



Website CMS

User Manual

For

ACCT MEMBER PROFILE MANUAL

Table of Contents

1. Profile Account Access	1
2. Login / Log Out	2
3. Managing Your Profile Account	4
4. Editing Profile Image	5
5. WYSIWYG Editor	7
6. WYSIWYG Editor - Create a link	9
7. WYSIWYG Editor - Uploading a file.	10
8. WYSIWYG Editor - Add Image	12
9. WYSIWYG Editor - Embedding Videos	19
10. Areas of Specialties	20
11. Select Specialities Sub Categories	22

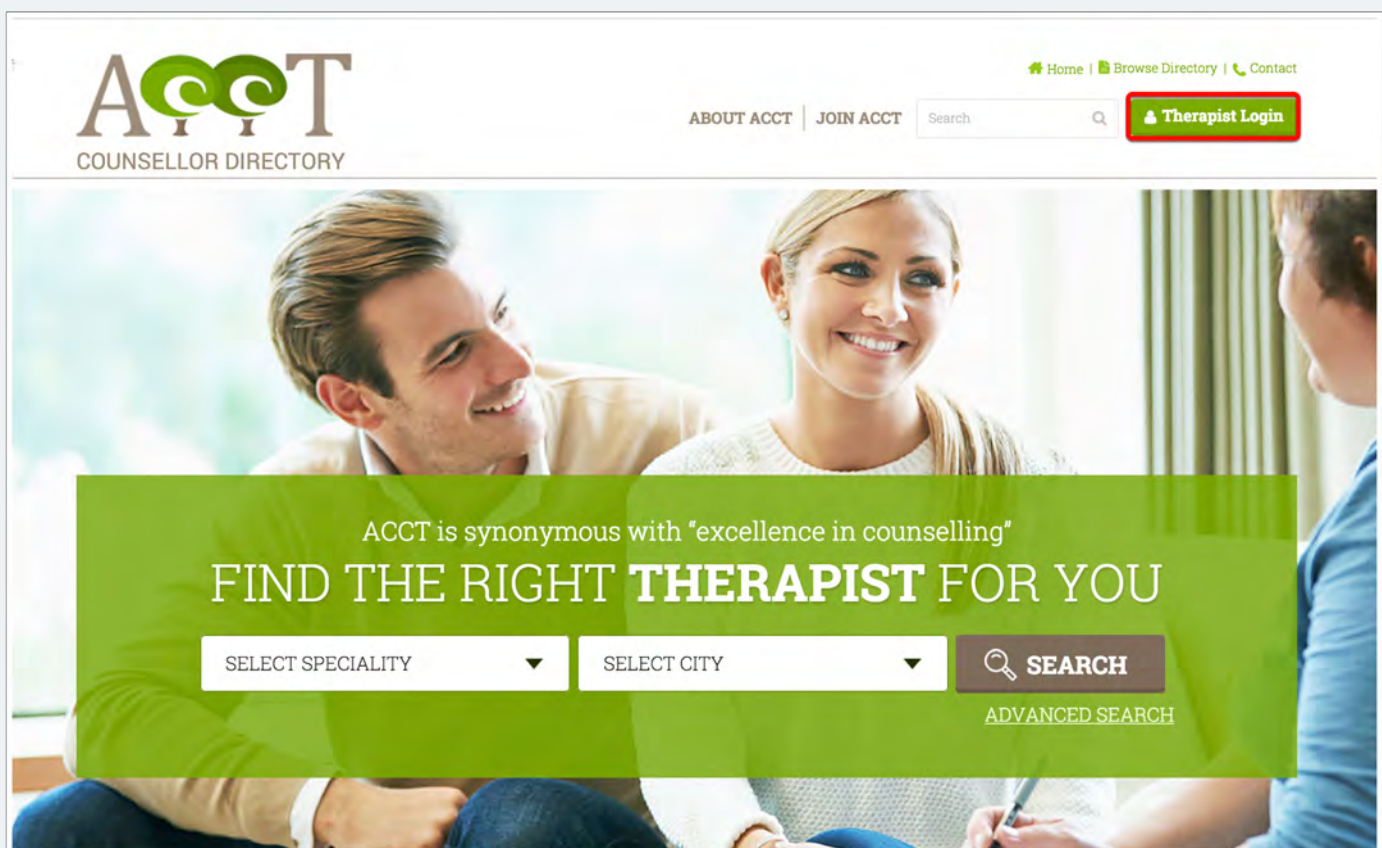
ACCT Counsellor Directory

New Directory - Website Test Link

To visit the new ACCT Counsellor Directory website in testing form, please go to:
<http://www.acctcounsellor.com.php54-3.ord1-1.websitetestlink.com/>

Therapist Login - Profile Account Access

To login and update your member profile, click on "Therapist Login" at the top of any webpage.



