Location' tick box. If hidden, a search via 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 input this basic information in the relevant fields of the location entry.

You can also add information here about your fees. Please include the pound sign when entering your fee, as this means it will be highlighted on your public profile.

You can also include information about any concessions you offer in this section.

You can also enter fees and concessions for each different location you have listed. However, if you hide the location, the associated fee information will be hidden as well. 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.

Tip!

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 have:

- 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

Tip!

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