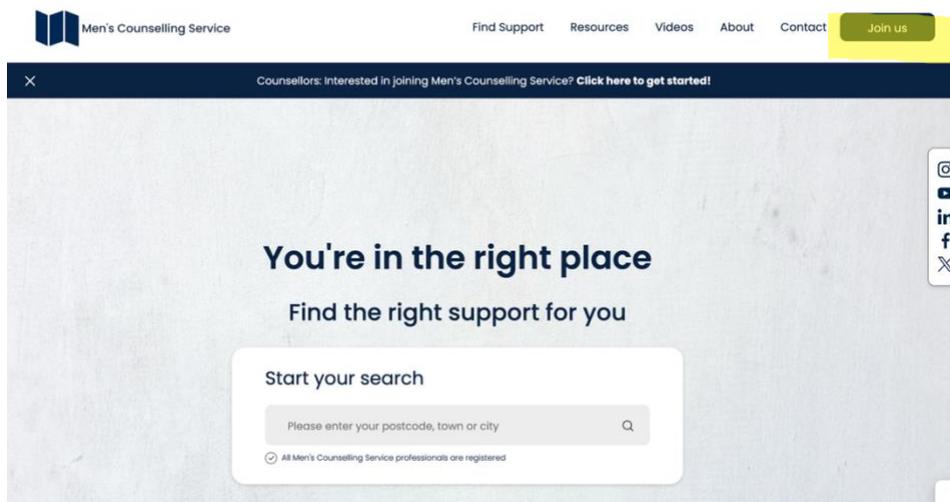


Counsellor Registration Guide

Thank you for joining Men's Counselling Service. The directory will only improve now our first draft is live, so please feel free to feedback to us at any time during the soft launch. Updates will take effect quarterly, as we look to ensure this service serves both you (our counsellors) and men (our clients) to the best of our ability.

The following document, is a step-by-step guide on how to set up your Men's Counselling Service Profile. Please **follow this step-by-step to ensure your profile is listed** at the earliest opportunity.

Step 1: Navigate to our Home Page www.mencounselling.com



Step 2: Navigate to the Join Us Page

Scroll down and select either of the 'Join Us Today' buttons. You will not be charged until November 2025, and you can pause or cancel anytime (be this during the free period, or afterwards).



Free Until November 2025

You won't pay a penny during the free trial period. Beyond the free trial, here are six reasons why therapists choose us to promote their services.

- ✓ Instantly visible to men in your location seeking support
- ✓ Flexible subscription, pause or cancel at anytime
- ✓ We'll never set fees or take commissions
- ✓ Personalised profile, highlighting exactly how you can help
- ✓ We promote your work to new audiences
- ✓ Connect with peers, attend events, and CPD opportunities

All prices listed in £ GBP

Most Popular

Yearly subscription £264

Get one month free by signing up to a yearly subscription.

Join us today

Monthly subscription £24 per month

List your profile for a flexible monthly subscription, you can pause or cancel at anytime

Join us today

PLEASE TURN OVER

Step 3: Create your account

Enter your First Name, Surname, and Contact Email Address. This is the address you will see linked to your profile, so if you have a 'work email' please use this.

The screenshot shows the 'Sign Up To Mens Counselling Service' form. The 'Create your account' section is highlighted. It contains three input fields: 'First Name' with the placeholder 'Example', 'Surname' with the placeholder 'Counsellor', and 'Email' with the placeholder 'mencounselling@service@gmail.com'. A blue 'Next' button is located at the bottom right of the form. The page header includes the logo and navigation links: 'Find Support', 'Resources', 'Videos', 'About', 'Contact', and 'Join us'. A dark blue banner at the top reads 'Counsellors: Interested in joining Men's Counselling Service? Click here to get started!'.

Click 'Next' and you will be asked to now create your password. Please store this safe.

The screenshot shows the 'Sign Up To Mens Counselling Service' form. The 'Create your account' section is highlighted. It contains two input fields: 'Password' and 'Confirm Password', both with placeholder text '*****'. A grey 'Back' button and a blue 'Next' button are located at the bottom of the form. Below the buttons, it says 'Already a member, sign in here'. The page header and banner are the same as in the previous screenshot.