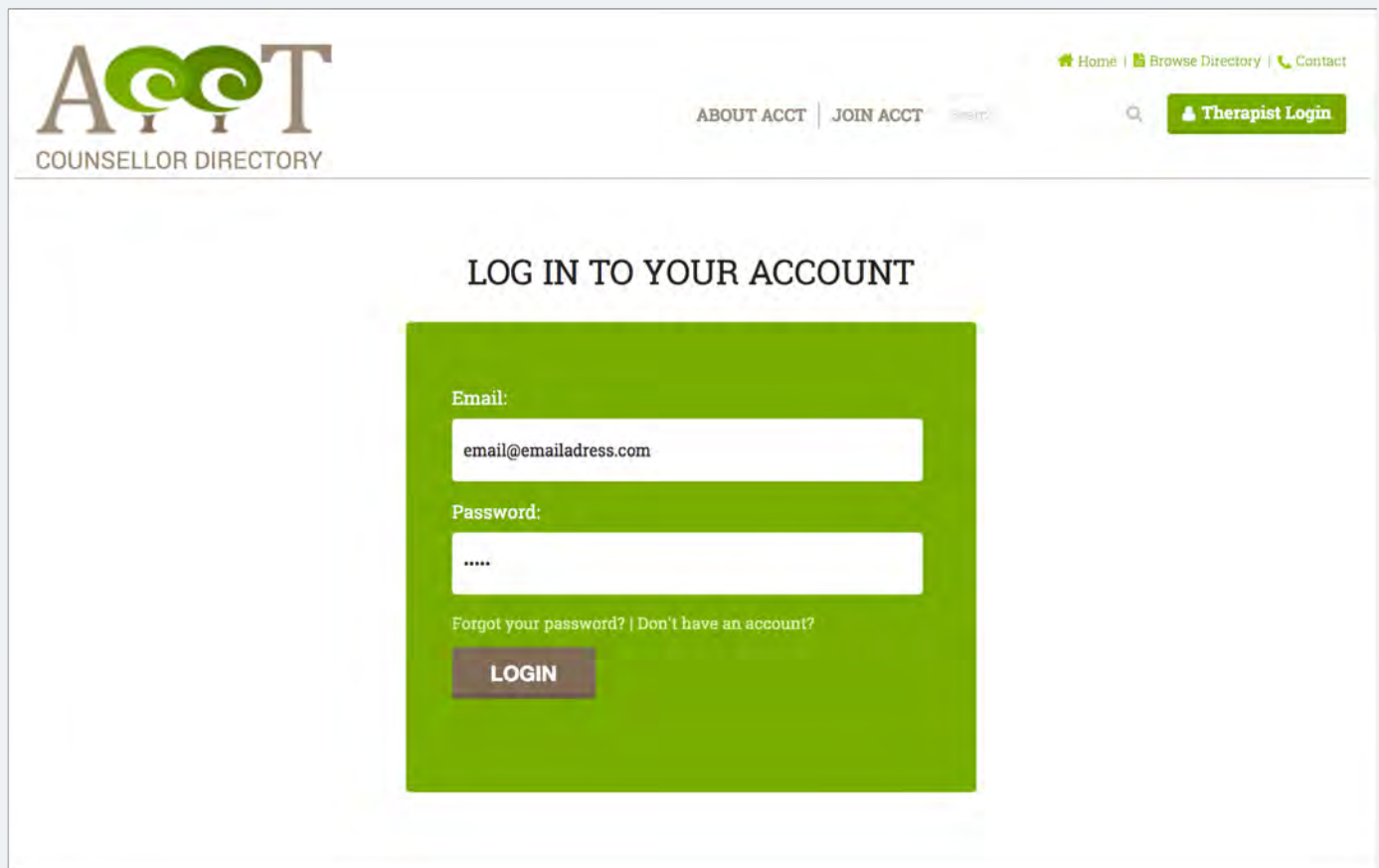
ACCT Counsellor Directory

Login

To login, use your **email address** and **ACCT Membership ID** as your password.

After log in, you'll be able to update your password in your Account Settings.

If you have forgotten your password, click on the **Forgot your password?** link and enter your email address to receive a temporary password.



The screenshot shows the ACCT Counsellor Directory website. At the top left is the ACCT logo with the text 'COUNSELLOR DIRECTORY' below it. To the right of the logo are links for 'ABOUT ACCT', 'JOIN ACCT', and a 'Search' button. Further right are links for 'Home', 'Browse Directory', and 'Contact'. A green button labeled 'Therapist Login' is also visible. The main heading in the center is 'LOG IN TO YOUR ACCOUNT'. Below this is a green login form with two input fields: 'Email:' with the placeholder 'email@emailadress.com' and 'Password:' with masked characters '*****'. Below the password field is a link that says 'Forgot your password? | Don't have an account?'. At the bottom of the form is a brown 'LOGIN' button.

ACCT Counsellor Directory

Accessing Profile / Log Out

1. **Profile** - While browsing the site, you can access and manage your profile settings by clicking on the **Profile** link in the main navigation.
2. **Log Out** - To log out, simply click on **Log Out** at the top right of your screen.



