GUIDELINES FOR EDITING YOUR WEBSITE PROFILE

When website users look at the Focusing professionals directory without ticking any extra search options, **all BFA 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 in a randomised order** (every day a new random order is generated by the website) and can be also reordered by website users alphabetically.

- **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 "1 to1 Focusing sessions"** in the directory, you have to **tick the option** in your membership profile**"1:1 Focusing sessions "** 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 **"F**ocusing-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 and offer BFA Practitioner and**

BFA Teacher training to teach others to share and teach Focusing one to one or in groups. (If you offer other professional trainings please list this on your profile page) 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"**.

- I you offer yourselves as Supporting Mentors and/or Training Mentors, you can **add your details to the Mentors directory** so people searching for Training Mentor or a Supporting Mentor for their professional training can find you. All BFA members are entitled to offer themselves as Supporting Mentors. There is also a section for availability. If, for example, you are fully booked now, but would be free in e.g. December that can be added. **Filling out all the mentoring fields are optional - if you don't tick or fill in a question, it simply will not show up in your profile.**

- **To add supporting mentor or training mentor services 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 **link there to edit your membership profile**.
- On this page **at the "What services I offer?" question tick that you are available as a Supporting Mentor and or Training Mentor and fill in the related questions** you want to appear in your BFA member profile about being a Mentor.
- **To apply the changes** you made, you have to **scroll to the bottom** of the edit profile page and **click on "Save".**

The additional information entered shows:
- In the member's profiles on: https://www.focusing.org.uk/focusing-professionals-directory.
  The filter "I am looking for a Supporting Mentor" can be selected there.
- On https://www.focusing.org.uk/professional-training the default tab shows the Training Mentor directory and clicking the Supporting Mentor directory tab, you will find the Supporting Mentor directory.

- Please use images on the BFA website that are available for public use e.g. those licensed under Creative Commons, or royalty free images from websites like https://www.pexels.com/. **You can also use images you have taken yourself or ask someone the use of their own photos for this purpose.** Maximum size for uploaded images are 250MB. The use of downloaded images from the internet without having permission for use, is a copyright infringement, which is illegal.

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