

GUIDELINES FOR EDITING YOUR WEBSITE PROFILE

When website users look at the member directory without ticking any extra search options, **all members appear in the directory, who have answered "yes" to the option "Make my profile publicly visible"** in their profile. (Members who said no to this option will not appear for website visitors, however logged-in BFA members can still look at their profile.) **You can say separately yes or no to include your phone or email in your public profile too.**

- **Currently, the directory listing is ordered by join date but will be updated soon to be alphabetical.**

- **To appear in the search for "Teacher"** in the directory, you have to **tick the option** in your membership profile **"I teach Focusing 1 to 1 or in groups"** at the question: "What services I offer?". All BFA members are entitled to tick this option. You can make this change the same way, as the steps described to edit your profile below.

- **To appear in the search for "Therapist"** in the directory, you have to **tick the option** in your membership profile **"Focusing-orientated therapy"**. This is for BFA members who also offer some form of focusing oriented- therapy to clients.

- **To appear in the search for "Coaching"** in the directory, you have to **tick the option** in your membership profile **"Coaching"**. This is for BFA members who also offer some form of focusing oriented- therapy to clients.

- **To appear on the separate listing page for [Professional Training](#)**, you need to tick in your profile **"I am a BFA mentor/TIFI Focusing Coordinator and offer Professional trainings to teach others to share and teach Focusing one to one or in groups"** Those BFA members are entitled to tick this option, who have completed a BFA Focusing Mentor Training or equivalent higher professional Focusing training.

In general, **your profile will show up in all the search options, which you ticked in your profile at "What do I specialise in?" "How do I practice?" and "What services I offer?" questions.**

- Your location anywhere in the world can be chosen on a map, by typing in a town, postcode or address at the top of the map on your profile page. The map in your public profile will show a red marker at your chosen location, once you do this. It is up to you, whether you specify your home location or your location where you practice – so **choose a location that you want your website visitors to see.** Website visitors will be able to sort the listing by distance from a town or postcode that you specify.

- To make changes to your profile, please log-in to the website, then **click on the "Welcome back <your first name> " link** at the top right corner, in the orange coloured area. That will take you to the **" My account" page** and you just **scroll down** that page **and you will find all the options there to edit your membership profile.** On this page where you can edit your profile, you can change descriptions in the textboxes and change what services you are offering by ticking the relevant search boxes. Your profile will show up in all the searches, which you ticked in your profile at "What do I specialise in?" "How do I practice?" and "What services I offer?" questions. **To apply the changes you made, you have to scroll to the bottom of the edit profile page and click on "Save".**

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