Managing Your Profile Account

Upon login, select which section to manage.

1. **Account** - Business Profile and Contact Information
2. **Biography** - Biography write up
3. **Specialties** - Specialty Services, Categories and Sub Categories
4. **Treatment Approach** - Detailed write up of provided services and treatment approach.



ACCT is synonymous with "excellence in counselling"

FIND THE RIGHT **THERAPIST** FOR YOU

HELLO, JILLIAN HARE

Last Updated : 15/05/2015

1	ACCOUNT	➔
2	BIOGRAPHY	➔
3	SPECIALTIES	➔
4	TREATMENT APPROACH	➔

Editing Profile Image

Follow the steps below with the following screenshots to learn how to crop your profile image.

1. Under **Account** click on the **upload** button to upload your profile image.
2. **Choose image** file from your computer. Select **upload**.
3. Once image has been uploaded, you can crop the image to the required size by dragging the mouse over the area to crop on the original photo. The preview box below will show you how your profile image will look after it is cropped to size.
4. Click "Save Thumbnail" to apply your changes.
5. To update the **Account** section of your profile, click **Update**.

Maximum file size is **3MB**.

ACCT Counsellor Directory

HELLO, JILLIAN HARE Last updated: 11/05/2018

ACCOUNT

ABOUT
CONTACT
LAST NAME
FIRST
EMAIL
ADDRESS
PHONE
PROFESSION

1 

2 **Photo Upload and Crop**

Upload Photo

Photo Upload and Crop

Create Thumbnail

Original Photo

Select the area to crop your image by dragging the mouse over the original photo.

3

4

5

Editing Biography and Treatment Approach Content

The WHAT YOU SEE IS WHAT YOU GET (WYSIWYG) editor is used to format any content that needs to be added to the page.

1. **SOURCE** - reveals the HTML code
2. **PASTE OPTIONS** - for pasting text or images. Includes: REGULAR paste, PLAIN TEXT paste (gets rid of any formatting), and FROM WORD paste (retains formatting)
3. **TEXT OPTIONS** - BOLD, ITALIC, and UNDERLINE options for text; BULLETED list
4. **LINK OPTIONS** - to create a link see WYSIWYG - CREATE A LINK
5. **ALIGNMENT OPTIONS** - to align text. Includes: LEFT, CENTER, and RIGHT ALIGN
6. **IMAGE** - insert an IMAGE, FLASH, or TABLE
7. **STYLES** - various other FONT formatting choices
8. **PARAGRAPH FORMAT** - edit the PARAGRAPH formatting
9. **FONT CHOICES** - change the font STYLE
10. **FONT SIZE** - format the font SIZE
11. **FONT COLOUR** - format the colour of the text or the background colour of the text
12. **FULL SCREEN** - makes the WYSIWYG editor full screen. Click this option a second time to exit full screen.
13. **ABOUT** - for more information regarding WYSIWYG editor
14. **TEXT AREA** - where you enter your content for the page

PREVIEW - allows you to review the changes you made before officially publishing them.

UPDATE - saves the current changes to your Biography or Treatment Approach writeup.

ACCT Counsellor Directory

BIOGRAPHY



BIOGRAPHY

Three Ways to Greatly Increase The Power Of Your Listing

1. Make the first 30 words of your biography a summary or brief discription intended to invite readers to click on your full profile link.
2. Use at least 300 words between your biography and your treatment approach description.
3. Use the words of your specializations in your description. Google loves relevant content.
4. Make sure to write about benefits. How does a client benefit from your services? Putting more emphasis on client benefits is more likely to prompt a referral.

All Fields Must Be Unique - Please Do Not Copy and Paste Content.

Google penalizes duplicate content. It is extremely important that your content be original. Do not copy and paste ANYTHING. Do not copy from the web, do not copy from your own website. Doing so may cause your listing to be disabled without notice.

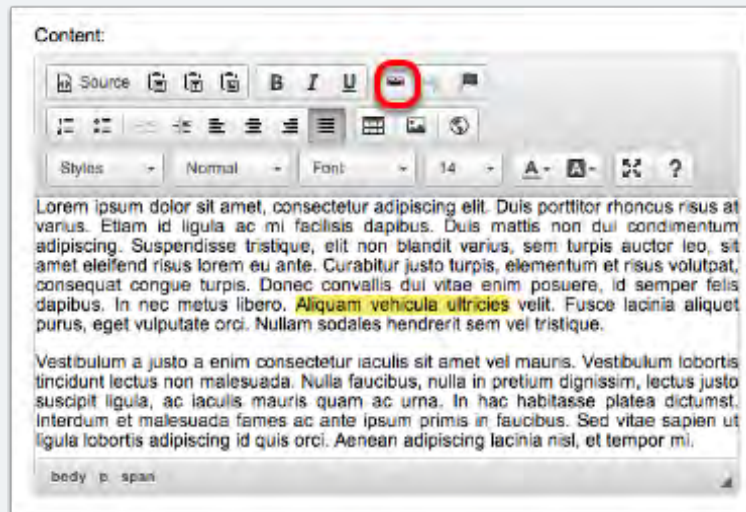
A rich text editor interface. The top toolbar contains icons for source, undo, redo, bold, italic, underline, link, unlink, list, ordered list, and table. Below this is a second row with icons for image, styles, format, font, size, text color, background color, and a help icon. The main area is a large, empty text box for writing the biography.