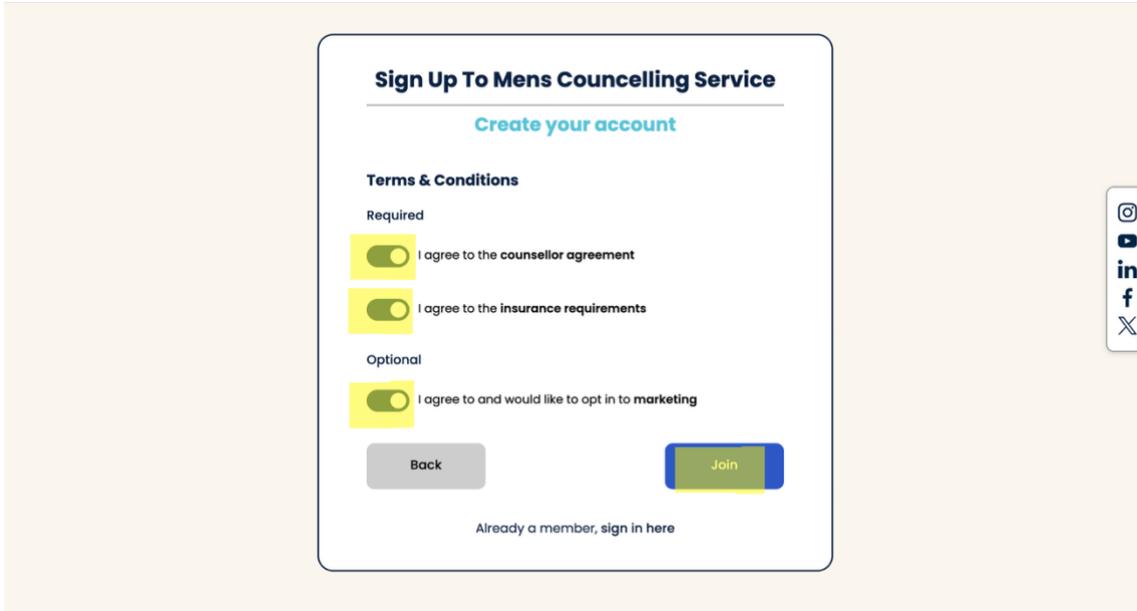
Step 4: Terms and Conditions

Please read and consent to the 'Counsellor Agreement' and 'Insurance Requirements'.

The screenshot shows the 'Sign Up To Mens Counselling Service' form. The 'Terms & Conditions' section is highlighted. It is divided into 'Required' and 'Optional' sections. Under 'Required', there are two checkboxes, both checked, with labels 'I agree to the counsellor agreement' and 'I agree to the insurance requirements'. Under 'Optional', there is one checked checkbox with the label 'I agree to and would like to opt in to marketing'. A grey 'Back' button and a blue 'Join' button are located at the bottom of the form. Below the buttons, it says 'Already a member, sign in here'. The page header and banner are the same as in the previous screenshots.

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The 'Marketing' document is optional. We will be promoting counsellor articles and interviews (which are also optional) via our platform, social media channels, and through our network of partners. It's important you've selected to enable us to boost visibility to your profile via these means.



Sign Up To Mens Counselling Service

Create your account

Terms & Conditions

Required

I agree to the counsellor agreement

I agree to the insurance requirements

Optional

I agree to and would like to opt in to marketing

[Back](#) [Join](#)

[Already a member, sign in here](#)

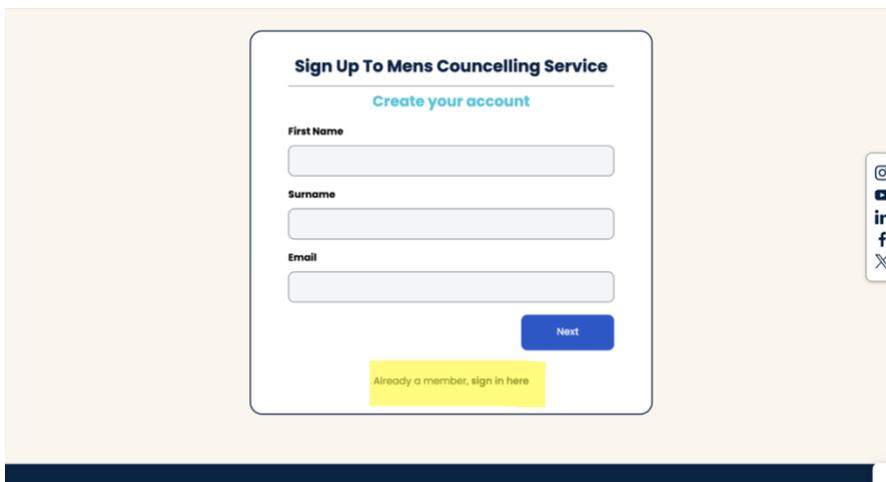


Step 5: Account Verification Email

You will now receive an email to verify your account, this may take up to 60 minutes. Please check you junk / spam folder.