UPDATE

PREVIEW

WYSIWYG EDITOR - Create a Link

To create a LINK first highlight the word that is to be created into a link in the content area and then select the LINK button.



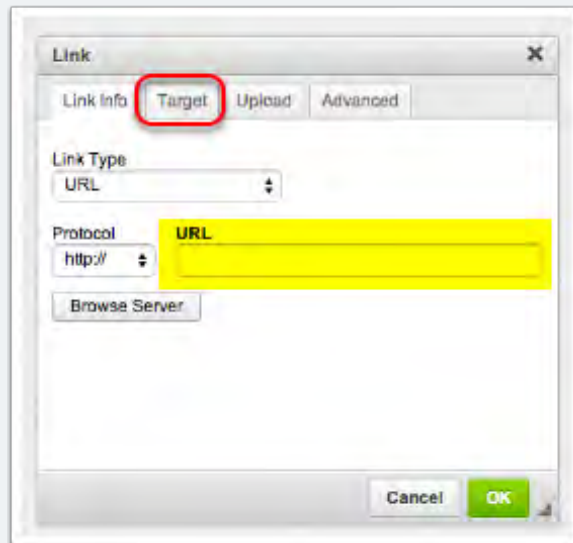
WYSIWYG EDITOR - Create a Link

After selecting the word and clicking link this window will pop up.

Type or copy and paste a URL into the highlighted area.

To link one page to another page on the website (internal) click OK (Skip next step). For example if the word or phrase being linked is located on the Homepage and is linking to the About page an internal link would be created.

Linking to a webpage that is located elsewhere (external), other than the ACCT website, click on the TARGET tab (proceed to next step).

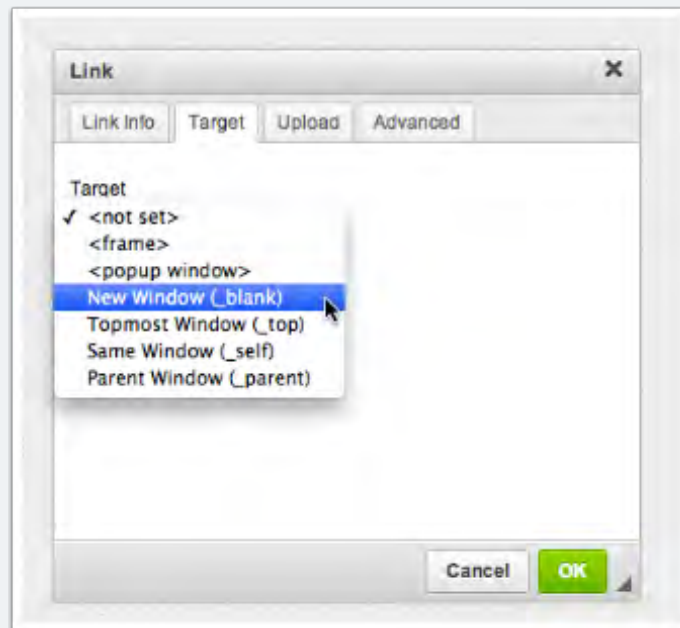


WYSIWYG EDITOR - Create a Link

Select new window, then select OK.

ACCT Counsellor Directory

*Note: Now when a user clicks on these links it will open up a new browser window or tab (depending on the users specific browser settings). This will allow people to view the site that they have been directed to, but at the same time the ACCT COUNSELLOR DIRECTORY page remains open so they don't forget where they were before.