Step 6: Sign In

You can now sign into your account. Please see the '**Already a member, sign in here**' section at the bottom of the text box. Please do not complete the form 'First Name, Surname, Email'.



Sign Up To Mens Counselling Service

Create your account

First Name

Surname

Email

[Next](#)

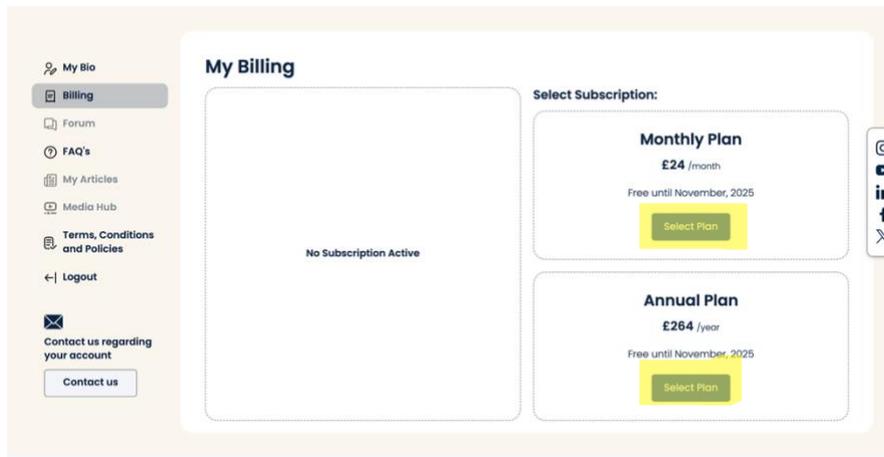
[Already a member, sign in here](#)



PLEASE TURN OVER

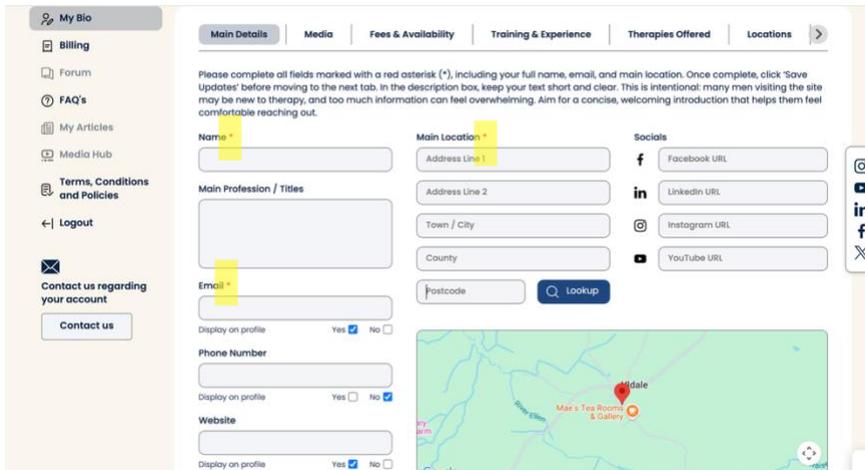
Step 7: Subscription

Please choose a subscription plan – no money will be taken until November 2025. You can't create your profile without setting up the subscription in advance, but you can pause or cancel this at anytime (during or after the free period).



Step 8: Main Details

You can now create your profile. Please complete all boxes with a **red ***, you will not be able to progress your application without doing this first. Please click **'Save Updates'** before leaving the page, or your changes will not be saved.

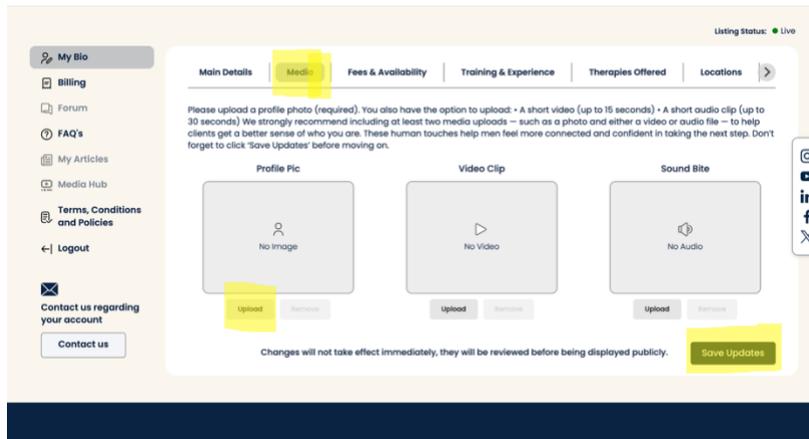


Scroll down this page to find the description box, this is also mandatory*. A preview of this will be shown on your profile preview to clients. In here, try to communicate how you can support men. Just another reminder, please click **'Save Updates'** before navigating to the media tab along the top.