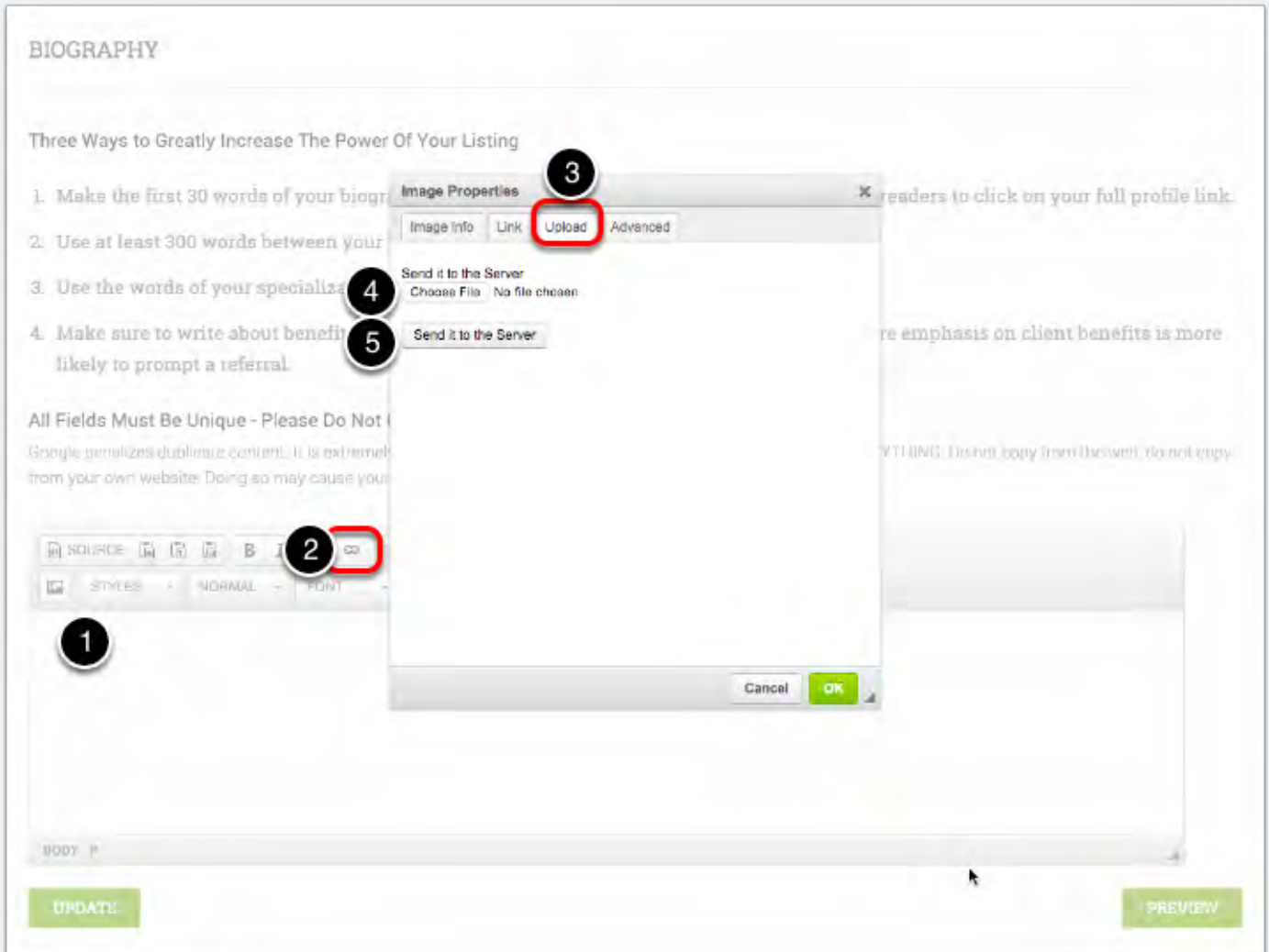
WYSIWYG EDITOR - Uploading a File

To create a link to a .pdf file follow these steps.

1. HIGHLIGHT THE TEXT that is to be used for the link that allows users to download the file
2. Click the Insert LINK button
3. Click on the UPLOAD TAB
4. From the upload tab click on CHOOSE FILE to browse the computer and locate the file
5. Then Send it to the SERVER

*Note: It is recommended that the uploaded files are .pdf

ACCT Counsellor Directory



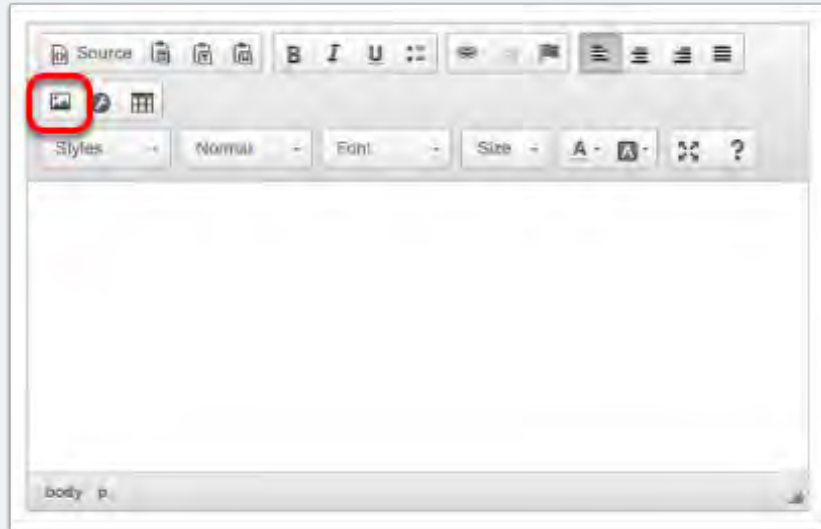
WYSIWYG EDITOR - Add Image

There are two places an image can be selected from, the first is the SERVER. The server houses images that have been previously used on the website.

Images can also be selected from any where located on your COMPUTER, each option will be outlined in the following sections of the manual.

ACCT Counsellor Directory

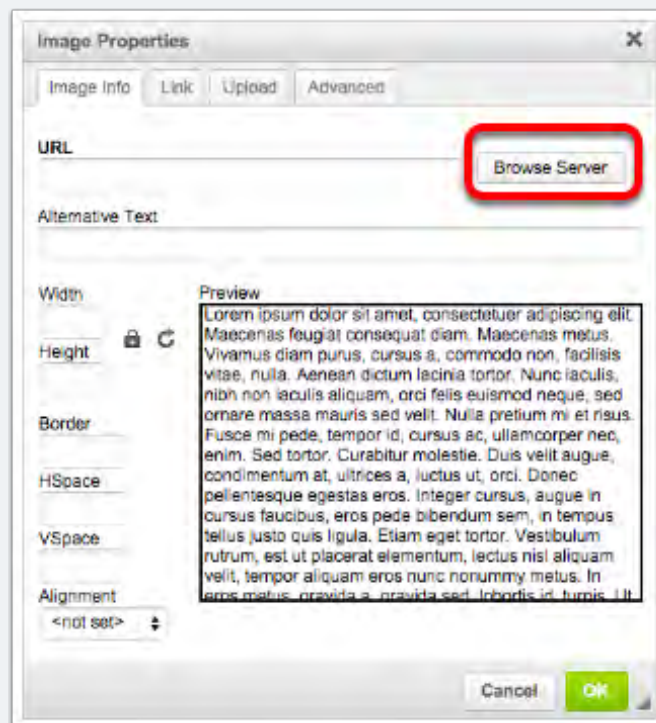
1. To insert an image into the content area of a webpage begin by selecting the IMAGE option.



WYSIWYG EDITOR - Add Image (Server)

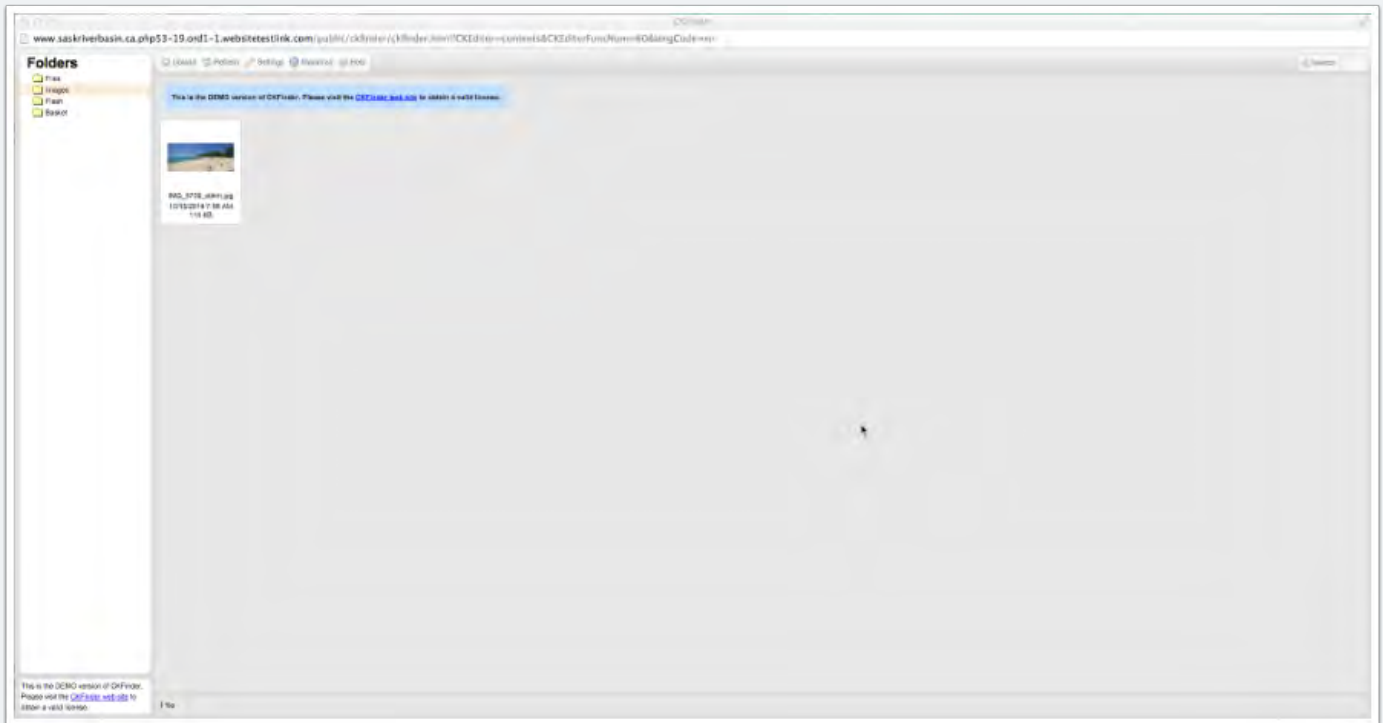
If the image needed for upload is located on the server.