PLEASE TURN OVER

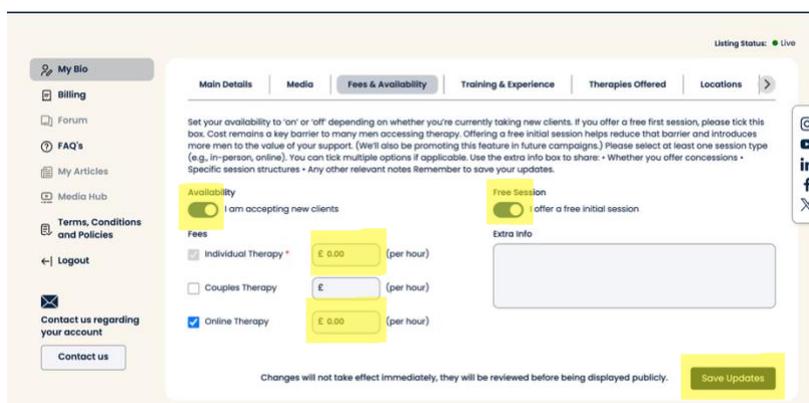
Step 9: Media tab

Profile pictures are mandatory, if you don't upload and save the image your profile will not be visible to potential clients. You have the option to add a short video or audio file to help clients learn more about you – demystifying this process for them further. Please click **'Save Updates'** before navigating to the Fees & Availability tab.



Step 10: Fees & Availability tab

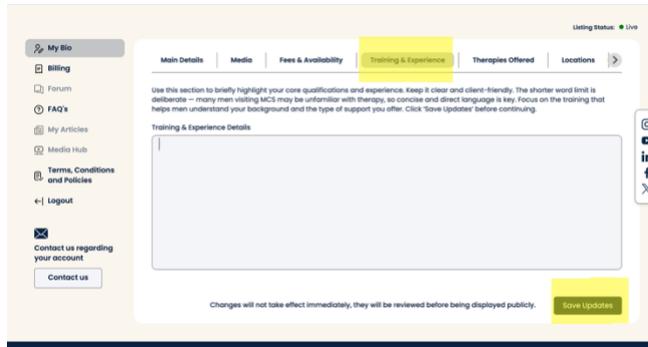
You must enter a fee to be listed, this helps clients search by budget. If you offer a free first session (something we encourage to get more men to try therapy and understand it's value) please toggle on the button. Please also set if you are available to accept new clients, and pictures are mandatory, if you don't forget to click **'Save Updates'** before navigating to the Training & Experience tab.



PLEASE TURN OVER

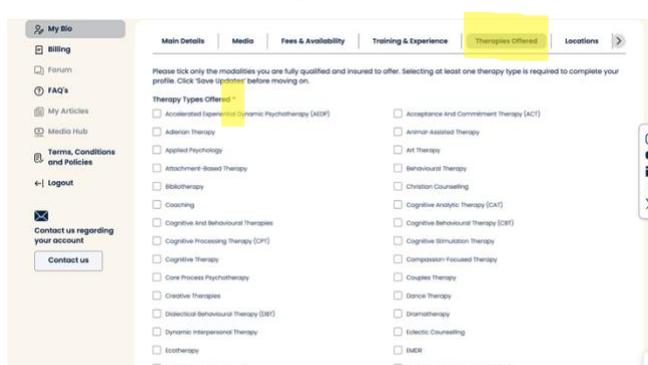
Step 11: Training & Experience tab

Please complete this section, and click **'Save Updates'** before navigating to the Therapies Offered tab.



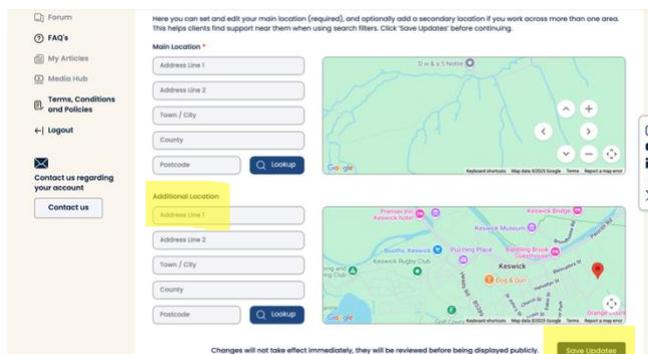
Step 12: Therapies Offered tab

Please note a minimum of one therapy offered, to help clients search by specific modality. Please only select modalities you are qualified and insured to practice. Click **'Save Updates'** before navigating to the Locations tab.