After selecting the image icon, click BROWSE SERVER.



WYSIWYG EDITOR - Server Images

1. Locate the desired image from the SERVER
2. Double Click on it to select it
3. Next adjust the image. See WYSIWYG EDITOR - ADJUST IMAGE



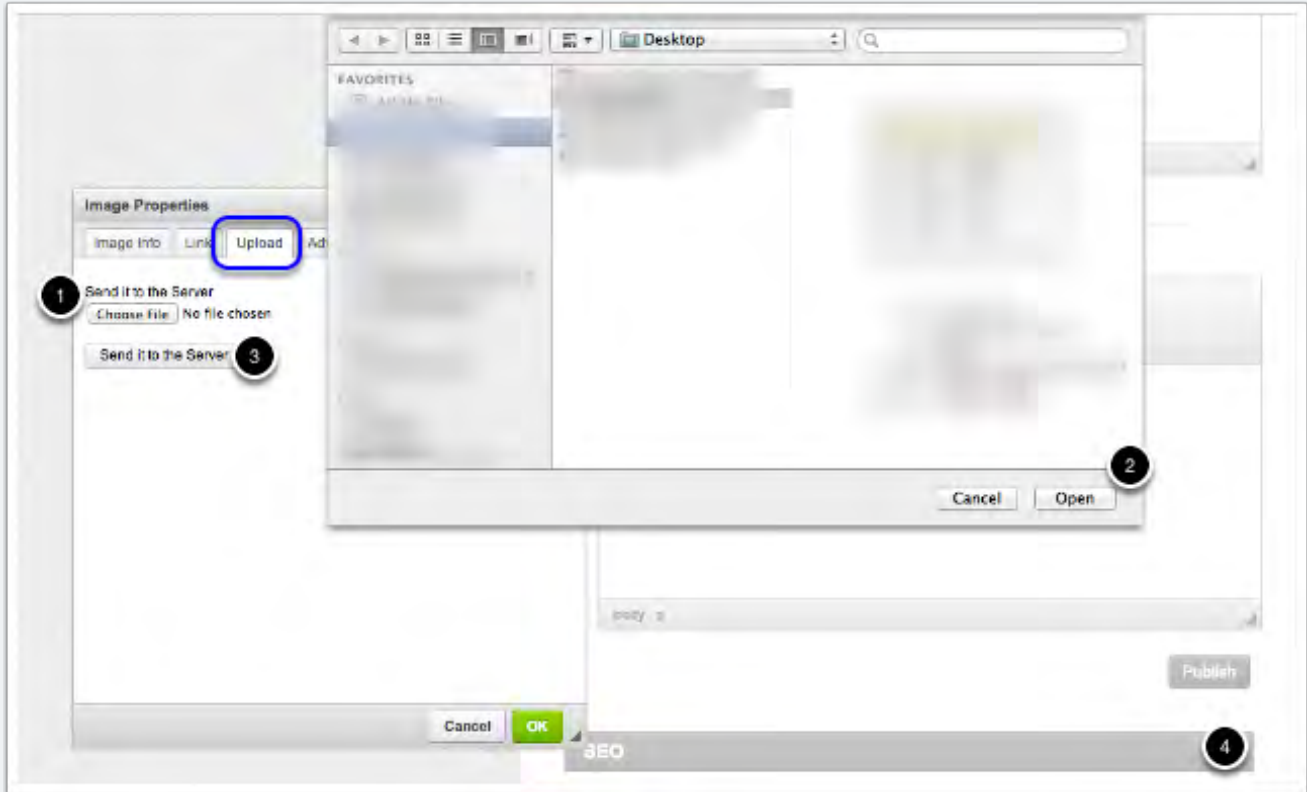
WYSIWYG EDITOR - Add Image (Located on Computer)

If the image needed for upload is located on the computer and not the server then when viewing IMAGE PROPERTIES select UPLOAD.

1. Select CHOOSE FILE and find where the file is saved. Be sure to use .jpeg or .png files when uploading
2. Double click the image or select the image and click OPEN

ACCT Counsellor Directory

3. Click Send it to the SERVER
4. Next adjust the image. See WYSIWYG EDITOR - ADJUST IMAGE



WYSIWYG EDITOR - Adjust Image

Once the image is chosen this screen will appear. Here there is the option to write an **ALTERNATIVE TEXT** for the image. This text is what shows up in the search engine and allows the users to get an idea of what the image is before it is loaded.

1. Adjust the size of the image by typing in new numbers into the **WIDTH** or the **HEIGHT** field. The image will stay proportional as the **ASPECT RATIO IS LOCKED**.
2. Click on the lock to unlock the aspect ratio. This will allow the image to be stretched either direction. **PLEASE USE WITH CAUTION**
3. Click **OK** to insert the image onto the page
4. Clicking **CANCEL** will exit this view without saving changes



WYSIWYG EDITOR - Embedding Videos

If you would like to add a video to your Biography or Treatment Approach sections, please review the steps below on how to Embed a Video.

Open a new tab in your browser.

1. Go to YouTube video and click on **Share**.
2. Click on the **Embed** Tab.
3. **Copy** the source code provided.
4. Select the **video size**.
5. Open your ACCT profile page and click in the Text Editor area where you wish to place your video.
6. **Paste** in the code given to you from YouTube.
7. Click on **Update** to save your changes.

ACCT Counsellor Directory

+ Add **1** Share *** More 144,429 26,283

Share **2** Embed Email

3 `<iframe width="960" height="720" src="https://www.youtube.com/embed/ZYXTZh8CW4E?rel=0&controls=0&showinfo=0" frameborder="0" allowfullscreen></iframe>`

Preview:



4 Video size: 960 x 720

- ☐ Show suggested videos when the video finishes
- ☐ Show player controls
- ☐ Show video title and player actions
- ☐ Enable privacy-enhanced mode [?]

5 SOURCE               

STYLES NORMAL FONT SIZE A A ?

I am a Registered Therapeutic Counsellor (RTC). As a part of my ongoing training, I receive supervision and I regularly participate in professional development programs.

I work with individuals of all ages who are experiencing anxiety due to relationships, health, parenting or caregiving concerns. I have an online practice via type audio and video. My counselling approach is Cognitive Behaviour Therapy and Motivational Interviewing techniques.

6 `<iframe width="960" height="720" src="https://www.youtube.com/embed/ZYXTZh8CW4E?rel=0&controls=0&showinfo=0" frameborder="0" allowfullscreen></iframe>`

BODY P

7 UPDATE PREVIEW

Areas of Specialties

The **Areas of Specialites** list displays the main categories found in the search engine within the ACCT website.

ACCT Counsellor Directory

1. Select the categories that apply to your business.
2. Click on the arrows to move over the selected categories from the available list.
3. Remove the selected categories back to the main list.
4. Your selected categories will list in the right column.

The image displays three sequential screenshots of the 'SPECIALTIES' selection interface, illustrating the process of moving categories from the 'Available Categories' list to the 'Select Categories' list.

Screenshot 1: The 'Available Categories' list on the left includes: Addiction, Anger Management, Anxiety, Career, Counselling Children, Couples Counselling, Depression, Eating Disorders, Family Counselling, Grief, Individual Coaching, Individual Counselling, Marriage, Pregnancy / New Moms, Psychologist, and Psychotherapist. A red circle with the number '1' is next to the list. In the center, there are three green arrows labeled '2' and '3'.

Screenshot 2: The 'Available Categories' list is the same. A red circle with the number '4' is next to the 'Select Categories' list, which now contains 'Anger Management'.

Screenshot 3: The 'Available Categories' list is updated to include 'Spiritual Counselling' at the bottom. The 'Select Categories' list now contains: Anger Management, Counselling Children, Couples Counselling, and Depression.

Select Specialties Sub-Categories

The **Areas of Specialites Sub-Categories** list services provided under each main category. These services will be listed on your profile page.

1. Select the sub-categories that apply to your business.
2. To **Add** a new sub-category, click on **Add More**.
3. To cancel, click on the **X** to close the text field.
4. Other services include: **Types of Clients Seen**
5. **Session Duration**
6. **Qualifications**
7. **Languages Spoken**
8. **Submit for Approval** to save your changes. The ACCT Board will review your changes before publishing to the live profile.

ACCT Counsellor Directory

SELECT SPECIALTIES

Counselling Children

☐ Caring for People with Dementia

+Add More

Eating Disorders

☒ Depression

+Add More

Grief

☐ Parenting Children with ADD and ADHD

+Add More

SELECT SPECIALTIES

Counselling Children

☐ Caring for People with Dementia

+Add More

Eating Disorders

☐ Depression

+Add More

Grief

☐ Parenting Children with ADD and ADHD

+Add More

Individual Counselling

☐ Marriage and Family

+Add More

Pregnancy / New Moms

☐ Anxiety

+Add More

Psychologist

☐ Living with an Ostomy

+Add More

Type of Clients Seen

☐ Groups ☐ All Ages ☒ Adults ☐ Children ☐ Young Adults ☐ Seniors

Session Duration

☐ Long Term ☐ Short Term ☐ Single Session ☐ Time Limited

Qualifications

☐ RTC ☐ MTC ☐ RCS

Languages Spoken

☐ Spanish ☐ French ☐ English ☐ Hindi ☐ Mandarin ☐ Language I

+Add More

SUBMIT FOR APPROVAL

1

2

3

4

5

6

7

8