Step 13: Locations tab

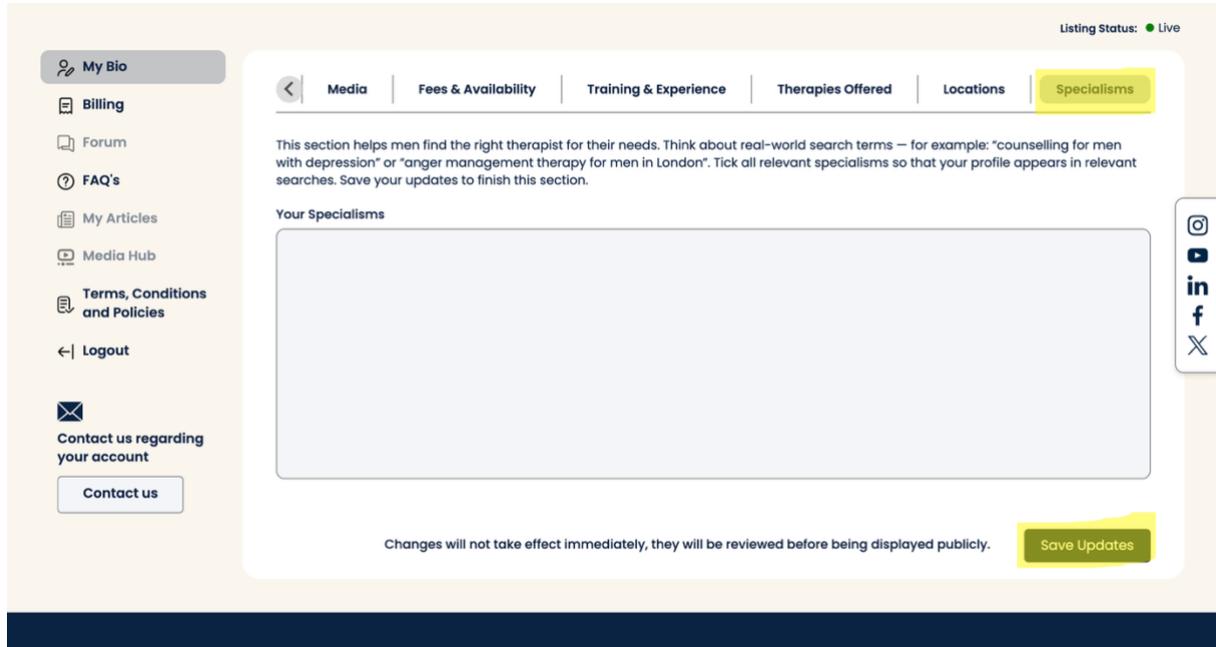
You can add a secondary location via this tab. Please only select locations you can serve. At present, we can only list two locations per profile. Click **'Save Updates'** before navigating to the Specialisms tab.



PLEASE TURN OVER

Step 14: Locations tab

In this section note your specialisms, write for men and keep in mind 'real-world search terms'. This will help your profile be more visible on search engines. Click **'Save Updates'**.



The screenshot shows the 'Specialisms' tab in a user profile editor. The left sidebar contains navigation options: My Bio, Billing, Forum, FAQ's, My Articles, Media Hub, Terms, Conditions and Policies, and Logout. Below these is a 'Contact us regarding your account' button. The main content area has a breadcrumb trail: Media | Fees & Availability | Training & Experience | Therapies Offered | Locations | Specialisms. A 'Listing Status: Live' indicator is in the top right. The main text explains that this section helps men find the right therapist and provides an example search term. Below this is a large text input field labeled 'Your Specialisms'. At the bottom, a message states 'Changes will not take effect immediately, they will be reviewed before being displayed publicly.' and a 'Save Updates' button is visible.

Step 15: Identity Verification Process

Upon creating your account, please email contact@mencounsellingservice.com including a copy of your professional membership certificate and your primary phone number. This step is essential for verifying your identity and professional standing.

Important notes:

- Profiles normally take 24 – 72 hours to show on Men's Counselling Service Directory following ID checks, subject to the volume of enquiries. Sometimes we request additional information, or the service maybe busier with applications than usual (for example, during soft launch).
- You will receive a confirmation email when your profile is listed.
- You can log back in at anytime via the 'Already a member, sign in here' button on the Join Us page for now. You can make changes or check the status of your profile by the 'listing status' shown in the top right-hand side of the page.
- We are very open to feedback, suggestions, ideas, and improvements. So please reach out to us at any time.

Welcome to the team!

END.